



WEST RIDING COUNTY
FOOTBALL ASSOCIATION LTD

Official Handbook

Season 2009 – 2010

Offices of the Association

**FLEET LANE, WOODLESFORD
LEEDS LS26 8NX**

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Development Department: 0113 282 2358

Referees Department: 0113 205 9616 / 9617

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e-mail: info@wrcfa.com

Website: www.wrcfa.com

Office Hours:

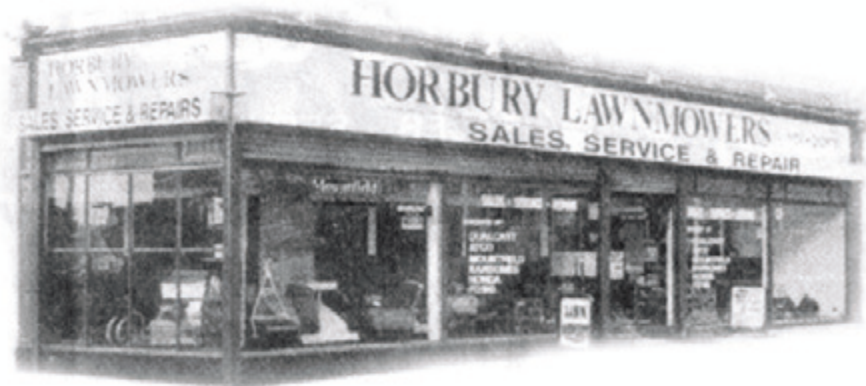
Monday–Friday 9.00 a.m. – 4.30 p.m.



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LIST OF OFFICERS

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P. MARSDEN, Esq.

Chairman:

R. G. SECKER, Esq.

Life Vice-Presidents:

R. I. ALLWOOD, G. S. BINNS, B. G. CHAPLIN, A. E. DENT,
B. J. GOODALL, A. HAYES, P. MARSDEN, H. MONGON, P. PAMMENT,
D. J. ROSE, C. L. ROSS, R. G. SECKER,

Vice-Presidents:

E. BEEDHAM, J. DOLAMORE, D. FULLER, K. HUBBERT, M. W. LORD,
J. McAULAY, Mrs M. M. WARD

Senior Club Representatives:

Miss J. A. HOUGH, J. POLLARD,

Divisional Representatives:

F. H. BEAUMONT, P. M. BEEBY, J. D. BYRNE, B. R. CLEGG, D. DALTON,
J. D. BYRNE, Mrs. C. DENT, M. H. GLOVER, R. H. GREEN, M. GREENWOOD,
D. HARGREAVES, D. HENNESSY, K. HILL, J. HOLMES,
D. R. KNAGGS, J. McMAHON, S. A. MURRAY, G. PARKINSON, K. PARKINSON,
G. L. PLATT, T. H. ROBINSON, M SHERIFF, C. J. SPURR
K. THOMPSON, D. B. TOWN

West Yorkshire Schools' Representative:

T. WALTON

West Riding Referees' Association Representative:

F. HOLLERAN

Co-opted Members:

D. H. CAMM

Y. LUNAT

Chief Executive

G. R. CARTER, J.P., Fleet Lane, Woodlesford, Leeds LS26 8NX
Telephone: Leeds (0113) 282 1222

Auditors:

PKF, Pannell House, 6 Queen Street, Leeds LS1 2TW

Solicitors:

Shulmans, 120 Wellington Street, Leeds LS1 4LT



PRESIDENTS

W. Hirst	1896–1899	G. Myers	1936–1945
R. Fenwick	1899–1901	C. W. Schofield	1945–1954
T. Fitton	1901–1905	F. Barrett	1954–1976
F. Waterhouse	1905–1908	S. Bolton	1976–1977
J. Whitehouse	1908–1911	W. Secker	1977–1988
J. Connor	1911–1915	A. C. Taylor, M.B.E.	1988–2005
F. Waterhouse	1919–1921	P. Marsden	2005-
W. I. Hardcastle	1921–1936		

REPRESENTATIVES- F.A. COUNCIL

J. Brunt	1905- 1914	F. Barrett	1954- 1970
J. Connor	1914–1920	E. Wilson	1970–1974
J. Brunt	1920–1923	W. Secker	1974–1988
W. L. Hardcastle	1923–1936	A. C. Taylor M.B.E.	1988–2005
G. Myers	1936–1946	G. R. Carter, J.P.	2005-
C. W. Schofield	1946–1954		

SECRETARIES

R. B. Murray	1896	F. Winterburn	1938–1944
R. Fenwick	1897–1898	F. Hill	1945–1965
J. Spittle	1899	A. F. Vidler	1965–1967
J. C. Nafferman	1900	R. M. Robin	1967–1990
J. C. Brunt	1901–1933	G.R. Carter JP	1991–2008
J. R. Witty	1934–1938		

CHIEF EXECUTIVES

G. R. Carter JP	2008 -
-----------------	--------



**WEST RIDING COUNTY
FOOTBALL ASSOCIATION
COUNCIL**

Year elected

- 1986 R. I. ALLWOOD, 115 Broadway, Horsforth, Leeds LS18 4HL
Tel: (0113) 258 5683
- 2001 F. H. BEAUMONT, 9 Leyfield Bank, Wooldale, Holmfirth HD9 1XU
Tel: (01484) 683588
- 1997 P. M. BEEBY, 6 Sefton Drive, Hove Edge, Brighouse HD6 2LY
Tel: (01484) 710996
- 1994 E. BEEDHAM, 31 Cochrane Street, Selby YO8 8DU
Tel: (01757) 705992
- 1974 G. S. BINNS, 7 Beech Avenue, Dalton, Huddersfield HD5 8DZ
Tel: (01484) 428530
- 2008 J. D. BYRNE, 6 Keats Drive, Heckmondwike, WF16 0PF
Tel: (01924) 407432
- 2000 D. H. CAMM, 84 Moseley Wood Gardens, Leeds LS16 7HU
Tel: (0113) 267 2181
- 1983 B. G. CHAPLIN, 6 Danescroft, Brayton, Selby, YO8 9XE.
Tel: (01757) 701789
- 2007 B. R. CLEGG, 1 Pasture Lane, Clayton, Bradford, BD14 6JR
Tel: (01274) 411473
- 2007 D. DALTON, 26 Parkside Crescent, Meanwood, Leeds, LS6 4JU
Tel: (0113) 230 2906
- 1986 A. E. DENT, 6 Southcroft Drive, Birkenshaw, Bradford BD11 2DE
Tel: (01274) 685430
- 2001 Mrs. C. DENT, 6 Southcroft Drive, Birkenshaw, Bradford BD11 2DE
Tel: (01274) 685430
- 1987-89
- 1991 J. DOLAMORE, 20 Primley Park Crescent, Alwoodley,
Leeds LS17 7HZ. Tel: (0113) 295 6180
- 1993 D. FULLER, 8 Wellfield Mews, Staincliffe, Dewsbury WF13 4SH
Tel: (01924) 437284
- 2002 M. H. GLOVER, 99 The Gills, Otley LS21 2BY. Tel: (01943) 463640
- 1984 B. J. GOODALL, 22 Brownsfield Road, Addingham, Ilkley, LS29 0TF
Tel: (01943) 831586
- 2004 R. H. GREEN, 2 Bankhouse Court, Bankhouse Lane, Pudsey, Leeds,
LS28 8RF Tel: (0113) 257 8379
- 2004 M. GREENWOOD, 73 Walton Park, Pannal, Harrogate, HG3 1RJ
Tel: (01423) 870 489
- 1999 D. HARGREAVES, 28 Warren Avenue, Wakefield WF2 7JN
Tel: (01924) 254724
- 1987 A. HAYES, 12 Greenway, Leeds LS15 7DY. Tel: (0113) 294 4926
- 2008 D HENNESSY, 6 Court Gardens, Snaith, Goole, DN14 9JP
Tel: (01405) 861158
- 2008 K. HILL, 14 Saltergate Drive, Harrogate, HG3 2YE. Tel: (01423) 709562
- 2006 F. HOLLERAN, 62 Willow Rise, Thorpe Willoughby, Selby, YO8 9FW.
Tel: (01757) 701041
- 1996 J. HOLMES, 33 Claymore Rise, Silsden, Keighley BD20 0QQ
Tel: (01535) 655860
- 1999 Miss J. A. HOUGH, Huddersfield Town A.F.C., The Galpharm
Stadium, Huddersfield HD1 6PX. Tel: (01484) 484105



- 1991 K. HUBBERT, 7 Menin Drive, Baildon, Shipley BD17 5PN
Tel: (01274) 416548
- 2008 D. R. KNAGGS, 70 Cleasby Road, Menston, Ilkley LS29 6HN
Tel: (01943) 879290
- 1993 M. W. LORD, 20 Winston Avenue, Crosshills, Keighley BD20 7DL
Tel: (01535) 633865
- 2008 Y. LUNAT, 19 Hyrst Garth, off Track Road, Batley, WF17 7AD
Tel: (01924) 488742
- 1978 P. MARSDEN, 25 Cumberland Street, Skipton BD23 2NL
Tel: (01756) 792859
- 1985–87
- 1994 J. McAULAY, Roedean, 78 Cross Gates Lane, Leeds LS15 7PF
Tel: (0113) 260 9871
- 2002 J. McMAHON, 4 Gypsy Wood Close, Colton, Leeds LS15 9DY
Tel: (0113) 264 4866
- 1961–65
- 1966 H. MONGON, 55 Northway, Goole, East Yorkshire DN14 6PR
Tel: (01405) 763528
- 1999 S. A. MURRAY, 26 Howden Way, Wakefield WF1 4PL
Tel: (01924) 386641
- 1981 P. PAMMENT, 36 Queens Road, Crossflatts, Bingley, BD16 2HA
Tel: (01274) 510605
- 2008 G. PARKINSON, 8 Merton Close, Kippax, Leeds, LS25 7NR
Tel: (0113) 287 1271
- 2007 K. PARKINSON, 9 Lake Lock Drive, Stanley, Wakefield, WF3 4HN
Tel: (01924) 825461
- 1996 G. L. PLATT, Broomroyd, Hill Lane, Holmfirth, HD9 3BN
Tel: (01484) 683812
- 2004 J. POLLARD, Bradford City A.F.C., Valley Parade, Bradford BD8 7DY
Tel: (01274) 773355
- 2006 T. H. ROBINSON, 8 Wentworth Drive, Goole, East Yorkshire, DN14 6PR
Tel: (01405) 764982
- 1983–88
- 1993 D. J. ROSE, 78 Beckwith Road, Harrogate HG2 0BS
Tel: (01423) 568745
- 1969 C. L. ROSS, 120 Mandale Road, Bradford BD6 3JU
Tel: (01274) 678961
- 1976 R. G. SECKER, 11 Laburnum Road, Moorend Lane,
Dewsbury WF13 4QF. Tel: (01924) 409093
- 2008 M. SHERIFF, 85 Rock Hill, Glasshoughton, Castleford, WF10 4SD
Tel: (01977) 518118
- 2008 C. J. SPURR, 18 Headlands Avenue, Ossett, WF5 8JD
Tel: (07788) 668766
- 2008 K. THOMPSON, 15 Malham Drive, Roberttown, Liversedge, WF15 7QR
Tel: (01924) 401477
- 2008 D. B. TOWN, 5 Knowles Court, East Street, Gargrave, Skipton, BD23 3RS
Tel: (07925) 688661
- 2006 T. WALTON, 48 Prince Royd, Halifax Road, Huddersfield, HD3 3BS
Tel: (01484) 542927
- 1993 Mrs M. M. WARD, 22 Moorside, Cleckheaton BD19 6JH
Tel: (01274) 873987



COUNCIL MEMBERS ON COMMITTEES – SEASON 2009/2010

Board of Directors –

P. Marsden (President), R. G. Secker (Chairman), G. R. Carter (Ch. Executive), A. E. Dent (2011), R. I. Allwood (2011), B. G. Chaplin (2012), E. Beedham (2010), J. Holmes (2010), D. Hargreaves (2010), D. Fuller (2012), G.L. Platt (2011), J. Dolamore (2012),
The date in parentheses indicates when the director is due to retire

Referees –

E. Beedham, J. D. Byrne, B. G. Chaplin, A. E. Dent, D. Fuller, M. H. Glover, M. Greenwood, D. Hargreaves, A. Hayes, D. Hennessy, F. Holleran, J. Holmes, K. Hubbert, G. L. Platt, D. B. Town

County Cup –

R. I. Allwood, F. H. Beaumont, P. M. Beeby, E. Beedham, B. G. Chaplin, C. Dent (Mrs), D. Fuller, M. Greenwood, D. Hargreaves, J. McAulay, H. Mongon, P. Pamment, K. Parkinson, D. B. Town, M. M. Ward (Mrs)

Youth –

D. H. Camm, B. R. Clegg, D. Dalton, A. E. Dent, M. H. Glover, R. H. Green, K. Hill, J. Holmes, K. Hubbert, M. W. Lord, Y. Lunat, G. Parkinson, G. L. Platt, T. H. Robinson, M. Sheriff, C. J. Spurr, K. Thompson, T. Walton

Disciplinary –

R. I. Allwood, F. H. Beaumont, P. M. Beeby, E. Beedham, G. S. Binns, J. D. Byrne, D. H. Camm, B. G. Chaplin, D. Dalton, A. E. Dent, C. Dent (Mrs), J. Dolamore, D. Fuller, M. H. Glover, R. H. Green, M. Greenwood, D. Hargreaves, A. Hayes, D. Hennessy, K. Hill, J. Holmes, A. J. Hough (Miss), K. Hubbert, D. R. Knaggs, M. W. Lord, J. McAulay, H. Mongon, S. A. Murray, P. Pamment, K. Parkinson, G. L. Platt, J. Pollard, T. H. Robinson, D. J. Rose, M. Sheriff, D. B. Town, M. M. Ward (Mrs), T. Walton

Senior Cup –

R. I. Allwood, G. S. Binns, B. G. Chaplin, A. E. Dent, B. J. Goodall, S. Harvey, A. J. Hough (Miss), H. Mongon, J. Pollard, and one additional representative from each FA Premier or Football League Club

Grounds –

R. I. Allwood, G. S. Binns, D. H. Camm, B. G. Chaplin, D. Hargreaves, K. Hubbert, G. Parkinson, M. Sheriff

FA Tickets –

H. Mongon, R. G. Secker

Social –

F. H. Beaumont, G. S. Binns, B. G. Chaplin, A. E. Dent, D. Fuller, A. Hayes, D. R. Knaggs, D. B. Town

Development –

P. M. Beeby, E. Beedham, J. D. Byrne, C. Dent (Mrs), J. Dolamore, F. Holleran, J. Holmes, D. Knaggs, M. W. Lord, Y. Lunat, H. Mongon, S. Murray, K. Parkinson, G. L. Platt, D. J. Rose, C. J. Spurr, T. Walton

League Sanctions Rules Revision –

F. H. Beaumont, P. M. Beeby, J. Dolamore, B. J. Goodall, K. Hill, D. R. Knaggs, M. W. Lord, J. McAulay, J. McMahon, S. Murray, P. Pamment, G. Parkinson, T. H. Robinson, C. J. Spurr, K. Thompson, M. M. Ward (Mrs)

Womens & Girls -

R. I. Allwood, P. M. Beeby, E. Beedham, D. Dalton, C. Dent (Mrs), R. Green, M. Greenwood, A. Hayes, D. Hennessy, P. Pamment, G. L. Platt, M. Sheriff, C. J. Spurr, D. B. Town, T. Walton, M. Ward (Mrs)



Small-Sided -

F. H. Beaumont, B. R. Clegg, M. H. Glover, B. J. Goodall, D. Hargreaves, J. Holmes, K. Hubbert, M. W. Lord, J. McAulay, J. McMahon, S. Murray, G. Parkinson, T. H. Robinson, D. J. Rose, K. Thompson

Commercial & Marketing -

P. M. Beeby, E. Beedham, J. D. Byrne, D. Dalton, B. J. Goodall, D. Hennessy, K. Hill, J. Holmes, D. Knaggs, K. Parkinson, G. L. Platt, J. Pollard, M. Sherrif, C. J. Spurr, D. B. Town

Membership -

F. H. Beaumont, B. R. Clegg, J. Dolamore, D. Fuller, M. H. Glover, D. Hargreaves, J. A. Hough (Miss), K. Hubbert, M. W. Lord, Y. Lunat, J. McMahon, H. Mongon, S. Murray, P. Pamment, G. Parkinson, D. J. Rose

The **President** and **Chairman** are ex-officio on all Committees

Proposed Meeting Dates for 2009/2010

COUNCIL:

September 8th; November 10th, January 12th; March 9th; May 11th.

BOARD OF DIRECTORS:

June 23rd; July 28th; August 25th; September 22nd; October 27th; November 24th; December 22nd; January 26th; February 23rd; March 23rd; April 27th;

COUNTY CUP / YOUTH:

July 29th; October 7th; November 11th; December 8th; January 5th; February 9th; March 10th; May 18th.

REFEREE / LEAGUE SANCTIONS RULES REVISION

September 15th; November 17th; January 19th; March 16th;

WOMENS & GIRLS / SMALL-SIDED

October 6th; December 2nd; February 3rd;

DEVELOPMENT / GROUNDS:

July 20th; October 12th; January 11th; April 19th.

COMMERCIAL & MARKETING / MEMBERSHIP

September 16th; November 18th; January 20th; March 17th

SOCIAL

To meet prior to a Council Meeting

DISCIPLINARY

June 9th; December 1st

ALLOCATIONS:

May 11th 2010.

A.G.M.:

May 11th 2010.



COUNTY FA HEADQUARTERS

MEMBERS OF STAFF

Mr G. R. Carter, JP,
Chief Executive

GOVERNANCE DEPARTMENT

John Riordan	County Governance Manager
Lynn Blackburn	Senior Administrator
Victoria Johnson	Administrator
Laura Horne	Administrator
Dennis Rayne	Administrator
Georgina Higgins	Administrator
Matthew Forsyth	Administrator

FOOTBALL DEVELOPMENT DEPARTMENT

Andrew Wadsworth	County Development Manager
Andrew Shuttleworth	Senior Development Officer
Jo de Tute	Development Officer
Sean Regan	Development Officer
Pav Singh	Workforce Development Officer
Polly Fildes	Women & Girls Development Officer
Nicolla Birkby	County Welfare Officer
Alan Scorfield	County Welfare Officer
Sarah Wood	County Football Coach
Caroline Street	Senior Development Administrator
Diane Horne	Development Administrator
Donna Crowthers	Development Administrator

REFEREES

Stephen Rhodes	Referee Development Officer
Roger Furnandiz	Referee Development Officer
Alan Carter	Referee Administration

EVENTS & GROUNDS

Wendy Maskill	Catering Manager
Roger Hackett	Groundsman



DISTRICT ASSOCIATIONS AFFILIATED WITH THE ASSOCIATION

Barkston Ash – Hon. Sec. E. BEEDHAM, 31 Cochrane Street, Selby YO8 8DU.
Tel: (01757) 705992

Bradford – Hon. Sec. Mrs C. DENT, 6 Southcroft Drive, Birkenshaw, Bradford BD11 2DE.
Tel: (01274) 685430

Castleford – Hon. Sec. B. G. CHAPLIN, 6 Danescroft, Brayton, Selby, YO8 9XE
Tel: (01757) 701789.

Craven – Hon. Sec. D. B. TOWN, 5 Knowles Court, Gargrave, Skipton BD23 3RS.
Tel: (01756) 749730

Goole & Thorne – Hon. Sec. Miss T. CLARK, 19 Manor Drive, Gilberdyke, Brough, HU15 2XQ.
Tel: (01430) 449001

Halifax – Hon. Sec. P. M. BEEBY, 6 Sefton Drive, Hove Edge, Brighouse HD6 2LY.
Tel: (01484) 710996

Harrogate – Hon. Sec. M. GREENWOOD, 73 Walton Park, Pannal, Harrogate HG3 1RJ.
Tel: (01423) 870489.

Heavy Woollen – Hon. Sec. D. FULLER, 8 Wellfield Mews, Staincliffe, Dewsbury WF13 4SH.
Tel: (01924) 437284

Huddersfield – Hon. Sec. K. FARRINGTON, 33 School Lane, Berry Brow, Huddersfield HD4 7RA
Tel: (01484) 665961

Keighley – Hon. Sec. P. D. ALLEN, 20 Ethel Street, Beechcliffe, Keighley BD20 6AN.
Tel: (01535) 604284

Leeds – Hon. Sec. J. STOTT, 195 Wide Lane, Topcliffe, Morley, Leeds, LS27 8ST
Tel: (0113) 253 9068

Wakefield – Hon. Sec. D. HARGREAVES, 28 Warren Avenue, Wakefield WF2 7JN.
Tel: (01924) 254724

Wharfedale – Hon. Sec. R. I. ALLWOOD, 115 Broadway, Horsforth, Leeds LS18 4HL.
Tel: (0113) 258 5683



MINOR ASSOCIATIONS AFFILIATED WITH THE ASSOCIATION

Barkston Ash – Hon. Sec. T. CLAYPOOLE, 24 Manston Drive, Crossgates, Leeds LS15 8BJ.
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Bradford – Hon. Sec. A. McGOWAN, 41 Back Lane, Clayton Heights, Bradford, BD13 1HB.
Tel: (01274) 414716

Castleford – Hon. Sec. B. G. CHAPLIN, 6 Danescroft, Brayton, Selby, North Yorkshire YO8 9XE
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Craven – Hon. Sec.D. B. TOWN, 5 Knowles Court, Gargrave, Skipton BD23 3RS.
Tel: (01756) 749730

Goole & Thorne – Hon. Sec. Miss T. CLARK, 19 Manor Drive, Gilberdyke, Brough, HU15 2XQ.
Tel: (01430) 449001

Halifax – Hon. Sec. P. M. BEEBY, 6 Sefton Drive, Hove Edge, Brighouse HD6 2LY.
Tel: (01484) 710996

Harrogate – Hon. Sec. K. HILL, 14 Saltergate Drive, Oakdale Moor, Harrogate HG3 2YE.
Tel: (01423) 709562

Heavy Woollen – Hon. Sec. D. FULLER, 8 Wellfield Mews, Staincliffe, Dewsbury WF13 4SH.
Tel: (01924) 437284

Huddersfield – Hon. Sec. R. FURNISS, 29 Newsome Road South, Barry Brow, Huddersfield
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Keighley – Hon. Sec. J. HOLMES, 33 Claymore Rise, Silsden, Keighley BD20 0QQ.
Tel: (01535) 655860

Leeds – Hon. Sec. J. STOTT, 195 Wide Lane, Topcliffe, Morley, Leeds, LS27 8ST
Tel: (0113) 253 9068

Wakefield – Hon. Sec. D. HARGREAVES, 28 Warren Avenue, Wakefield, WF2 7JN.
Tel: (01924) 254724

Wharfedale – Hon. Sec. R. I. ALLWOOD, 115 Broadway, Horsforth, Leeds LS18 4HL.
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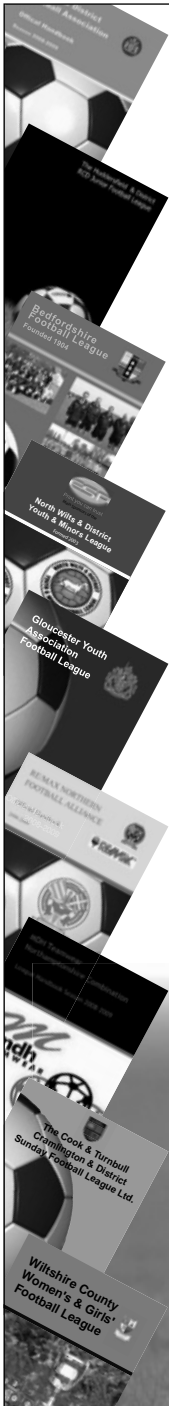
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We also offer leagues the ability for all clubs to input their own club contact details into the handbook. Saving league administrators the time keying this in themselves, whilst removing the possibility of errors creeping in.

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Tony Warrington
E-Sports Publications

T- 01793 438408, M- 07775 697493 E-Mail t.warrington@espcolour.co.uk



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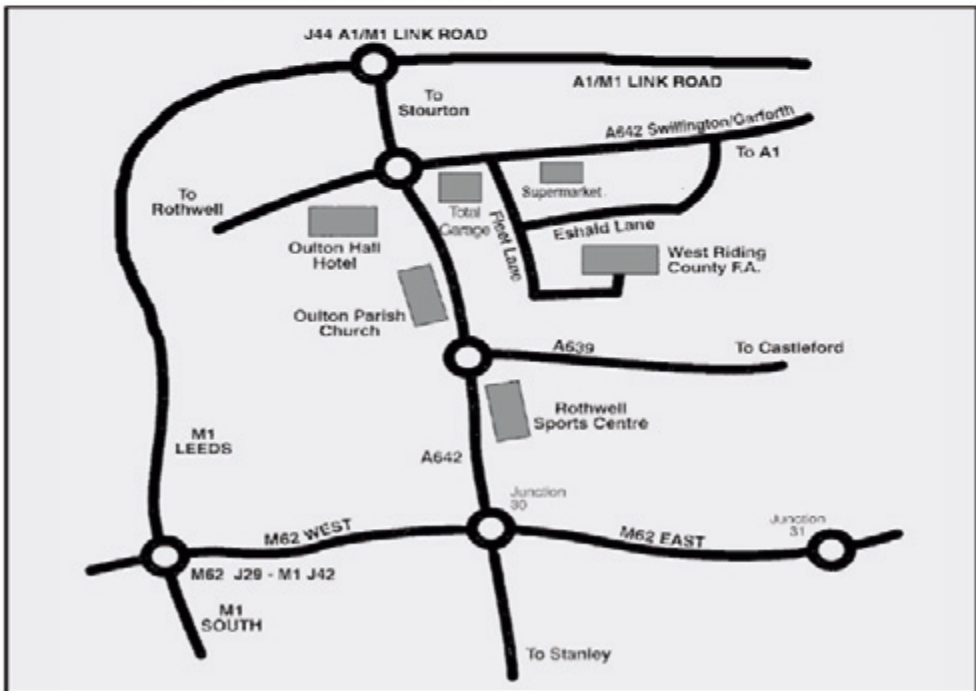


WEST RIDING COUNTY FOOTBALL ASSOCIATION

Fleet Lane, Woodlesford, Leeds LS26 8NX.
Tel: (0113) 282 1222. Fax: (0113) 282 1525

DIRECTIONS TO HEADQUARTERS

- From M62:** Exit Junction 30, take A642 signposted Rothwell/Garforth, carry straight on to 2nd roundabout and then turn right, signposted Swillington and Garforth (A642). The road bends round to the left with a petrol station on the right hand side. Fleet Lane is immediately on the right after the petrol station. (Sign on lamp post to West Riding County FA HQ and a stone memorial cross on junction.) Drive along Fleet Lane until you see the HQ signboard on the left hand side, turn left and follow driveway into HQ car park.
- From M1 (south):** M1 to Junction 42, interchange with M62 take the M62 towards Hull (east) and follow directions as above (J30 is the 1st junction after joining from the M1).
- From M1 (north):** Follow A1/M1 (new link road) to Junction 44. Take the A639 towards Castleford/Pontefract road. Pass a large car auction group on right hand side and go through two sets of traffic lights, down to a large roundabout. Turn left on A642 and follow directions as above.
- From M621 (Leeds city centre)** Travel south towards M1. Take the exit signposted A639 Castleford/Pontefract (Stourton and container base also) follow A639 to new M1 Motorway junction 44 and then follow as above.





MEMBERSHIP RULES OF WEST RIDING COUNTY FOOTBALL LIMITED (“The Association”)

These Membership Rules are made pursuant to the Memorandum and Articles of Association of the Association. Where there is any inconsistency between these Rules and the Memorandum and Articles of Association, the provisions of the latter shall prevail.

1. **Membership**

All District Associations and Clubs in the area shall affiliate to the West Riding County Football Association in accordance with the Memorandum and Articles of Association. No Club can change its name during the season. A Club wishing to change its name must make application to the Association before 31st May each year (or such other date as the directors shall prescribe).

Clubs connected with Public Offices, Banks, Railways, Business Houses and similar institutions, and Clubs which have not a recognised playing ground or cannot obtain a suitable and convenient ground within the area of their District Association, shall be in the Local District in which their Headquarters are situated. (See Note).

All Clubs affiliated to the Association under categories (2), (3) and (4) shall insure their players against injury when playing for their Club. Such insurance shall offer a minimum benefit of £30.00 per week. The Association will carry out checks to ensure players are insured. Clubs failing to insure players may be fined an amount not exceeding £100.

Each club, league or association that has teams operating in age limit football (under 18 years of age) shall ensure that each person connected with the team (e.g. secretaries, managers, coaches, trainers, volunteers) is in possession of a valid West Riding County FA Child Protection Identity Card issued by this Association. This card is to be carried at all times when involved with the children and must be produced, on demand, to County FA Council Members and or League Committee Officials where League Rules so state.

The issuing of a Child Protection ID Card will be conditional on the Association receiving a positive and valid decision from an Enhanced Criminal Records Bureau Application (CRB check) made through the FA CRB Unit, via this Association. The cost of the CRB check will be borne by the individual person requiring the certificate.

Clubs failing to comply with this section of the rule **will have their affiliation suspended** and will be subject to a fine not exceeding £50 for each person who is in breach of this requirement.

All Clubs affiliated to the Association shall be covered for public liability insurance. Clubs in categories (2) and (3) are required to make their own arrangements. Clubs in categories (4), (5) and (6) will be covered by a block policy taken out by the Association and shall pay an amount set by the Directors together with the affiliation fee.

2. **Council Pass**

Each member of the Council shall be furnished with a ticket (which shall not be transferable), and all Clubs, Leagues and Competitions belonging to this Association or an Affiliated Association shall admit the holder to their grounds and stand upon production of such ticket without requiring any other authority except on occasions when the Council shall otherwise decide.



3. Alteration of Rules

These Membership Rules may only be amended in accordance with Article 5.

4. Appeals from Decisions of this Association.

Any District Association, League, Competition, Club or individual wishing to appeal against the decision of the Council of this Association, shall forward to the Secretary of The Football Association within 14 days of posting the written notification of the original decision or decisions appealed against, a notice setting forward the grounds of the Appeal, together with the sum of £50. Such Appeals shall not be withdrawn except by leave of the Council.

5. Appeals to this Association

Any appeal to this Association shall be made in writing, and four copies shall be sent together with a fee of Twenty Five Pounds (£25) per Registered Letter or Recorded Delivery, to the Chief Executive of this Association, so as to reach him within 14 days from the date of notification and an exact copy shall, at the same time, be sent per Registered Letter or Recorded Delivery to the Secretary of the Club, Association, League, Competition, etc. against whom the appeal is made. The grounds of appeal, etc. shall be fully stated, and in case of an appeal being improperly lodged, or deemed to be frivolous, the deposit fee shall be forfeited. The Council shall have power to compel any party to the complaint etc., to pay such expenses as may be deemed fit, and they may inflict such other punishment or fine as they think fit.

In the case of District Associations or Clubs, the Appeal must be signed by the Chairman, or his deputy, and one member of the committee. The Appeals Board shall have power to order the fee to be forfeited, if it thinks fit, and may, in addition, order the appellant concerned to pay the cost of the hearing of the Appeal.

6. Not to Represent Clubs

Should any District Association, League or Competition or Club concerned in a complaint or any dispute, have a Member on the Council, he shall not sit on the Council while it is being discussed.

7. Unrecognised Clubs

No League, Competition, Club or player belonging to the Association may play with any Club not belonging to some recognised Association. **Players having taken part in affiliated football, who play with or against Clubs or Players who are not under the jurisdiction of the Football Association, automatically suspend themselves, and may not play again in affiliated Football until they have been reinstated.**

8. Proceeds of Competitions

No Club may compete for a prize unless the net proceeds of the competition are devoted to an object of which this Association has given prior approval.

9. Players

Players are either non-Contract or Contract as defined by the Football Association Rules.

10. Registration

All Contract Players shall be registered annually with the Football Association at the Office of the Association, 25 Soho Square, London W1D 4FA, according to its Rules,



Regulations and Bye-laws for the registration of Contract Players. No Contract Players shall be allowed to play until this Rule has been complied within.

11. **Written Contract Forms**

All applications for registration forms or for the transfer of a Contract Player from one Club to another, must be made to the Secretary of The Football Association, 25 Soho Square, London W1D 4FA and every such transfer registration must be made according to the Rules, Regulations and Bye-laws of the Football Association.

12. **Contract Rules**

No Contract Player shall be allowed to play for more than one Club in any Season without permission of the Council of The Football Association.

13. **Six-a-Side Competition**

Six-a-Side and similar irregular competitions at which gate money is taken are forbidden, unless the consent of this Association has been obtained.

14. **Violation of Laws and Rules**

In the event of any District Association, League or Competition, Club, Player, Official or Member being provided to the satisfaction of the Council to have been guilty of any breach of rules or misconduct, such District Association, League or Competition, Club, Player, Official or Member shall be liable to suspension by the Council for such times as they may think fit, or otherwise dealt with as they may determine, and any other Association, Club, or Player playing with or against such suspended District, Association, League or Competition, Club or Player, shall be liable to be dealt with similarly. Any Association, League or Competition, Club, Player, Official or Member so suspended shall be deprived of all privileges of The Football Association during the period of suspension.

15. **Commissions**

Commissions shall be appointed by the Council to deal with all cases of misconduct connected with the game (on or off the field), reported players, and claims for broken engagements.

16. **Fines**

All fines, fees, costs and interest imposed by a commission or committee must be paid within 14 days of the receipt of the decision, to the Secretary of the Association and if not paid the parties in default shall be suspended. A Club's elected Officers, Directors and registered players will be held responsible jointly and severally for the payment of its fines, fees, costs and interest imposed in the event of its disbanding or being placed under suspension. Where the Club is a Full or Associate Member of the Football Association then the Football Association will take action in accordance with this Rule.

17. **Claims**

All claims relating to non-fulfilment of match fixtures must be made within 28 days from the date on which such match fixtures should have been played. The Council will not consider any claims for non-fulfilment of fixtures until an attempt has been made to settle mutually the dispute. All claims allowed must be paid to the Chief Executive of the Association within 7 days from the date when granted, otherwise Clubs and Players will be suspended.



18. **Playing Season**

The playing season shall be determined by The Football Association. The remainder of the year shall be known as the close season, when ordinary Club matches are prohibited. In matches played for charity, whether during the playing season or in the "close season" gate money or collections may be taken with the consent of the Association and the gross proceeds, less approved reasonable expenses, must be paid to the charity concerned within 14 days of the date of the match. At the same time a Balance Sheet must be sent to this Association.

Practice matches may be played with the consent of this Association, and the gross proceeds of such matches must be paid before 15th September to the Charities or Objects approved by this Association. The receipts of the Charities or Objects, in acknowledgement of the amount paid to them, must be forwarded to this Association. Non-Contract Players who have not previously been members of the Clubs, and Contract Players who have not been engaged for the following season, may play in such matches.

19. **Claims on Grounds, etc.**

Each Club, being a member of this Association, shall if called upon, place its ground at the disposal of the Council. 10% of the gross gate money may be charged by the Clubs for use of the ground. Any players selected to play in a match arranged by this Association may be adjudged to have been guilty of misconduct if without good and sufficient cause, he refuses or fails to play. Any player selected to represent the Association will not be allowed to play for a club or representative team on the day of the game or during the 48 hours prior to the date of the game. Players found to have breached this rule will be deemed to be guilty of misconduct and liable to suspension in accordance with Rule 14.

Any Club/Representative organisation proved to have encouraged or instigated such player to commit this offence shall be deemed guilty of misconduct and liable to suspension in accordance with Rule 14.

20. **Receipt**

All gate receipts in which this Association is concerned shall be checked by the Chief Executive or a member of the Council, who shall certify the correctness of the same. At the first meeting of the Council thereafter a report shall be made and inserted in the minutes.

21. **Cup Competitions**

This Association shall have the power to organise Cup Competitions. All Clubs affiliated to the Association, unless taking part in the County Senior Cup Competition, are required to enter an appropriate West Riding County Cup Competition if selected to do so. The West Riding County Cup Competitions take precedence over all other fixtures except Cup Competitions organised by The Football Association.

22. **Books and Accounts**

All books and vouchers for at least six seasons preceding the current season must be retained by all Clubs, and be ready for production whenever required by this Association.

The books of any Clubs will be inspected by this Association each season.

23. **FA Principles to Act**

In all matters which are not specially provided for in these Rules or in the Memorandum and Articles of Association and in which the common rules and practices of football are concerned the rules, regulations and bye-laws of The Football



Association shall apply, and all Clubs and players which have membership with this Association either directly or indirectly, are responsible for the due observance of these rules, regulations and bye-laws.

24. **Publications of Proceedings**

This Association shall be entitled to publish in the public press, or in any other manner it shall think fit, reports of its proceedings, acts and resolutions whether the same shall or shall not reflect on the character or conduct of any Club, Officials, Player or Spectator, and every such Club, Official, Player or Spectator shall be deemed to have assented to such publication.

In addition to assisting a Referee who has reported an assault upon him by a player following which proceedings in a Court of Law are contemplated, this Association shall without delay investigate the report and if the Chairman and Chief Executive of this Association or their nominees are satisfied that a prima facie case can be made out against the player shall take such steps as are necessary to ensure that a Disciplinary charge is brought against the player within 28 days of the date of the assault. Until the Disciplinary Committee has heard and adjudicated on the charge, the player shall not participate in any football activity.

25. **Application for Sanctions by Leagues**

All applications for sanction must be made by 31st July (or such other date as the directors shall prescribe) in each year and accompanied by four copies of the proposed rules, Form "D" and the sanction fee of Thirty Pounds (£30) plus Value Added Tax at the current rate. Leagues must not commence playing until receipt of Form "D" has been acknowledged.

Note – Decision of Council

Rule 1. The District Association through which a Club affiliates, is determined by the situation of the **Ground**. In the case of a Club not having a ground, by the situation of the Headquarters of the Club.



AFFILIATION FEES

(Set by the Directors of West Riding County Football Association Limited pursuant to Article 5 of the Association's Articles of Association).

Affiliation fees shall be as follows and shall be payable direct to this Association:

- (1) District Association Thirty Pounds (£30) per annum.
- (2) Clubs in Full or Associate Membership with the Football Association Fifty Pounds (£50) per annum.
- (3) Clubs in membership of Panel Leagues and Contributory Leagues Fifty Pounds (£50) per annum.
- (4) All other Clubs, except those in age limit Competitions not exceeding 18 years of age Thirty Pounds (£30) per annum.
- (5) Clubs whose players are not more than 18 years of age shall become Associate Members, that fee shall be Ten Pounds (£10) per annum.
- (6) Scratch teams, e.g. those playing in small side competitions, shall pay a fee of Five Pounds (£5) per annum.
- (7) Clubs in categories (4) and (5) with more than one team shall pay an additional Five Pounds (£5) for each extra team.

The above fees shall be subject to Value Added Tax at the current rate.

All Clubs in categories (4), (5) and (6) shall pay an amount of £8.00 to cover public liability insurance in addition to the affiliation fee.

25% of the fees paid by Clubs in categories (3), (4), (5) and (6) above shall be paid to the appropriate District Association by 30th September.

All fees are due by 31st May (or such other date as the directors shall prescribe) and must be paid before commencing playing each season.

Clubs not complying with the Rule shall be suspended for the following season until payment has been made.

Clubs to be re-affiliated by 31st May (or such other date as the directors shall prescribe) each year. A fine of Twenty-Five Pounds (£25) to be paid for late re-affiliation. The Football Association does not recognise any Club that does not belong to an affiliated Association.

Note:-

Clubs with teams participating in both Saturday and Sunday Football must have separate affiliations.

All applications for affiliation or sanction must be accompanied by the necessary fee.



**WEST RIDING COUNTY FOOTBALL
ASSOCIATION LIMITED
COUNCIL'S STANDING ORDERS**

1. Meeting of Council: Record of Attendance

All Meetings of the Council shall be held on the second Tuesday of each month, at 7.00p.m. Under special circumstances the President shall have power to postpone the Meeting. A record shall be kept of the attendance of members at each Meeting.

2. Notices of Motion

Notice of all intended Motions shall be given, in writing, to the County Secretary not less than seven days before the Meeting of the Council. The County Secretary shall place the Motions on the Agenda in the order received.

2a. Proposals affecting Rules

All proposals of Committees and Members of Council involving any alteration of Rules shall be referred to the Rules Revision Committee for their consideration and report before being adopted by the Council.

3. Notice of Meeting to be given

The County Secretary shall give three clear days' notice of every meeting of the Council in accordance with the Memorandum and Articles of Association together with an Agenda.

4. Order of Proceedings at Council Meetings

At each Meeting of the Council the County Secretary shall present the Minutes of the last preceding Council Meeting. He shall read such letters as may be necessary. The reports of Committees shall be next considered. The Chairman of each Committee, or in his absence, a Member of the Committee, shall propose the adoption of the Report, and members may then speak on any matter mentioned in the Report, or move a Resolution thereon. Questions may be asked of which notice is given in writing, not less than three days before the Meeting of the Council. The Chairman may permit supplementary questions to be put, but no discussion shall be permitted on either the original or supplementary questions. The business on the Agenda shall be proceeded with in such order as the Chairman may direct.

5. Mode of Discussion

Each Member, on speaking, shall rise and address himself to the Chairman. During the time any Member is speaking, all the other members shall remain seated, unless a Member rises to a point of order. Whenever the Chairman rises to speak, no one shall continue standing, nor shall anyone rise until the Chair has been resumed.

6. Mode of Proceeding on Motion

All Motions, whether original or amendments, shall, if the Chairman requests it, be reduced to writing, signed by the mover, and handed to the County Secretary immediately on being moved, and Members proposing such motions or amendments shall read the same before speaking to them.

**7. Right of Speaking**

The Mover of every original resolution, but not of any amendment (unless it becomes an original motion) shall have the right to reply, not introducing therein any new matter, but confining himself strictly to the answering of previous statements, immediately after which the question shall be put from the Chair. No other Member shall be allowed to speak more than once on the same question, unless permission be given to explain, or the attention of the Chairman be called to a point of order.

8. Amendments to Propositions

When an amendment is moved upon a proposition, a further amendment shall not be moved or taken into consideration until the first is disposed of, but any number of amendments may be brought forward in succession, and the question must be put in such a manner that if one amendment be negatived, another may be moved upon the original proposition, but if the amendment be affirmed, it shall form the proposition under consideration, upon which further amendments may be moved. If after the disposal of an amendment, second or further amendments are not moved, the question must ultimately be put upon the original or amended proposition as the case may be, to allow it to be passed as a resolution of Council.

9. Discussion upon Amended Propositions

When discussion arises upon an amended proposition, the mover of the amendment which has displaced the original proposition may speak in reply, and so in like manner with respect to any further and displacing amendments.

10. Mode of Voting

All questions shall be determined by show of hands, unless afterwards a formal division be demanded, or the votes ordered to be recorded, which shall be done at the request of any member, supported by at least two others. In that case, the names for and against shall be taken down by the County Secretary and entered on the minutes. In matters relating to elections, members may vote by ballot.

11. Committee of the Whole Council

The Council may, by vote, resolve itself into a Committee of the whole Council, and whilst in committee, there shall be no restriction as to the number of times a member may speak to the question.

12. Who may take up Business under Notice

The business under any notice shall not (except by consent of the Council) be proceeded with in the absence of the member of the Council in whose name it stands, unless he has given written authority for it to be taken up by another Member.

13. Objectionable Business

If the Chairman at any Council meeting shall be of opinion that any motion proposed to be made thereat is of an objectionable character, it shall be competent for him either before or after the same is brought forward, to put it to the vote without discussion, whether the motion shall be entertained or not, and if two-thirds of the members present decide not to entertain such motion, the same shall be considered as disposed of for that day.

14. Quorum not present (Ten)

Whenever during the transaction of business, it is stated to the Chairman that a quorum is not present, the Chairman, after verifying the statement, shall declare the meeting at an end, and the names of those present then shall be recorded on the minutes.

**15. Committees**

- (i) Two members form a quorum.
- (ii) All reports shall be presented to the Council, in writing and, after being read and adopted, a note of their reception shall be made in the minutes of the Council.
- (iii) The Members of Standing Committees shall continue in office until their successors are appointed.

16. Powers and Duties of Committees

The decisions of all Committee shall come before the Council for confirmation, excepting where of necessity such decisions shall be considered Decisions of Council, and be subject to reception only. All other decisions of Committee shall be considered recommendations, and be subject to adoption by the Council.

The Powers and Duties of the Committees shall include the following:

League Sanctions and Rules Revisions: To consider and approve all Competitions and appoint delegates to affiliated competitions as may be necessary.

Referees: To examine, classify and grade Referees, and exercise such powers as are delegated to it by the Council from time to time.

County Cup: The entire control and management of the Competitions are vested in the Council. The decisions of any Committee appointed by the Council to act, shall be deemed to be the decisions of the Council.

Youth: To deal with all matters pertaining to youth football.

Disciplinary: To deal with all cases of misconduct connected with the playing of matches and any other disciplinary matters referred to them by the Council. The Disciplinary Committee shall have full power of Council in connection with disciplinary matters – their decisions being subject only to appeal to The Football Association.

Other Committees: Such powers as are delegated to them by the Council from time to time.

17. Urgent Business

Matters not on the Agenda paper shall not be considered by the Council unless, without discussion, at least two-thirds of the Members present, by vote consent.

18. Rescinding Resolution

A resolution may be rescinded at the meeting of the Council at which it has been passed, provided the motion to rescind shall be carried by two-thirds of the members present, and voting.

19. Privilege

The discussion, statement of Members, evidence of witnesses, and other matters within and before the Council in committee, and Committees, shall be deemed privileged and the Council shall have power to censure or suspend from service on the Council, any Member proved to be guilty of a breach of this.



THE COMPANIES ACT 1985 ARTICLES OF ASSOCIATION OF WEST RIDING COUNTY FOOTBALL ASSOCIATION LIMITED

Interpretation

1. The regulations contained in Table C of the Act shall not apply to the Association but the regulations contained in the following clauses (as originally adopted or from time to time altered by Special Resolution) shall be the Articles.
2. In these Articles:

“The Act”	means the Companies Act 1985 as amended by the Companies Act 1989 and as further modified by any statutory modification or re-enactment thereof for the time being in force;
“Affiliated Club”	means a football club which the Council has accepted may affiliate to the Association;
“Articles”	means these Articles of Association;
“Associated Member”	means a person who the Council has resolved may be an associate member of the Association;
“Association”	means West Riding County Football Association Limited;
“County Secretary”	means the person appointed from time to time to be County Secretary for the Association appointed in accordance with Article 60;
“Chairman”	means the chairman of the Association appointed from time to time in accordance with Article 41;
“Clear Days”	in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
“The Council”	means the Council of the Association as constituted under these Articles and any Rules made pursuant thereto;
“Council Members”	means the persons appointed or elected from time to time to be members of the Council in accordance with these Articles;
“County”	means the area described in Clause 3 (3) of the Memorandum of Association;
“Directors of the Board”	means the directors of the Association for the purposes of the Act as appointed from time to time under these articles;
“District Association”	means an association of Affiliated Clubs within a District which the Council has accepted may affiliate to the Association;



“District”	means such geographical area of the County as is determined from time to time by the directors;
“Divisional Representatives”	means a Council member appointed by a District Association Pursuant to Articles 33 (vi) and in accordance with Article 37;
“Executed”	includes any mode of execution;
“FA Representative”	means the person appointed in accordance with Article 44 to be the Association’s representative from time to time at The Football Association;
“First Council Meeting”	means the first meeting of the Council to be held after the Association’s first annual general meeting;
“The Football Association”	means The Football Association Limited of 25 Soho Square, London W1D 4FA;
“Laws of the Game”	means the laws of the Association Football as settled by the Federation Internationale de Football Association (“FIFA”) from time to time;
“Life Vice-Presidents”	means the person appointed from time to time to be the life vice-presidents of the Association in accordance with Article 42;
“Members”	means those Affiliated Clubs, Affiliated Associations, District Associations and individuals admitted into membership of the Association in accordance with Article 3;
“Membership Rules”	means the membership of the Association created and amended from time to time pursuant to Article 6;
“Office”	means the registered office of the Association;
“President”	means the person appointed from time to time to be the President of the Association in accordance with Article 41;
“Rules”	means the rules, regulations, standing-orders and bye-laws of the Association as amended from time to time;
“Rules of The Football Association”	means the rules of The Football Association as amended from time to time;
“Secretary”	means the company secretary of the Association or any other person appointed to perform the duties of the company secretary of the Association pursuant to Section 283 of the Act, including a joint, assistant or deputy secretary;
“Second Council Meeting”	means the second Council meeting to be held after the Association’s first annual general meeting;
“Senior Clubs	means a Council member appointed pursuant to Article 33



“Representative” “Standing Committees”	(v) and in accordance with Article 38; means the standing committees of the Council created in accordance with Article 47 as amended from time to time in accordance with Article 48;
“United Kingdom”	means Great Britain and Northern Ireland;
“Vice-Presidents”	means the person appointed from time to time to be the vicepresident of the Association appointed in accordance with Article 43.

Unless the context otherwise requires, words or expressions contained in these Articles bear the same meaning as in the Act but excluding any statutory modification thereof not in force when these Articles become binding on the Association.

References to writing include references to any visible substitute for writing and to anything partly in one form and partly in another form.

Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and un-incorporated, including un-incorporated associations of persons and partnerships.

Headings are inserted for convenience only and do not affect the construction of these Articles.

MEMBERS OF THE ASSOCIATION

3. The subscribers to the Memorandum of Association of the Association, the members as at the date of incorporation of the un-incorporated association known as West Riding County Football Association and such other persons as are admitted to membership by the Council in its absolute discretion in accordance with these Articles shall be the members of the Association. Every person who wishes to become a member shall deliver to the Association an application for membership in such form as the Council requires executed by him. The provisions of Section 352 of the Act shall be observed by the Association and every member shall either sign a written consent to become a member or sign a register of members on becoming a member. For the purposes of registration the number of members is declared to be unlimited. Every corporation and un-incorporated association which is admitted to membership may exercise such powers as are prescribed by Section 375 of the Act. Council Members shall be members but any person who ceases to be a Council Member shall automatically ceased to be a member and his name shall be erased from the Register of Members.
4. A member may withdraw from membership of the Association on seven days' clear notice to the Association. Membership shall not be transferable in any event and shall cease immediate on death or dissolution or on the failure of the member to comply or to continue to comply with any condition of membership set out in these Articles or the Rules of the Membership Rules.
5. The directors may from time to time make, vary and revoke Rules relating to the levels of subscriptions or affiliation fees to be paid by the different categories of members.
6. Subject to Article 5, the Council may from time to time make, vary and revoke Membership Rules relating to all aspects of membership of the Association including (without limitation) Membership Rules;



- (a) setting out different categories of membership of the Association including Rules for Associate Members and District Associations;
 - (b) setting out rights, privileges and obligations of the different categories of members;
 - (c) relating to the organisation of members including (without limitation) rules of finances and other records and minute books to be kept by members;
 - (d) setting out which office holder(s) of a member may represent the member at general meetings of Association;
 - (e) setting out disciplinary procedures for members and players.
7. It shall be the duty of the directors, if at any time they shall be of the opinion that the interests of the Association so require, by notice in writing sent by prepaid post to a member's address, to request that member to withdraw from membership of the Association within a time specified in such notice. No such notice shall be sent except on a vote of the majority of the directors present and voting, which majority shall include one half of the total number of the directors for the time being.
8. If, on the expiry of the time specified in such notice, the member concerned has not withdrawn from membership by submitting written notice of his resignation, or if at any time after receipt of the notice requesting him to withdraw from membership the members shall so request in writing, the matter shall be submitted to a properly convened and constituted meeting of the directors. The directors and the member whose expulsion is under consideration shall be given at least 14 days notice of the meeting, and such notice shall specify the matter to be discussed. The member concerned shall at the meeting be entitled to present a statement in his defence either verbally or in writing, and he shall not be required to withdraw from membership unless half of the directors present and voting shall, after receiving the statement in his defence, vote for his expulsion, or unless the member fails to attend the meeting without sufficient reason being given. If such a vote is carried, or if the member shall fail to attend the meeting without sufficient reason being given, he shall thereupon cease to be a member and his name shall be erased from the register of members.
9. The members shall pay any subscription or affiliation fees set by the directors. Any member whose subscription or affiliation fee is in arrears at such date as the directors shall from time to time prescribe shall be deemed to have resigned his membership of the Association.

GENERAL MEETING

10. The Association shall hold a general meeting in every calendar year as its annual general meeting at such time and place as may be determined by the directors, and shall specify the meeting as such in the notices calling it, provided that so long as the Association holds its first annual general meeting with 18 months after its incorporation it need not hold it in the calendar year of its incorporation in the following calendar year. The annual general meeting shall be held for the following purposes:
- (a) to receive from the directors a full statement of accounts to Article 95;
 - (b) to receive from the directors a report of the activities of the Association since the previous annual general meeting;
 - (c) to appoint the Association's auditors; and
 - (d) to transact such other business as may be brought before it in accordance with these Articles.



All general meetings other than annual meetings shall be called extraordinary general meetings.

11. The directors may call general meetings and, on the requisition of one-tenth of the members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. Such requisition must state the object of the meeting. If there are not within the United Kingdom sufficient directors to call a general meeting, any director or the secretary may call a general meeting.

NOTICE OF GENERAL MEETINGS

12. An annual general meeting and an extraordinary general meeting called for the passing of a special resolution shall be called by at least 21 clear days' notice and every other extraordinary general meeting shall be called by at least 14 days' notice. A general meeting may be called by shorter notice if it is so agreed:
 - (a) in the case of an annual general meeting, by all the members entitled to attend and vote thereat; and
 - (b) in the case of any other meeting by a majority of the members having a right to attend and vote being a majority together holding not less than 95% of the total voting rights at the meeting of all the members.
13. The notice shall specify the time and place of the meeting and, in the case of special business, the general nature of such business. All business shall be deemed special that is transacted at an extraordinary general meeting and also all business that is transacted at an annual general meeting with the exception of:
 - (a) the consideration and adoption of the accounts and balance sheets and the report of the director and auditors and other documents required to be annexed to the accounts;
 - (b) the appointment of auditors (and the fixing of their remuneration) where special notice of the resolution for such appointment is not required by the Companies Act.

The notice shall, in the case of an annual general meeting, specify the meeting as such, and in the case of a meeting to pass a special extraordinary resolution, specify the intention to propose the resolution as a special or extraordinary resolution, as the case may be.

14. The accidental omission to give notice of a meeting to, or the non-receipt of a meeting by, any person entitled to receive notice shall not invalidate passed or the proceedings at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

15. No business shall be transacted at any meeting unless a quorum of 25 members (excluding Associate Members and District Associations) is present.
16. If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the directors may determine and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum.



17. The President or in his absence the Chairman shall preside of the meeting, but if neither the President or the Chairman be present within 15 minutes after the time appointed for holding the meeting and willing to act, the directors present shall elect one of their number to be chairman of the meeting and, if there is only one director present and willing to act, he shall be chairman of the meeting.
18. If no director is willing to act as chairman of the meeting, or if no director is present within 15 minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman of the meeting.
19. The chairman of the meeting, may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for 14 days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
20. The chairman of the meeting may at any time without consent of the meeting adjourn any meeting (whether or not it has commenced or a quorum is present) either without fixing a day for the meeting or to another time or place where it appears to him that:
 - (a) members wishing to attend cannot be conveniently accommodated in the place appointed for the meeting;
 - (b) the conduct of persons present prevents or is likely to prevent the orderly continuation of business; or
 - (c) an adjournment is otherwise necessary so that the business of the meeting may be properly conducted.
21. If an amendment shall be proposed to any resolution under consideration but shall in good faith be ruled out of order by the chairman of the meeting, the proceedings on the substantive resolution shall not be invalidated by any error in such ruling. With the consent of the chairman of the meeting, an amendment may be withdrawn by its proposer before it is voted upon. In the case of a resolution duly proposed as a special or extraordinary resolution, no amendment thereto (other than a mere clerical amendment to correct a typographical error) may in any event be considered or voted upon.
22. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:
 - (a) by the chairman of the meeting; or
 - (b) by at least three members present and having the right to vote at the meeting.
23. Unless a poll is duly demanded a declaration by the chairman of the meeting that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to the effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.



24. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chairman and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
25. A poll shall be taken at such time and place and in such manner as the chairman of the meeting directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
26. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting shall be entitled to a casting vote in addition to any other vote he may have.
27. A poll demanded on the election of a chairman of the meeting or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chairman of the meeting directs not being more than 14 days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
28. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
29. A resolution in writing executed by or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting at which he was present shall be as effectual as if it had been passed at a general meeting duly convened and held and may consist of several instruments in the like form each executed by or on behalf of one or more members.

VOTES OF MEMBERS

30. On a show of hands every member (excluding Associate Members and District Associations) who is present in person shall have one vote and on a poll every member (excluding Associate Members and District Association) present in person shall have one vote. There shall be no right for a member to vote by proxy. No person may represent more than one member.
31. If any votes are given or counted at a general meeting which shall afterwards be discovered to be improperly given or counted, the same shall not affect the validity of any resolution or thing passed or done at the said meeting, unless the objection to such votes be taken at the same meeting, and note in that case, unless the chairman of the meeting shall then and there decide that the error is of sufficient magnitude to affect such resolution or thing.
32. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman of the meeting whose decision shall be final and conclusive.

**COUNCIL**

33. The Council shall comprise:
- (i) the President
 - (ii) the Chairman
 - (iii) the Life Vice-Presidents
 - (iv) the Vice-Presidents
 - (v) the Senior Club Representatives
 - (vi) the Divisional Representatives
 - (vii) such additional persons as the Council may co-opt as Council Members pursuant to Article 40
34. The first Council Members shall be:
- (i) The President:
A C Taylor MBE;
 - (ii) the Chairman:
G Pawson;
 - (iii) the Life Vice-Presidents:
G S Binns
W Keyworth
P Marsden
H Mongon
G Pawson
C L Ross
R G Secker
W Secker
G Stephenson
A C Taylor;
 - (iv) up to five Vice-Presidents:
B G Chaplin
P Eastwood
B J Goodall
D Hodgson
P Pamment;
 - (v) the Senior Club's Representatives:
S Harvey
Miss J A Hough
I Silvester
D Tait;
 - (vi) the Divisional Representatives:
R I Allwood
P M Beeby
E Beedham
A E Dent
J Dolamore
D Fuller
D Hargreaves
A Hayes
J Holmes
G P Howden
K Hubbert
S Jarvis
I S Kerrison
M W Lord
J McAulay



- S A Murray
 G L Platt
 D J Rose
 Mrs. M M Ward;
 (vii) such additional persons as the Council may co-opt as Council Members pursuant to Article 40:
 D H Camm
 T Leigh
 P Ridsdale
 J V Wilde.

35. The first Council Members set out in paragraph (i), (ii) and (iv) of Article 34 shall hold office until the First Council Meeting at which meeting those Council Members shall retire but may be reappointed or re-elected in accordance with these Articles. The first Council Members set out in paragraph (v) and (vi) of Article 34 shall hold office until the Second Council Meeting but may be re-appointed or re-elected in accordance with these Articles. The first Council Members set out in paragraphs (vii) of Article 34 shall hold office until such time as they retire or are removed in accordance with Article 40.
36. The persons appointed as President, Chairman, FA Representative or Chairman of a Standing Committee shall retire from those respective positions at the first Council Meeting following the Annual General Meeting after they have attained the age of 75..

APPOINTMENT TO COUNCIL

37. Each District Association may appoint up to a maximum of two Divisional Representatives by such a date as the Directors shall prescribe each year.

Each District Association shall submit (in writing) to the Council for approval the names of the persons they propose to nominate as Divisional Representatives prior to the March meeting of Council.

Such persons elected shall serve for a term of one year from the date of the second Council meeting after the annual general meeting in each year and shall be eligible for re-appointment.

In the event of a District Association having more than two representatives prior to the AGM in 2008, the named representatives of that Association may continue to serve as members of the Council until such time as they are appointed as a Vice-President, Life Vice-President, resign or cease to be nominated by their Association.

No person shall be capable of being first appointed a Member of Council if at the time of appointment that person has attained the age of 61 years.

38. Each Senior Club is permitted to appoint one representative to Council. Each Senior Club shall decide for itself which person it proposes to nominate as a Council Member and must submit the name of the person it proposes to appoint to the County Secretary by such date as the directors shall prescribe each year. Such person shall serve for a one year term from the second Council meeting after the annual general meeting in each year and shall be eligible for re-appointment. In the event of a casual vacancy arising among the Senior Club's Representatives, the Senior Club concerned shall have power but shall not be obliged to fill a vacancy so arising.



39. The Divisional Representatives and Senior Club's Representatives shall remain in office until their successors have been elected and appointed. If any other Council Member is not re-appointed he shall remain in office until the meeting appoints someone in his place, or if it does not do so until the end of the meeting. Subject to Articles 37 and 38, the Council shall have power to fill any other vacancy which may occur on the Council during the year. A Council Member so appointed to fill a vacancy shall hold office until such time as the person who was replaced was due to retire but shall be eligible for re-appointment in accordance with these Articles.
40. The Council shall have power to co-opt such persons as it thinks fit to be Council Members upon such terms and conditions as the Council may in its absolute discretion think fit. Such Council Members shall not be eligible to serve as Vice-Presidents of the Association.

PRESIDENT AND CHAIRMAN

41. At the First Council Meeting and at the first council meeting after the annual general meeting in each subsequent year the President and the Chairman shall retire but shall be eligible for re-election. Any Council Member may propose or second a nomination for President or Chairman. Nominations for the offices of President and Chairman shall be made on the prescribed form and must be sent together with the names of proposers and seconders to the County Secretary by such date as the Board shall prescribe in each year. A person appointed as President or Chairman (as the case may be) shall hold office for a one year term from the Council Meeting at which he is elected until the first Council Meeting after the next annual general meeting but shall be eligible for re-election. The President and Chairman shall have such rights and privileges as the Council shall from time to time prescribe. A casual vacancy arising in the position of President or Chairman may be filled in accordance with Article 39.

LIFE VICE-PRESIDENTS

42. Life Vice-Presidents may be appointed at any time by Council. No person shall be appointed a Life Vice-President unless he is a Vice-President and has given an aggregate of 21 years meritorious service to this Association. Life Vice-Presidents shall, on being elected pursuant to this article, be entitled to remain on the Council for the rest of their lives without the need to be re-appointed. Life Vice-Presidents shall have such rights and privileges, as the Council shall from time to time prescribe.
43. Any number of Vice-Presidents may be appointed by the Council in recognition of length of service or meritorious service. No person may be appointed a Vice-President unless he has served as a Council Member for an aggregate of at least ten years. Those persons appointed as Vice-Presidents shall hold office until such time as they retire or become a Life Vice-President pursuant to Article 42. Vice-Presidents shall be entitled to receive notice of, attend and vote at all Council meetings. Vice-Presidents shall have such rights and privileges, as the Council shall from time to time prescribe.

FA REPRESENTATIVE

44. The Council shall decide which person should be the FA Representative each year at such time as the directors shall decide each year. Nominations for persons to be the FA Representative must be submitted in writing to the County Secretary by such time as the Board shall prescribe each year. Each candidate must be proposed and seconded by two Council Members who must both sign the nomination form as well as the candidate. Such person shall be appointed upon such term and conditions as the Council thinks fit. Any person so appointed may be removed at any time by the council. A casual vacancy arising in the position of FA Representative may be filled in accordance with Article 39.



POWERS OF COUNCIL

45. The Council has the power to appoint and remove the directors in accordance with these Articles.
46. The Council has the power to regulate and manage all footballing matters referred to it including (without limitation) all disciplinary, selection, referees, league sanctions and other matters pertaining to the regulation and conduct of football in the County.
47. Pursuant to Article 46, at the First Council Meeting and at the first Council meeting following the annual general meeting in each subsequent year the Council shall appoint such Council Members as Council thinks fit to the following committees of the Council to hold office until the first Council meeting following the next annual general meeting
:
 - (a) League Sanction and Rules Revision;
 - (b) Referees;
 - (c) County Cup;
 - (d) Senior Cup;
 - (e) Youth;
 - (f) Disciplinary;
 - (g) Social;
 - (h) Development;
 - (i) Grounds;
 - (j) such other ad hoc committees to deal with footballing matters as the Council sees fit.
48. The Council may in its absolute discretion at any time amend or add to the list of Standing Committees in Article 47 and the Council may at any time dispense with the need for any of the Standing Committees set out in Article 47. The Council may also amend the name of any Standing Committee at any time.
49. Each Standing Committee appointed in accordance with Article 47 shall at the first meeting after its appointment each year decide which of its number shall be chairman and which vice chairman of the Standing Committee. When appointing the members of each Standing Committee in accordance with Article 47, the Council shall decide who shall be the secretary of each such Standing Committee. Each Standing Committee shall conduct its business in accordance with any terms of reference and standing orders set by the Council from time to time.

PROCEEDINGS OF COUNCIL

50. Council Members are entitled to attend all Council meetings and general meetings subject to the provisions of these Articles are entitled to vote such meetings.
51. The County Secretary may and on the request of the President the County Secretary shall call Council meetings. The notice shall be sent to all the Council Members individually. At least three clear days' notice shall be given of Council meetings. The accidental omission to give notice of a Council meeting to, or the non-receipt of notice of a meeting by, any Council Member shall not invalidate any resolution passed or the proceedings at that meeting. The Council shall meet at least three times in each calendar year. No business shall be transacted at any meeting unless a quorum of ten Council Members is present.
52. The Council shall have the power to make standing orders for the conduct of Council meetings and the Council may otherwise regulate their proceedings as they think fit. Council



meetings shall be conducted in accordance with those standing orders. Each Council Member shall have one vote.

53. Any Council Member (excluding Life Vice-Presidents) who shall without sufficient reason be absent, without the permission of the Council, from three consecutive Council meetings shall be deemed to have resigned his membership of the Council.

DIRECTORS

54. Subject to Articles 6 and 46, the affairs of the Association shall be governed by the directors who may authorise all such acts and the exercise of all such powers of the Association by the directors, on whom executive management powers are conferred as directors, as may be required to give effect to the objects as described in the provisions of the Memorandum of Association, and which are not by statute of these Articles required to be done or exercised by the Association in general meeting or by the Council.
55. In the absence of any expression to the contrary in the Articles, rules or any regulations, or standing orders, or decisions of the directors, a matter shall be carried if supported by a simple majority of the directors present and voting.

NUMBER OF DIRECTORS

56. Unless otherwise determined by ordinary resolution, the number of directors shall be subject to a maximum of 13 but shall be not less than three.

BOARD OF DIRECTORS

57. The directors shall be:
- (i) the President;
 - (ii) the Chairman;
 - (iii) the County Secretary;
 - (iv) up to nine further persons elected by the Council;
 - (v) one person elected by the Senior Club representatives from those appointed in accordance with Article 38. The Senior Club representatives may decline to make a nomination if they so wish.
58. From the resignation of the directors on incorporation, the first directors, who shall hold office until such time as they are due to retire in accordance with these Articles, shall be:
- (i) the President:
A C Taylor;
 - (ii) the Chairman:
G Pawson;
 - (iii) the County Secretary:
G R Carter;
 - (iv) P Eastwood
 - (v) J McAulay
 - (vi) S Harvey
 - (vii) A E Dent
 - (viii) D Hodgson
 - (ix) G P Howden
 - (x) G S Binns
 - (xi) B G Chaplin
 - (xii) P Marsden.



59. The directors set out in paragraph (i) and (ii) of Article 58 shall retire in accordance with Article 35. The director set out in paragraph (iii) shall hold office until such time as he retires or is replaced in accordance with Article 60.
60. The directors shall decide who shall be appointed as the County Secretary for such term and upon such conditions as they think fit. Any person so appointed including the person set out in paragraph (iii) of Article 58 may be removed by the directors at any time. The directors may fill any casual vacancy in the position of County Secretary.
61. At the First Council Meeting the directors set out in paragraphs (iv) to (vi) (inclusive) of Article 58 shall retire but are eligible for re-election. At the first Council meeting following the Association's second annual general meeting the directors set out in paragraphs (vii) to (ix) (inclusive) of Article 58 shall retire but are eligible for re-election. At the first Council meeting following the Association's third annual general meeting the directors set out in paragraphs (x) to (xii) inclusive of Article 58 shall retire but shall be eligible for re-election. Thereafter at the first Council meeting following the annual general meeting to be held in each subsequent year, one-third of the persons appointed as directors pursuant to paragraph (iv) of Article 57 or if their number is not three or a multiple of three, the number nearest to one-third shall retire but are eligible for re-election. The directors to retire shall be those who have served longest in office since their last appointment or reappointment. As between directors who have served for an equal length of time the directors to retire shall (unless they otherwise agree) be determined by lot. Elections of directors to fill the places of those retiring shall be held pursuant to Article 62 to 66 (inclusive).

ELECTIONS TO THE BOARD

62. Each year elections shall be held to elect directors in place of those retiring pursuant to Article 61. All Council Members will be sent a nomination paper on or before such date as the directors shall prescribe each year which must be completed and returned to the County Secretary not later than such date as the Board shall prescribe each year.
63. Any Council Member may nominate another Council Member on the form provided, which must be seconded by another Council Member and signed by the nominee. Council Members may only nominate or second one candidate.
64. A voting paper containing the names of all candidates will be sent to each Council Member at such time as the Board shall prescribe.
65. Voting papers are to be returned to the County Secretary by such date, in such manner and shall be opened by such persons as the directors shall decide.
66. The requisite number of candidates recording the highest number of votes shall be declared elected at the first Council meeting following the annual general meeting to fill the vacancies that have arisen, such persons to serve for a three year term from that Council meeting.

DELEGATION OF DIRECTORS' POWERS

67. The directors may delegate any of their powers to any committee consisting of one or more directors. They may also delegate to any managing director or any director holding any other executive office such of their powers as they consider desirable to be exercised by him. Any such delegation may be made subject to any conditions the directors may impose, and either collaterally with or to the exclusion of their own powers, and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by the Articles regulating the proceedings of directors so far as they are capable of applying.



APPOINTMENT AND RETIREMENT OF DIRECTORS

68. Without prejudice to the provisions of Section 303 of the Act, the members may by ordinary resolution remove any director before the expiration of his period of office, and may by an ordinary resolution appoint another suitable qualified person in his stead; but any person so appointed shall retain his office so long only as the director in whose place he is appointed would have held the same if he had not been removed.
69. The Council may appoint a person who is willing to act to be a director to fill a casual vacancy among the directors (other than the County Secretary) provided that the appointment does not cause the number of directors to exceed any number fixed by or in accordance with these Articles as the maximum number of directors. A director so appointed shall hold office until the person he has replaced was due to retire but shall be eligible for re-election.
70. If any director is not re-appointed, he shall retain office until the meeting appoints someone in his place, or if it does not do so, until the end of the meeting.

DISQUALIFICATION AND REMOVAL OF DIRECTORS

71. The office of a director shall be vacated if:
- (a) he ceases to be a Council Member (with the exception of the County Secretary);
 - (b) he ceases to be a director by virtue of any provision of the Act or he becomes prohibited by law from being a director; or
 - (c) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - (d) he is, or may be, suffering from mental disorder and either:
 - (i) he is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or, in Scotland, an application for admission under the Mental Health (Scotland) Act 1960, or
 - (ii) an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs; or
 - (e) he resigns his office by notice to the Association; or
 - (f) he shall without sufficient reason for more than three consecutive Board meetings have been absent without permission of the directors resolve that his office be vacated; or
 - (g) he is suspended from holding office or from taking part in any footballing activity relating to the administration or management of the Association by a decision of The Football Association; or
 - (h) he reaches the age of 75. Such position will be vacated at the first Council Meeting following the Annual General Meeting after he has attained the age of 75; or
 - (i) he is removed from office by a resolution duly passed pursuant to Section 303 of the Act; or
 - (j) he is removed from office by two thirds majority of Council Members present and voting at the Council meeting at which the resolution to remove him is proposed;



- (k) he is requested to resign by all the other directors acting together.
Section 293 of the Act shall not apply.

DIRECTORS' AND COUNCIL MEMBERS' EXPENSES

72. The directors and Council Members may be paid all travelling expenses properly incurred by them in connection with their attendance at meetings of directors or committees of directors or general meetings or separate meetings of the holders of debentures of the Association or otherwise in connection with the discharge of their duties save where the Rules provide otherwise.

DIRECTORS' APPOINTMENTS AND INTERESTS

73. Subject to the provisions of the Act, the directors may enter into an agreement or arrangement with any director for his employment by the Association or for the provision by him of any services outside the scope of the ordinary duties of a director. Any such appointment, agreement or arrangement may be made upon such terms as the directors determine and they may remunerate any such director for his services as they think fit. Any appointment of a director to an executive office shall terminate if he ceases to be a director but without prejudice to any claim for damages for breach of the contract of service between the director and the Association.
74. Subject to the provisions of the Act, and provided that he has disclosed to the directors the nature and extent of any material interest of his, a director notwithstanding his office:
- (a) may be party to, or otherwise interested in, any transaction with the Association or in which the Association is otherwise interested;
 - (b) may be a director or other officer of, or employed by, or a party to any transaction or arrangement with, or otherwise interested in, any body corporate promoted by the Association or in which the Association is otherwise interested; and
 - (c) shall not, by reason of his office, be accountable to the Association for any benefit which he derives from any such office or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit
75. For the purposes of these Articles:
- (a) a general notice to the directors that a director is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person is interested shall be deemed to be a disclosure that the director has an interest in any such transaction of the nature and extent so specified; and
 - (b) an interest of which a director has no knowledge and of which it is unreasonable to expect him to have knowledge shall not be treated as an interest of his.

DIRECTORS' GRATUITIES AND PENSIONS

76. The directors may provide benefits, whether by the payment of gratuities or pensions or by insurance or otherwise, for any director who has held but no longer holds any executive office or employment with the Association or with any body corporate which is or has been a subsidiary of the Association or a predecessor in business of the Association or of any such subsidiary, and for any member of his family (including a spouse and a former spouse) or any person who is or was dependent on him, and may (as well before as after he ceases to



hold such office of employment) contribute to any fund and pay premiums for the purchase or provision of any such benefit.

PROCEEDINGS OF DIRECTORS

77. The President and Chairman shall be members of all Standing Committees ex officio and are entitled to receive notice of all meetings of Standing Committees and shall be entitled to attend and speak at such meetings and shall be entitled to vote at such meetings.
78. The County Secretary shall be entitled to receive notice of all general meetings, all meetings of the Council, all meetings of the Standing Committees and all directors' meetings and shall be entitled to attend and speak at such meetings but shall only be entitled to vote at directors' meetings.
79. The directors shall regularly report to the Council on all their activities.
80. The Board may at its discretion, award honoraria to such persons as it thinks fit.
81. Subject to the provisions of these Articles, the directors may regulate their proceedings as they think fit. A director may, and the secretary at the request of a director shall, call a meeting of the directors. It shall not be necessary to give notice of a meeting to a director who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman of the meeting shall be entitled to a casting vote in addition to any other vote he may have.
82. Any director may participate in a meeting of the Board, or of a committee of directors, by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such meeting shall be deemed to take place where the largest group of those participating is assembled, or if there is no such group, where the chairman of the meeting is.
83. A meeting of the directors at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under regulations of the Association for the time being vested in the Association generally. The quorum for the transaction of the business of the directors shall be three.
84. The continuing directors or a sole continuing director may act notwithstanding any vacancies in their number, but, if the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of calling Council meetings, filling a vacancy in the position of County Secretary or of calling a general meeting.
85. The President shall be the chairman of the Board of Directors. Unless he is unwilling to do so, the President shall preside at every meeting of directors at which he is present. But if there is no person holding that office, or if the President is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Chairman shall preside. If there is no Chairman or if he is unwilling to preside, or if he is not present within five minutes after the time appointed for the meeting, the directors present may appoint one of the number to be chairman of the meeting.
86. All acts carried out by a meeting of directors, or of a committee of directors, or by a person acting as a director shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any director or that any of them were disqualified from holding



office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified to be a director and had been entitled to vote.

87. A resolution in writing signed by all the directors entitled to receive notice of a meeting of directors or of a committee of directors shall be as valid and effectual as if it had been passed at a meeting of directors or (as the case may be) a committee of directors duly convened and held and may consist of several documents in the like form each signed by one or more directors.
88. Save as otherwise provided by the Articles, a director shall not vote at a meeting of directors or of a committee of directors on any resolution concerning a matter which he has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of the Association unless his interest or duty arises only because the case falls within one or more of the following paragraphs:
- (a) the resolution relates to the giving to him of a guarantee, security, or indemnity in respect of money lent to, or an obligation incurred by him for the benefit of, the Association or any of its subsidiaries;
 - (b) the resolution relates to the giving to a third party of a guarantee, security, or indemnity in respect of an obligation of the Association or any of its subsidiaries for which the director has assumed responsibility in whole or part and whether alone or jointly with others under a guarantee or indemnity or by the giving of security;
 - (c) his interest arises by virtue of his subscribing or agreeing to subscribe for any debentures of the Association or any of its subsidiaries, or by virtue of his being, or intending to become, a participator in the underwriting or sub-underwriting of an offer of any such debentures by the Association or any of its subsidiaries for subscription, purchase or exchange;
 - (d) the resolution relates in any way to a retirement benefits scheme which has been approved, or is conditional upon approval, by the Board of Inland Revenue for taxation purposes.

For the purposes of this regulation, an interest of a person who is, for any purposes of the Act (excluding any statutory modification thereof not in force when this regulation becomes binding on the Association), connected with a director shall be treated as an interest of the director.

89. A director shall not be counted in the quorum present at a meeting in relation to a resolution on which he is not entitled to vote.
90. The Association may by ordinary resolution suspend or relax to any extent, either generally or in respect of any particular matter, any provision of the Articles prohibiting a director from voting at a meeting of directors or of a committee of directors.
91. Where proposals are under consideration concerning the appointment of two or more directors to offices or employments with the Association or any body corporate in which the Association is interested the proposals may be divided and considered in relation to each director separately and (provided he is not for another reason precluded from voting) each of the directors concerned shall be entitled to vote and be counted in the quorum in respect of each resolution except that concerning his own appointment.



92. If a question arises at a meeting of directors or of a committee of directors as to the right of a director to vote, the question may, before the conclusion of the meeting, be referred to the chairman of the meeting and his ruling in relation to any director other than himself shall be final and conclusive.

SECRETARY

93. Subject to the provisions of the Act, the secretary shall be appointed by the directors for such term, at such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them. For the avoidance of doubt the County may be appointed as the secretary.

MINUTES

94. The directors shall cause minutes to be made in books kept for the purpose:
- (a) of all appointments made by the directors; and
 - (b) of all proceedings at meetings of the Association, which shall include without limitation proceedings of the Council, and of the directors, and of committees of directors, including the names of the directors present at each such meeting.

Any such minutes of any meeting, if purporting to be signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

ACCOUNTS

95. The directors shall cause accounting records of the Association to be kept in accordance with Section 221 of the Act and any regulations made pursuant thereto (or as the same may be hereafter amended or altered). No member shall (as such) have any right of inspecting any accounting records or other book or document of the Association except as conferred by statute or authorised by the directors or by ordinary resolution of the Association. Once at least in every year the accounts of the Association shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more appropriately qualified auditor or auditors. Auditors shall be appointed and their duties regulated in accordance with the Act.

NOTICE

96. Any notice to be given to or by any person pursuant to the Articles shall be in writing except that a notice calling a meeting of the directors need not be in writing.
97. The Association may give any notice to a member in any newsletter or other publication of the Association distributed to the members or may be given in a newspaper circulating throughout the County or notice may be affixed to the premises of the Associate or may be given personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the Association an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Association.



98. A member present at any meeting of the Association shall be deemed to have received notice of the meeting and, where requisite, or the purposes for which it was called.
99. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall, unless the contrary is proved, be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

DISSOLUTION

100. If upon the winding-up or dissolution of the Association after the satisfaction of all debts and liabilities any property whatsoever, the same shall be paid to or distributed among the members of the Association equally.

RULES

101. The Association and its members shall be bound by and subject to and shall act in accordance with the Rules and the Rules of The Football Association and any regulations, standing orders, decisions, ruling or other findings or orders of any nature made pursuant to the Rules or the Rules of the The Football Association. In the case of any difference between provisions under these Articles, the Rules and the Rules of The Football Association, the Rules of The Football Association and any provisions made pursuant to them shall take precedence.

INDEMNITY

102. Subject to the provisions of the Act but without prejudice to any indemnity to which a director may otherwise be entitled, every director or other officer or auditor of the Association shall be indemnified out of the assets of the Association against any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Association.

ALTERATIONS TO THE MEMORANDUM AND ARTICLES

103. Any proposal to alter the Memorandum or Articles not being such as by statute requires a special resolution or to wind-up the Association shall require the approval of the Association in general meeting and the same may be passed or approved by a resolution of the Association passed by a majority of not less than three-quarters (3/4) of the members of the Association for the time being entitled to vote who may be present in person in accordance with the Act and (in the case of a winding-up) in accordance with the provisions of the Insolvency Act 1986 (as amended from time to time).
104. Notwithstanding any provision in the Articles to the contrary, a resolution to effect the following shall be effective only with the consent in writing of The Football Association and without such consent shall not do or cause to be done any of the following.
 - (a) the amendment, or removal, or the alteration of the effect of (which for the avoidance of doubt, shall be taken to include the ratification of any breach of) all or any of the following:
 - (i) the objects of the Association set out in Clause 3 of the Memorandum of Association; or
 - (ii) these Articles;



- (b) any change of the name of the Association;
- (c) the passing of a resolution to wind-up the Association;
- (d) the passing of a resolution or any decision to create a subsidiary company (as defined in the Act).

105. The Football Association shall have:

- (a) all the rights of a member of the company in relation to receiving notice of, and attending and speaking at general meetings and to receiving minutes of general meetings; and
- (b) all the rights of a director to receive notices of and minutes of meetings of the directors and the rights of a director of the company in relation to the Accounts and the inspection of any accounting records or other book or document of the Association pursuant to these Articles.

The Football Association shall have no right to vote at general meetings.

RULES, STANDING ORDERS AND BYE-LAW

106. The directors have the power from time to time to make, repeal and amend regulations for the better administration of the Association.
107. The Council has the power to make, repeal and amend regulations for the sanction and control of leagues and competitions, regulations for disciplinary proceedings of players and members and regulations relating to referees.
108. Any such rules made pursuant to Articles 106 and 107 must be consistent with and subject to the Rules of The Football Association.



LEAGUE COMPETITIONS AND SECRETARIES

BRADFORD SUNDAY ALLIANCE LEAGUE, Secretary: Mrs Pat A Goodall, "Rose Mullion", 22 Brownsfield Road, Addingham, Ilkley, LS29 0TF. Tel: 01943 831586.

BRIGHOUSE & DISTRICT LRP SUNDAY LEAGUE, Secretary: J. W. Marsden, 49 Birkhouse Road, Bailiff Bridge, Brighouse HD6 4EW. Tel: 01484 712542

CALDERDALE JUNIOR FOOTBALL LEAGUE, Secretary: Mr Andrew Hadden, 40 Whitegate Road, Siddal, HX3 9AD. Tel: 01422 380527.

CASTLEFORD & DISTRICT SUNDAY LEAGUE, Secretary: Patrick Monaghan, 191 Fryston Road, Airedale, Castleford, WF10 3LF. Tel: 01977 552880.

CHARLES RICE JUNIOR & MINOR LEAGUE, Secretary: George H Warner, 27 Acaster Drive, Garforth, Leeds, LS25 2BH. Tel: 0113 286 2624

CLARO SUNDAY LEAGUE, Secretary: Mr A Pedel, 12 Bilton Drive, Harrogate, North Yorkshire, HG1 2AH. Tel: 01423 541220

CrAVEN, AIRE AND WHARFE JUNIOR LEAGUE, Secretary: Mike Breeze, 3 Lower Park Green, Silsden, Keighley, BD20 9QE. Tel: 01535 652940.

DEVONSHIRE CARPETS CRAVEN & DISTRICT FL, Secretary: Miss Tina Denham, 'Sunnyside', Main Street, Hellifield, Skipton, BD23 4HX. Tel: 01729 850896

GARFORTH JUNIOR LEAGUE, Secretary: Mr P Griffiths, 80 Green Lane, Lofthouse, Wakefield, WF3 3QH. Tel: 0113 393 4750

GOOLE & DISTRICT SUNDAY LEAGUE, Secretary: Tricia Clark, 19 Manor Drive, Gilberdyke, Brough HU15 2XQ. Tel: 01430 449001

HALIFAX & DISTRICT ASSOCIATION LEAGUE, Secretary: Mr M Ashton, 3 Springhall Court, Pellon, Halifax, HX1 4TR. Tel: 01422 251331

HALIFAX SUNDAY ZIGGYS A-STAR CARS LEAGUE, Secretary: Chris P Crossland, 14 Stanley Street West, Sowerby Bridge, Halifax, HX6 1EF. Tel: 01422 832853

HARROGATE & DISTRICT LEAGUE, Secretary: Duncan Sunley, 4 Craven Road, Hemsworth, Wakefield, WF9 4SA. Tel: 01977 616189

HARROGATE & DISTRICT JUNIOR LEAGUE, Secretary: Mr E North, 7 Spring Mount, Harrogate, North Yorkshire, HG1 2HX. Tel: 01423 520902

HARROGATE & DISTRICT GIRLS JUNIOR LEAGUE, Secretary: Mr E North, 7 Spring Mount, Harrogate, North Yorkshire, HG1 2HX. Tel: 01423 520902

HARROGATE & WHARFEDALE FRIENDLY LEAGUE, Secretary: Cliff Trotter, 11 Leadall Lane, Harrogate, HG2 9NF. Tel: 01423 879589

HEAVY WOOLLEN GATE SUNDAY ALLIANCE LEAGUE, Secretary: Clive Cheney, 30 Greenfields, Heckmondwike, WF16 9HG Tel: 01924 527792

HUDDERSFIELD & DISTRICT JUNIOR LEAGUE, Secretary: Mr E Kershaw, 80 Woodroyd, Golcar, Huddersfield, HD7 4PR. Tel: 01484 642670

HUDDERSFIELD & DISTRICT LEAGUE, Secretary: Roger Furniss, 29 Newsome Road South, Berry Brow, Huddersfield, HD4 7PT. Tel: 01484 308642

HUDDERSFIELD & DISTRICT SUNDAY LEAGUE, Secretary: Warren Green, 39 Robsons Drive, Dalton, Huddersfield, HD5 9JW. Tel: 01484 311820

HUDDERSFIELD & DISTRICT WORKS & COMBINATION LEAGUE, Secretary: John Mellor, 21 Southfield Road, Almondbury, Huddersfield, HD5 8RY. Tel: 01484 547253

KEIGHLEY & AIRE VALLEY SUNDAY FOOTBALL LEAGUE, Secretary: Duncan Marsden, 13 Nessfield Road, Exley Head, Keighley, BD22 6NW. Tel: 01535 606992

KEYBURY YOUTH LEAGUE, Secretary: Mr E Presland, 33 Thwaites Brow Road, Long Lee, Keighley, BD21 4SQ. Tel: 01535 681389.



- KIRKLEES SUNDAY LEAGUE**, Secretary: Geoff Hyde,
39 Meadow Park, Kirkheaton, Huddersfield, HD5 0HX. Tel: 01484 309900
- LEEDS COMBINATION FOOTBALL LEAGUE**, Secretary: Gerry Liles,
12 Rodger Lane, Wrenthorpe, Wakefield, WF2 0JW. Tel: 01924 370740.
- LEEDS FLOODLIT LEAGUE**, Secretary: Malcolm J Cuthbert,
8 Welburn Avenue, West Park, Leeds, LS16 5HJ. Tel: 0113 275 1988
- LEEDS JUNIOR LEAGUE**, Secretary: David Dalton,
26 Parkside Crescent, Leeds LS6 4JU. Tel: 0113 230 2906
- LEEDS RED TRIANGLE INVITATION LEAGUE**, Secretary: Brian Radcliffe, 21 Adwalton Close,
Drighlington, BD11 1DQ. Tel: 0113 285 3800.
- LEEDS SUNDAY ALLIANCE FOOTBALL LEAGUE**, Secretary: Pat Cunningham,
33 Grange Park Road, Oakwood, Leeds, LS8 3BJ. Tel: 0113 232 9024
- LEEDS SUNDAY LEAGUE**, Secretary: Kenneth Broadbent,
555 York Road, Leeds, LS9 6NH. Tel: 0113 249 4955
- SELBY & DISTRICT INVITATION LEAGUE**, Secretary: Mrs Wendy Webster,
4 Knightsway, Garforth, Leeds, LS25 1BG. Tel: 0113 286 6797.
- SELBY JUNIOR LEAGUE**, Secretary: Steve McKiernan, 19 Calder Road, Snaith,
Goole, DN14 9TD Tel: 01405 861899
- SPEN VALLEY & DISTRICT LEAGUE**, Secretary: Mrs Mavis M Ward,
22 Moorside, Cleckheaton, BD19 6JH. Tel: 01274 873987
- TELEGRAPH & ARGUS FOOTBALL LEAGUE**, Secretary: Stuart J Binns,
11 Heathmore Close, Idle, Bradford, BD10 8QE. Tel: 01274 418774.
- WAKEFIELD & DISTRICT FA LEAGUE**, Secretary: David Hargreaves, 28 Warren Avenue,
Wakefield, WF2 7JN. Tel: 01924 254724.
- WAKEFIELD & DISTRICT SUNDAY LEAGUE**, Secretary: David Joyce,
LaGare, 3 Firs Court Garden, Doncaster Road, Goole DN14 0HZ. Tel: 01977 662801
- WEST RIDING COUNTY AMATEUR FOOTBALL LEAGUE**, Secretary: Stuart H Marsden,
28 Church View, Crigglesstone, Wakefield, WF4 3PF. Tel: 01924 253095.
- WEST RIDING GIRLS LEAGUE**, Secretary: Jill Sturrs,
212 Haigh Moor Road, Tingley, Wakefield, West Yorkshire, WF3 1EN. Tel: 0113 253 6062
- WEST RIDING WOMENS LEAGUE**, Secretary: Jill Sturrs,
212 Haigh Moor Road, Tingley, Wakefield, West Yorkshire, WF3 1EN. Tel: 0113 253 6062
- WEST YORKSHIRE ASSOCIATION LEAGUE**, Secretary: Kevin Parkinson, 9 Lake Lock Drive,
Stanley, Wakefield, WF3 4HN. Tel: 01924 825461.
- WHARFEDALE TRIANGLE LEAGUE**, Secretary: Richard Hyman,
9 Batter Lane, Rawdon, Leeds, LS19 6EU. Tel: 0113 250 9017
- YORKSHIRE CHRISTIAN FOOTBALL LEAGUE**, Secretary: Bryan Wootten,
2 Sadberge Court, Osbaldwick, York, YO10 3DB. Tel: 01904 415972
- YORKSHIRE OLD BOYS LEAGUE**, Secretary: Raymond Collier
226a Whitehall Road, Wortley, Leeds, LS12 4AR. Tel: 0113 263 1189
- YORKSHIRE OLD BOYS' SHIELD**, Secretary: Neil Sheard,
54 Hoyle Court Road, Baildon, Shipley, BD17 6JP. Tel: 01274 595143



SANCTIONED SMALL SIDED LEAGUES / SLOTS

ARMLEY STRIKER 5-WOMENS LEAGUE:

Secretary: Michael Magee, 45 Highfield Road, Bramley Leeds, LS13 2BX. Tel: 0113 214 3555

BCA 7-A-SIDE CHARITY LEAGUE:

Secretary: Faruk Ali, Shurma Buildings, Kensington Street, Keighley BD21 1PW. Tel: 01535 211311

CHAMPION SOCCER LEAGUES:

Champion Soccer Sports, Unit 4, Axis Court, Nepshaw Lane South, Gildersome, Leeds LS27 7UY Tel: 0113 253 5800

	Day(s) They Play
Ben Rhydding Soccer Sixes	Tuesday
Bingley Soccer Sixes	Wednesday
Castleford Corporate 5-a-side	Monday, Tuesday
Crofton 5-a-side	
Dewsbury 5-a-side	Thursday, Sunday
Garforth Soccer Sixes	Monday
Halifax Soccer Sixes (Rastrick)	Thursday
Harrogate Corporate 5-a-side	Tuesday, Wednesday, Thursday
Hipperholme Soccer Sixes	
Howden Clough Soccer Sixes	Monday
Huddersfield Soccer Sixes	Thursday
Keighley Soccer Sixes	
Outwood Soccer Sixes	
Pudsey Soccer Sixes	Monday, Tuesday
Wakefield Soccer Sixes	Tuesday
Whitcliffe Mount Soccer Sevens	Wednesday

FOOTBALL MUNDIAL LEAGUES:

Secretary: Angus Taylor, Football Mundial, Unit 3B, Rudgate Court, Walton, Wetherby LS23 7BF
Tel: 01937 841440

	Day(s) They Play
Boston Spa	Tuesday
Bradford	Monday, Tuesday, Wednesday
Harrogate	Monday, Wednesday, Thursday
Leeds	Monday, Wednesday
Selby	Monday, Thursday
Wetherby	Monday

GOALS SOCCER CENTRES:

Redcote Lane, Off Kirkstall Road, Leeds LS4 2AW. Tel: 0113 263 3030

Day(s) They Play

Monday, Tuesday Wednesday, Thursday, Friday, Sunday

HALIFAX INTER SOCCER:

Secretary: Lee Ashforth, 74 Windermere Road, Bradford BD7 4BB

Day(s) They Play

Monday, Tuesday, Wednesday, Thursday, Sunday

PUDSEY LEISURE CENTRE:

Secretary: Paul Norris, Pudsey Leisure Centre, Market Place, Pudsey, Leeds LS28 7BE
Tel: 0113 256 8903

UNIVERSITY OF LEEDS INTRA MURAL LEAGUE:

Secretary: Patrick Craig, Sports Development Officer, Sportleeds, Sports Centre, University Of Leeds, LS2 9JT. Tel: 0113 343 5080



USEFUL ADDRESSES

CENTRAL MIDLANDS LEAGUE, Secretary: Jeff Worrall,
36 Spilsby Close, Cantley, Doncaster, DN4 6TJ. Tel: 01302 370 188

DEE JAYS SCUNTHORPE SUNDAY LEAGUE, Secretary: Keith Dixon,
94 Church Lane, Scunthorpe, North Lincolnshire, DN15 7HA. Tel: 01724 346023

DONCASTER & DISTRICT FA, Secretary: J Atkinson,
39, Everingham Road, Cantley, Doncaster, DN4 6HB. Tel: 01302 531963

DONCASTER & DISTRICT JUNIOR LEAGUE, Secretary: Robert A Smith,
N0.2 Handley Square, 1st Floor North, Finningley Estate, Hayfield Lane, Doncaster DN9 3GA

DONCASTER & DISTRICT SENIOR LEAGUE, Secretary: D A Ambler,
1 Coldstream Avenue, Warmsworth, Doncaster, DN4 9PL. Tel: 01302 852403

DONCASTER SUNDAY ALLIANCE LEAGUE, Secretary: John Steele,
8 Ashdale Close, Edenthorpe, Doncaster, DN3 2LA. Tel: 01302 883937

EAST RIDING COUNTY LEAGUE, Secretary: R. D. Smith,
1 Windsor Avenue, Anlaby, Hull HU10 7AT. Tel: 01482 659066

HULL BOYS SUNDAY LEAGUE, Secretary: Keith Pinder,
9 Orchard Croft, Bawtry, Doncaster, DN10 6SL. Tel: 01302 719711

LANCASHIRE FOOTBALL LEAGUE, Secretary: Ken Hilton,
34 Mil Lane, Burscough, Ormskirk, Lancashire, L40 5TJ. Tel: (01704) 894504

LINCOLNSHIRE FOOTBALL LEAGUE, Secretary: R Hewson,
219 Scotter Road, Scunthorpe, Lincolnshire, DN15 7EJ. Tel: 01724 846166

M.J.S.L., Secretary: Paul Rose,
9 Minehead Avenue, Flixton, Manchester, M41 6ED. Tel: 0161 613 6383

MANCHESTER LEAGUE, Secretary: Phil Platt,
26a Stalybridge Road, Mottram, Hyde, SK14 6NE. Tel: 01457 763821

NORTHERN COUNTIES EAST FOOTBALL LEAGUE, Secretary: Mr B Gould,
42 Thirlmere Drive, Dronfield, Derbyshire, S18 2HW. Tel: 01246 415928

NORTH LANCASHIRE LEAGUE, Secretary: L Postlethwaite,
5 Broadacre Place, Caton, Nr Lancaster, LA2 9NL. Tel: 01524 770095

NORTH WEST COUNTIES LEAGUE, Secretary: Mr J F Deal,
24 The Pastures, Crossens, Southport, PR9 8RH. Tel: 01704 212917

NORTHERN U19 ALLIANCE LEAGUE, Secretary: Derek Newiss,
216 Highfield Road, Keighley BD21 2RL. Tel: 01535 661690

ROCHDALE & DISTRICT SUNDAY LEAGUE, Secretary: Mr A Palombo,
14 Tonacliffe Way, Whitworth, Rochdale, Lancs, OL12 8SN. Tel: 01706 345282

ROCHDALE & OLDHAM YOUTH FOOTBALL LEAGUE, Secretary: Ms V Cunningham,
6 Redwood Lane, Lees, Oldham, OL4 3JT. Tel: 0161 633 8938



YORK BRITISH SUGAR ASSOCIATION FOOTBALL MINOR LEAGUE, Secretary: D P Wilson,
60 Manor Park Road, Rawcliffe, York, YO30 5UL. Tel: 01904 632776

YORK DISTRICT SUNDAY AFTERNOON LEAGUE, Secretary: David Craggs,
18 Kensington Road, Rawcliffe, York, YO30 5XG. Tel: 01904 631474

YORK F.A., Secretary: Robert Grainger,
20 Burtree Avenue, Skelton, York, YO30 1YT. Tel: 01904 471101

YORK JOHN SMITHS SUNDAY MORNING FOOTBALL LEAGUE, Secretary: P. Williams,
39 Spalding Avenue, Clifton, York YO30 6JJ. Tel: 01904 341991

YORK MINSTER ENGINEERING FOOTBALL LEAGUE, Secretary: Peter Gibson,
12 Yarburgh Grove, York YO26 4SJ. Tel: 01904 796765

YORK MITCHELL SPORTS LEAGUE, Secretary: Barry Casterton,
6 Shirley Avenue, Boroughbridge Road, York, YO26 5NJ. Tel: 01904 796811

YORK SUNDAY MORNING CONFERENCE LEAGUE, Secretary: M Coverdale,
11 Spruce Close, New Earswick, York, YO32 4AL. Tel: 01904 762996

YORKSHIRE & HUMBERSIDE REGIONAL WOMENS LEAGUE, Secretary: Michael Webster,
49 Kings Gardens, Sowerby, Thirsk, YO7 1NX. Tel: 01845 526 846



Memorandum of Rules, Duties and Privileges of Local District Associations

- Title** 1. This District Association shall be called the “..... and District Football Association”, and shall be affiliated with and directly under the control of the West Riding County Football Association Ltd.
- Area** 2. The area of the District Association shall be defined by the West Riding County Football Association Ltd and shall not be altered without the consent of the West Riding County Football Association Ltd.
- Constitution** 3. All District Associations shall consist of such Leagues and Competitions, as the West Riding County Football Association Ltd shall approve.
- Government** 4. Each District Association shall be governed by a Council, which shall be constituted as the Local District Association find best. The Constitution of the Council shall be fixed at the Annual General Meeting of the District Association.
- Local District Representatives** 5. Each District Association shall appoint its representatives to the West Riding County Football Association Ltd, who shall be elected by the District Association’s Council on or before July 31st in each year.
- Duties and Privileges** 6. Every District Association shall be responsible to the West Riding County Football Association Ltd for the action of its clubs and players, officials and spectators.

A District Association may act, if so desired, as a body for insuring players against accidents. The rules of any such scheme shall be in accordance with the rules of the Football Association and shall be approved by the West Riding County Football Association Ltd.

7. Each District Association’s Annual General Meeting shall be held no later than July 31st in each year. Each club having paid its affiliation fees to the respective County Association for the current season before the date of the Annual General Meeting, shall be entitled to send a representative to this and all other General Meetings of its District Association.
At the written request of a quarter of the members of the District Association the Secretary of the District Association shall call a Special General Meeting allowing at least ten days notice.

8. The representative of any club or competition concerned in a complaint or in any dispute whatsoever, shall not be eligible to sit on the Council while the said complaint or dispute is being discussed.

9. No player, or club, affiliated to their respective County Association shall be allowed to play in unaffiliated football. All players registered with clubs affiliated to the West Riding County Football Association shall be placed at the disposal of the West Riding County Football Association for representative matches and Football Association Cup Competitions.

In cases of players who last played abroad they must not take part in any matches for any club at any level in this country until such time as a clearance has been received by the Football Association from the National Association under whose jurisdiction the player last played.



It should also be noted that in the case of players who last played in Scotland, Wales and Northern Ireland it is still necessary for a clearance to be obtained from the appropriate National Association before the player can play for any Club in this country. Failure to carry out the procedures will result in disciplinary action being taken by the appropriate County Association.

10. Any Club competing for a prize offered by any private individual or individuals, if the nett proceeds do not go to some affiliated Football Club or Clubs, Charity or Charities, shall cease to be a member of the County Association unless the competing clubs obtain the consent of their respective County Football Association before playing for such a prize. No club, or player of any such Club shall take part in a football contest other than practice matches between teams of the same Club during the close season, except for Charities.

11. The Officers of the District Football Association shall be empowered to carry out the work of their Association until the Council is appointed.

12. The Council, or any Committee which it appoints to investigate and decide upon any matter shall have the power to punish any Club, Officials, players or Members of the Council by expulsion, fine, or otherwise as they may think fit, should any of the parties enumerated above be found to have been guilty of any breach of Rules of the District Association, or of the Football Association – but not for breach of Laws of the Game.

13. The District Association shall have the first claim on the services of any player/official for its official matches subject to the FA Order of Precedence for match officials.

14. All Clubs within their area affiliated with the West Riding County Football Association Ltd shall, if called upon, place their players and ground at the disposal of the District Association for one match each season: a minimum of 10 per cent of the proceeds less expenses shall be paid for the use of the ground if required.

15. Fines imposed by the District Association must be paid within fourteen days of the receipt of notification. Any club or individual failing to do so shall have the fine doubled and be charged an administration charge of £25-00. All other charges imposed by the District Association shall be paid within fourteen days of the date stipulated for payment. A club or individual failing to pay as instructed shall be charged an administration fee of \$25-00. The club or individual shall be suspended and/or expelled from all competitions governed by the District Association and its committee members and its players referred to the West Riding County Football Association

16. Clubs may protest against any decision of the District Association. Such protests shall be in writing and shall be sent, together with such protest fee as provided for in the competition rules, by Recorded Delivery or Registered Post, to the secretary of the District Association so as to reach him within fourteen days of the date of the notification of the decision against which the protest is made. At the same time an exact copy of the protest shall be forwarded by Recorded Delivery or Registered Post to the individual club or organisation against whom the protest is made.

The grounds of the protest shall be fully stated and in the cases of a protest being improperly lodged or deemed to be frivolous, the protest fee may be



forfeited. The District Association shall have the power to compel any party to the complaint to pay such expense as may be deemed fit or they may inflict such other punishment or fines as deemed appropriate. The District Association may order any club whose protest fails to pay the expenses of any such protest.

17. Any appeal to the West Riding County Football Association against a decision of the District Association shall be in accordance with rule 5 of the West Riding County Football Association Ltd.

18. The conference date for matches in competitions organised by the District Association shall be the third Saturday or Sunday in each month.

All semi-finals and finals in any competitions organised by the District Association shall take preference at any time over all League and League Cup matches.

Matches that are ordered to be replayed must be replayed on the next conference date or earlier by mutual agreement with the Leagues concerned.

19. The Minutes and proceedings of the District Association shall be submitted if required to the West Riding County Football Association.

20. The income and property of the District Association shall be at their complete disposal providing that such income and property shall be applied solely towards the promotion of the objects of the Football Association.

The funds of the District Association shall be lodged with an approved Bank in the name of the President or Chairman and Treasurer of the Council. All accounts shall be submitted for the approval of the District Association Council.

Auditors shall be appointed annually, and they shall audit the accounts. An audited Balance Sheet shall be sent to each club at least seven days before the Annual General Meeting of the District Association. All trophies of a District Association, and such other effects or assets as may be acquired from time to time, shall be held in trust by the President and Treasurer of the District Association who shall for all intents and purposes be their legal owners. Should a District Association become defunct, its surplus assets should be applied by the West Riding County Football Association in liquidating any liability of the District Association. If the surplus assets shall be more than sufficient to liquidate such liability, the balance shall be disposed of in accordance with rule 8 of the Football Association's Regulations applying to Cup Companies.

If such assets shall be insufficient to liquidate the District Association's liabilities, a levy shall be made on the Clubs in the area to produce a sum sufficient to do this.

21. District Associations shall submit a copy of its rules each season to the West Riding County Football Association for approval.

22. In all other respects the District Association shall be governed and guided by the Rules of the West Riding County Football Association on points of issue.

23. Rule changes can only be made at an Annual General Meeting or an



Extraordinary Meeting called for this purpose. These rules shall be submitted to the West Riding County Football Association for approval within fourteen days of the meeting.

24. Each District Association is entitled to receive each year from the West Riding County Football Association Ltd, an appropriate proportion of its clubs' affiliation fees.



WEST RIDING REFEREES ASSOCIATION

Secretary:

R.SMITH, 50 Edgeware Road, Dalton, Huddersfield HD5 9US. Tel: (01484) 307266

REFEREES SOCIETIES AND SECRETARIES

Barkston Ash—J. KEY,

Skeabost, 4 Cherwell Court, Hambleton, Selby YO8 9QH. Tel: (01757) 228469

Bradford—C. BOSELEY,

90 Clarence House, The Boulevard, Leeds, LS10 1LG. Tel: (07817) 247539

Castleford—C.L. BATTY,

97 Leeds Road, Glasshoughton, Castleford WF10 5EL. Tel: (01977) 553891.

Craven—T. VENN,

12 Harker Street, Sutton-in-Craven, Keighley, BD20 7HQ. Tel: (01535) 634605.

Doncaster—C. BASSINDALE,

25 Ardeen Road, Intake, Doncaster DN2 5ET. Tel: (01302) 369459.

Goole & Thorne —S. BUTTERWORTH,

19 Bretton Avenue, Goole DN14 5XU. Tel: (01405) 764744.

Halifax—G. PATERSON,

33 Wood End Close, Halifax HX3 0JU. Tel: (01422) 341282.

Harrogate—A. LEE (Mrs),

23 Hartwith Drive, Harrogate HG3 2XN. Tel: (01423) 566759.

Heavy Woollen—J.D. BYRNE,

6 Keats Drive, Heckmondwike WF16 0PF. Tel: (01924) 407432.

Huddersfield—R. SMITH,

50 Edgeware Road, Dalton, Huddersfield HD5 9US. Tel: (01484) 307266.

Keighley— S. TODD,

8 Granby Drive, Riddlesden, Keighley BD20 5AX. (01535) 663822

Leeds— H. FELDMAN

60 High Ash Avenue, Leeds LS17 8RF. (01132) 688285

Wakefield—T. PRITCHARD,

51 Parkside, Flockton, Wakefield WF4 4AD. Tel: (01924) 848622.

Wharfedale—I. METCALF,

33 Westlea Crescent, Yeadon, Leeds LS19 7EE. Tel: (01132) 505701.



REFEREE COURSES NEW CANDIDATES

Basic

This course is designed to teach the Laws of Association Football for those who wish to become registered referees. The course consists of a minimum of 12 hours instruction with a written and oral/dvd based examination following completion of the tuition

Candidates must also referee 6 games of 11 v 11 football and attend an in-service training event prior to completion of the course and their registration.

Course fees are £80.00 for candidates aged over 16 at the commencement of the course and £60.00 for those aged under 16, The fee includes a mandatory 3 hour child protection workshop and CRB Application (CRB only for those 18 and over)

OTHER COURSES

Mini Soccer Course

This course is aimed at those who are involved in the development of young people and who need to have a knowledge of the laws of mini soccer. Anyone asked to referee mini soccer will benefit from this course.

You will be required to attend 1 session of 2 hours. A charge of £5.00 will be made to each attendee.

Match Facilitators Course

This course is aimed at those who occasionally are asked to referee a match and need to know the Laws of Association Football and is ideal for club officials. You will be required to attend 1 session of 3 hours. The cost is £10.00 per candidate.

IN SERVICE TRAINING FOR REGISTERED REFEREES

Course for Referees who have completed 1 year

This course is designed to build on experience and to broaden the referees expertise in readiness for possible introduction to more demanding matches.

Course for Level 7 to 6 Promotion Candidates and Level 6 to 5 Candidates

These courses are mandatory for those wishing to be considered for promotion to the next level. The purpose is to provide appropriate training to prepare the referee for more demanding games. Assessment of performance and an examination on the Laws of the Game are also mandatory. Application should be made to the County FA at the time of re-registration.

Level 5 Referees Course

This course is aimed at Level 5 referees who are still eligible for consideration for Supply League status. The main focus is on the techniques of operating as a team (assistant referees are appointed to every game) and the requirements of diet and fitness at this level of football. This course is the starting point for the "career" referee.

**Course for Assistant Referees**

This course is aimed at those appointed to the list of assistant referees on the Supply League and is designed to prepare the attendee in the techniques required.

Course for Supply League Referees

This course is aimed at Level 4 referees appointed to referee at Supply League level and is designed to address issues being raised in assessments and to prepare referees for the next step on the pyramid.

Course for Referee Coaches

This course of 2 hours is aimed at all those with referee experience who want to assist in the development of trainee referees. The focus is on the skills of how to provide help and advice.

Course for Assessors

This course takes a full day and teaches the skills and techniques of assessing and report writing. It includes watching a game and submitting a report on the attendees findings.

Two further reports are also required of a satisfactory standard.

Successful candidates achieve registered status for a period of 3 years; to maintain registration, assessors are required to attend an annual in-service training event.

Registered assessors automatically receive law changes and can be considered for assessing at higher levels within the pyramid.

Course for Young Referees

This course invites young referees to observe a game and then on another evening to attend a workshop to discuss with the match officials and instructors any teaching points.

School of Excellence

Young Referees can apply to join the School which requires attendance at an interview.

Successful candidates attend a training programme which includes having a National List Official as a personal advisor.



POWERS AND DUTIES OF THE REFEREES COMMITTEE

1—The authority over and control of Referees and refereeing in the West Riding County Football Association area shall be vested in the West Riding County Football Association.

2—The Referees Committee of the West Riding County Football Association shall be the body elected by the West Riding County Football Association to exercise this authority and control. It may be delegate to qualified persons the duty of examining the qualifications of applicants, which shall include tests of eye-sight and colour.

It may delegate the appointments of Referees to matches to properly constituted Appointments Boards, provided that all Associations or combinations of Clubs under the jurisdiction of the West Riding County Football Association appoint only to their own matches, and make the appointments from Referees registered with a County Association.

3—The Committee shall receive the registration of all Referees resident within the area of the West Riding County Football Association, and of such other Referees as may desire to register with the West Riding County Football Association.

Referees residing in the area must register with this County Association. Subject to this proviso, they may also register with any other County Association on payment of the subscription fixed by that body.

4—The Committee shall divide its Referees into the following Classes:—
Referees under 16 years of age are only eligible to officiate as Referees or Linesmen in Competitions involving players of 16 years of age or less.

All Referees applying for registration shall produce their Birth Certificate to the examiner who shall enter the date of birth on the Registration Card at time of examination.

5—The Committee require that a Referee shall have been registered for a year in their Class before their promotion to the next Class is considered. For these promotions the candidates' practical ability is to be reviewed by the District Association.

6—The Committee shall receive and review all applications for promotion periodically. Only properly registered Referees shall be considered. The Committee shall have power to subject Referees to eye-sight or colour tests at any time in connection with these promotions.

Every candidate for any examination must be recommended as "suitable for duty" (Serious deafness or physical defect must be held as unsuitability).

7—In the case of promotions from Level 7 to Level 6 and Level 6 to Level 5, the District Association will arrange for a Referee to be assessed on three separate occasions, the F.A. Assessment Form to be used by the District Assessors. The form of application along with the three Assessment Forms to be sent by the District Associations to the County Office in the same season as the application is made.

Having regard to the details contained in the various reports, the applications will be placed before the County Referees' Committee. If it is considered necessary, arrangements will be made for the applicant to be "watched" by County Assessors—not necessarily in the Candidates' own District.



All referees to be notified of the results of the application and where a candidate to Grade One has not been promoted, they shall be notified by the County Secretary of the points, whereby they may improve their chances of promotion. Should the Referee apply at a later date, the District Association may apply for "sight" of any previous papers.

8–The Committee shall receive an Annual Subscription of £15.00 from Referees. Referees must reregister with the Association each year not later than June 1st, after which a further fee of £5.00 will be required. The official receipt or the Certificate of Registration for the current year shall be evidence of eligibility for appointments.

9–The Committee shall deal with such matters as are laid down in the Regulations for the Control of Referees contained in the Handbook of Rules of the Football Association. It shall compile annually a list of all Registered Referees within the area, and send a copy thereof to the Football Association.

It shall re-examine Registered Referees when deemed necessary, and may remove the names of Referees from its Registers.

It shall have power to hear complaints against Referees for improper conduct, and report the investigations to the Football Association.

It shall have power to receive reports from Competitions, etc., appointing Referees, and may confirm, modify or rescind action taken against Referees by such Competitions.

10–The County Referees Committee shall retain first claim upon the services of all Referees on the County list.

11–The Committee shall have power to fix fees for those Competitions or Matches for which there is no stated fee.

12–The Committee may appoint from its members Sub-committees, who shall at their discretion, attend matches and report upon the manner in which such matches were controlled by the Referee, and also upon the manner in which the games were conducted generally.

13–The Committee shall have power to remove from its list any Referee proved to have been concerned as an agent in the transfer or engagement of a player.

14–The Committee may receive complaints or reports of incompetency against a Referee or Assistant Referee. In all cases these must be made direct to the Association Secretary. The Committee shall decide whether such complaint or report shall be investigated or not. The power to remove any Referee from the official list for misconduct or inefficiency shall only be exercised by the Committee.

15–The Minutes of the Committee shall be presented to the Council for confirmation.

16–The Committee shall, where possible, assist Organisations in the preparation and education of intending or Junior Referees.

17–All questions not provided for in these Rules or in the Regulations issued by the Council, shall be referred to the Referees Committee for a ruling.



SMALL-SIDE COMPETITIONS

1. These Competitions may be promoted by District Association, Leagues, Clubs, or other organisations approved by the County F.A.
2. Applications for sanction must be made to the Chief Executive of the West Riding County F.A.
3. The sanctioning of the Competition will accord to the Competition the status of an affiliated body and the players participating the status of affiliated players.
4. Subject always to the over-riding authority of the County F.A. the Rules governing the Competition shall be the responsibility of the Competition promoters and shall, in so far as is practicable, be in conformity with the Rules and Regulations of The Football Association.
5. The Secretary of the Competition will be required to supply details regarding teams accepted into the Competition on the prescribed Form "D", unless the Competition is played on one day only.
6. The Competition promoters will be held responsible for failure to supply the particulars required and matches must not be commenced before sanction is given.
7. A member of the District F.A. in whose area the Competition is organised shall be appointed to sit on the Committee of Management.
8. Provision shall be made in the Rules to deal with
 - (a) Qualification and eligibility of players taking part.
 - (b) Protests.
 - (c) Appointment of registered Referees and fees.
 - (d) Decision of matches by goals/penalty kicks and/or corner kicks.
 - (e) Duration of matches.
 - (f) Appeals to West Riding C.F.A. Rule 5.
9. Players ordered off for misconduct must be reported by the Referee to the West Riding County F.A
10. In Small-Side Competitions promoted or approved by charitable objectives, a Statement of Account shall be supplied to the County FA within 14 days.
11. The playing of matches arranged by private individuals for speculative purposes shall not be permitted and cash prizes to the winners or runners-up is strictly forbidden
12. As the objective of the Association is to stimulate and encourage interest in the playing of the Game, no "close season" shall apply to Small-Side Competitions.



WEST RIDING COUNTY FOOTBALL ASSOCIATION BENEVOLENT FUND

*welcomes donations from Clubs
to enable them to continue to
give financial assistance to
players, etc., in need of help*

**CLUBS, ETC.,
ARE ASKED TO GIVE
THE BENEVOLENT FUND
THEIR FULL SUPPORT**

All donations to:

**The Chief Executive
West Riding County F.A. Ltd.
Fleet Lane, Woodlesford
LEEDS LS26 8NX**



BENEVOLENT FUND RULES AND GOVERNING DOCUMENT

Title

1. The Fund shall be called "THE WEST RIDING COUNTY FOOTBALL ASSOCIATION BENEVOLENT FUND".

Objects

2. The objects of the Fund are to give relief of poverty and of sickness to players, referees and others directly connected with Clubs, Leagues or other bodies within the jurisdiction of the West Riding County Football Association or residing within the Association's area as defined under the Rules of the Association. Grants may be made to those injured whilst playing football or who may be incapacitated through illness attributed to participation in the game and who need such assistance.
Grants may also be made to necessitous persons who have rendered service to the game in the area or to their dependents. Grants from the Fund to Charitable and Benevolent Institutions whose objects are in alignment with the aims and purposes of the Association may be made if circumstances, including the state of the Fund, should warrant.

Powers

3. The Fund shall have power to raise funds and invite each affiliated Association, Competition, Club, official or referee to contribute to the Fund in some form or other. Donations to the Fund will be accepted through:-
 - (a) The proceeds of practice matches
 - (b) Gate receipts from at least one match.
 - (c) A personal subscription, a subscription from an Association, Competition or Club funds or a grant from the balance of funds of a Charity Competition.
 - (d) Collection at matches.
 - (e) Donations by referees of fees from matches.
 The Trustees shall have the power to invest the funds of the Benevolent Fund in any investments for the time being authorised for the investment of Charity Funds.

Trustees

4. The Trustees of the Fund shall be the President, Chairman and Secretary and two other members of the Council of the Association who have been elected or appointed in accordance with the Rules of the Association.

Control

5. The Fund shall be controlled by the Trustees to whom the Board of Directors and Council of the Association shall report on all matters concerning the Fund. There will be a minimum of four meetings of the Committee each year and the secretary will be responsible for giving notice of such meetings.
The quorum at such meetings shall be three Trustees. Where the voting is equal at any meeting, then the Chairman shall have a casting vote.

Accounts

6. The Fund shall be maintained in separate bank and building society accounts. All withdrawals shall be signed by two Trustees. The end of the Financial Year shall be the 31st December and the accounts shall be audited yearly and presented to the Annual General Meeting of the Association for approval. The appointment of auditors shall be made by the Annual General Meeting.



Grants

- 7. An application for a grant from the Fund must be made on the Funds official application form, which must be fully completed and returned to the Secretary of the Association.

Personal Interest

- 8. No Trustee shall receive any benefit in money or in kind from the Fund.

Amendment

- 9. Any amendment(s) to the Rules of the Fund may be made at any Annual or General Meeting of the Association. Any amendment(s) to the Rules must be approved in writing by the Charity Commission prior to the amendment(s) being made.

Dissolution

- 10. If the Fund is wound up or dissolved, and after all the debts and liabilities have been satisfied, any surplus funds shall be transferred to some other charity or charities having objects similar to the Fund.

The Trustees shall have absolute discretion as to which charity or charities the surplus funds shall be transferred.

Note:

The West Riding County Football Association Benevolent Fund is registered with the Charity Commission for England and Wales (Reg. No. 1070501).



WEST RIDING COUNTY SENIOR CUP COMPETITION

- Name** 1–The Cup shall be called the WEST RIDING SENIOR CUP. The President and Chief Executive of the West Riding County Football Association shall be, for all intents and purposes, the legal owners, in trust for the Association.
- Control** 2–The Council of the West Riding County Football Association, hereinafter called the “Council”, shall have control and management of the Competition.
- Entries** 3–All Clubs affiliated to this Association in membership with the F.A. Premier League or the Football League, shall be required to compete in this competition. The Cup shall be competed for annually. Such Clubs shall be required to pay a non-participation fee in lieu of the competition being staged. This fee to be in accordance with a schedule of rates as determined by the Council and based upon the following principle:

TABLE 1

F.A. Premiership Club	– Basic Fee
F.L. First Division	– Half of Basic Fee
F.L. Second Division	– Quarter of Basic Fee
F.L. Third Division	– One-Eighth of Basic Fee

Such fee to be paid not later than 1st September in the relevant football season. If, however, in any season two or more of the Clubs affiliated to this Association, as above, express a wish to participate in the Cup competition, the Senior Cup shall be competed for in accordance with these regulations. Such Clubs shall not then be required to pay for a non-participation fee. In the event that only one Club wishes to enter the competition then an additional amount equivalent to that Club's non-participation fee shall be paid by the remaining Clubs in proportion to the amounts shown in Table 1.

- Entrance Fee** 4–When the competition takes place an entrance fee of £50.00 shall be paid by each competing Club to the Secretary of the Association not later than the 15th day of August.
- Players** 5–No player shall be eligible to play for more than one competing Club.
- Eligible** Each player shall be registered with the F.A. Premier League or the Football League as a player of the Club for which he competes.
- Team** 6–Each Club shall play its full strength in all matches.
- Misconduct** 7–The Council shall have power to deal with any competing Club, Player, or Referee, who may be proved guilty of any breach of the rules of the Competition.
- Draw** 8–The ties shall be drawn and the dates for playing fixed by the Council. The Competition may be played on a League basis. In such circumstances, three points shall be awarded for a win, one point for a draw. Where teams finish level on points, the winners shall be decided by the number of goals scored. If still equal, goal difference will decide.



- Match Officials** 9—Referees and Assistant Referees who must be on the F.A. Premier League or the Football League list of Officials shall be appointed by the Council. Referees shall be paid, in addition to travelling expenses a fee of £50.00. Assistant Referees shall be paid in addition to travelling expenses a fee of £25.00. Appointed officials shall be paid half-fee and travelling expenses, if they attend the ground and the match is not played. Officials shall be allowed 25 pence per mile.
- Duration of Game** 10—The duration of each match shall be 90 minutes. When a match ends in a draw, an extra half hour (15 minutes each way) shall be played. If the score is still level at the end of extra time, the winner will be determined by the taking of kicks from the penalty mark in accordance with the International Board recommended procedures. The Council shall have power to deal with any match abandoned for any cause whatever.
- Glasses, glass bottles or cans containing alcohol are not permitted outside of the Clubhouse and must not be brought into grounds. No alcohol is to be consumed in the ground or premises during the period of any match, except as may be governed by the terms of the club license with regard to its own members, but, notwithstanding such, no alcohol is to be taken or consumed outside the licensed clubhouse or any other authorised area during such match period or brought into the ground.**
- Substitutes** 11—A Club may not be permitted to use more than three substitutes in any match who must be chosen from not more than seven players whose names shall be given to the Referee prior to the commencement of the game.
- Late Starts** 12—The Referee shall report all late starts and the Council shall deal with such reports at their discretion.
- Result** 13—The Secretary of each Club shall send notice of the result, together with the full names of the players who played, in writing, to reach the Secretary of the Competition within two days (excluding Sundays) after the match is played.
- Council Powers** 14—All questions of eligibility, qualification of competitors, interpretation of the Rules and/or Regulations as well as all other matters in dispute shall be referred to the Council whose decision shall be final.
- Protests and Objections** 15—Protests and Objections relating to any violation of the Cup Rules of the Association, must be lodged by the protesting Club with the Secretary of the Association within 48 hours (Sundays not included) of the date of playing the tie on which the protest or appeal arises, accompanied by a deposit fee of £25.00 which shall be forfeited if the Council consider the protest trivial or groundless. Protests shall be made in writing and two copies sent to the Secretary of the Association by Registered Post and a copy to the Club protested against, by Registered Post.
- All protests shall contain an outline of the evidence to be submitted. Any objections relative to ground or appurtenances of the game must be made to the Referee and Captain of the opposing team, in writing, 15 minutes before the time fixed for kick-off. If possible, the fault shall be remedied.
- If the Council should subsequently find that any rule has, in their opinion, been



violated, by mutual arrangement between Clubs, or otherwise, it shall be in the power of the Council to disqualify any such Clubs from further competing in the ties, or to order the tie to be replayed and otherwise further deal with the offenders without any formal protest having been laid. They shall have power to compel any protesting Club to pay such expenses of the Club protested against and the Club engaged in the protest to pay such sums as may be considered necessary towards defraying the expenses incurred.

No objection or protest shall be withdrawn, except by leave of the Council. In dealing with any protest, the Council may take into consideration the possession of any knowledge by the protesting Club which, if properly used, might have obviated the protest.

- Notices** 16–All notices required by any of these Rules shall be addressed to the Secretary of the Association.
- Admission Charge** 17–The charge for admission shall be decided by the two competing Clubs subject to the agreement of the West Riding County F.A.
- Match Proceeds** 18–The proceeds of matches (except re-played matches in consequence of breach of rule) shall after paying thereout the travelling expenses of the visiting team of 18 players, the fees and expenses of the match officials, the ground and other expenses of the match, advertising, printing, posting and police charges, be shared in the following proportions: 30% to each Club and 40% to the Association in all games. Such proceeds shall be paid by 30th September of the relevant season.
- Trophy** 19–When the winning Club shall have been determined, the Cup shall be handed to the representative of such Club, which shall give an undertaking to return the Cup in good condition to the Secretary of the Association, not later than the first day in February of the following year.
- Medals** 20–In addition to the Cup, the Association may present Medals or Mementoes (the cost of which shall be a charge upon the proceeds of the final tie) to the players of the winning Club.
- Council Powers** 21–The Council shall have power, prior to the closing date, for entry to the competition, to alter or add to the foregoing rules.
- Appeals** 22–All decisions of Council shall be final and binding on all parties.

Decisions – Senior Cup Competition

- Determination** The Competition shall be played on a League basis. Three points shall be awarded for a win, one point for a draw. Where teams finish level on points the winners shall be decided by the number of goals scored. If still equal goal difference will decide.
- Winners**
- Receipts** To be paid by 30th September 2009.



WEST RIDING COUNTY FOOTBALL ASSOCIATION

COUNTY CUP COMPETITION

- Name** 1–The Cup shall be called “THE COUNTY CUP”.
The President and Chief Executive of the West Riding County Football Association shall be, for all intents and purposes, the legal owners, in trust for the Association.
- Control** 2–The Council of the West Riding County Football Association, hereinafter called the “Council”, shall have control and management of the Competition. They may however delegate their powers in full to the “Cup Committee”.

The Cup Committee shall have the power to appoint a Sub-Committee to exercise the powers of Council in order to expedite decisions to ensure the progress of the Competition.
- Entries** 3–**The Cup shall be competed for by Clubs selected by the Council, or by any duly appointed Committees thereof.**
- Entrance Fee** 4–The entrance fee for each Club shall be £40.00 payable to the Association on or before June 1st.
- Players Eligible** 5a–A player shall not play for more than one Club in the Competition in the same season.

b–In all Rounds of the Competition, a player shall be a “registered and recognised playing member” of his Club under the Rules.
(i) A “registered member” is one who is either, in the case of a player under written contract, registered with the Football Association, or in the case of a player without a written contract, registered with a League in which his Club competes in the current season. Any such registration must have been received and accepted by the Football Association or League by midnight on the Friday seven or more days previous to the date fixed for playing the Round and the registration must be continuous through to the date of the match.
(ii) A “recognised playing member” is one who has either actually played in a recognised League or Cup game for a Club in the current season or one who has been registered with the Football Association as a “contract player” as stated in Competition Rule 5(b)(i).
(iii) An International Transfer Certificate for Players coming from overseas associations (including Wales, Scotland, Northern Ireland and the Republic of Ireland) takes precedence over a Player’s registration. Therefore, this is also required by midnight on the Friday seven or more days previous to the date fixed for playing the Round for the Player’s registration to be valid.
(iv) No player shall qualify after March 1st.
(v) To play in this competition, a player must have attained the age of 16.



c- (i) A player on temporary (loan) transfer is ineligible to compete in the County Cup Competition unless permission to do so is given by the lending Club in writing and a copy is received by the Association by 12 noon on the day prior to the date fixed for playing the Round or the date fixed for the game to be played as per Rule 10. A registered Trainee or a player who is registered on a Scholarship for work experience may play for another club subject to written permission being given by the Club he is registered to and provided that such permission is received by the Association in accordance with the time limits stated above. The Association will not give permission for players on loan or work experience to play against the lending Club. Any permissions must clearly state that the player has approval to play in the County Cup Competition.

A player on temporary (loan) transfer is eligible to compete if transferred by the lending Club to the loaning Club after the date and time for player qualification for a Round.

(ii) A player recalled at any time prior to the date of the Round to his original Club from temporary (loan) transfer, in accordance with the terms of the loan agreement, may represent his original Club. Such player may only play in postponed and replayed matches if he had been recalled in time for the first match.

d—In the case of postponed matches only those players shall be allowed to play who were eligible to play at the time fixed for playing the original Round.

A player who has been suspended according to the disciplinary procedures of the Football Association may play in a postponed match after the term of his suspension has expired.

e—The Council shall have power to call upon a Player, and/or Club for which he is registered or for which he played, to prove that the Player is qualified according to the Competition Rules. Failing satisfactory proof, the Council may disqualify such Player, and may remove the Club from the Competition, and impose such other penalty as it considers appropriate. The Council shall also have the power to impose penalties against Clubs already knocked out of the Competition.

Substitutes 6—A Club may at its discretion 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. A maximum of five substitutes may be nominated and they must be included on the official team sheet handed to the Referee before the match. A substitute who is not used is entitled to play for another Club in the same season, subject to the provisions stated elsewhere in this Rule. In Semi-Finals/Finals played on neutral grounds, the maximum number of persons (i.e. players/team officials) allowed in the technical areas will be 8 per team and no more than 20 persons shall be allowed in each dressing room at any one time.

Clubs to Provide Lists of Players 7— No objection to the qualification of any player shall be entertained unless notice of objection, stating particulars, is given not less than 15 minutes before the time fixed for the commencement of the match. Such notice must be given in writing to the Association, or to the Referee officiating and a copy handed to the Club against which the objection is lodged.

Not less than 45 minutes before the time fixed for the commencement of the game, the Captains or Secretaries of each Club shall supply on the official forms



to the Referee and the Secretary or Captain of the opposing Club a written list of players taking part in the match, which the Referee shall send with the result of the match to the Secretary of the Competition within 48 hours (excluding Sunday) of the match being completed. Should any nominated player or substitute sustain an injury after the submission of the "official team sheet" to the Referee before kick-off, he may be replaced, provided that the Referee and opponents are informed before the commencement of the match. Clubs failing in this respect shall be fined £15.00.

A Club shall play its full strength in all Ties.

Any protest regarding the qualification of any player under this Rule must be made in accordance with Rule 21. The Council may inflict such penalty for breach of this Rule as it may deem expedient.

Failure to Play 8—A Club failing to play in any tie without showing sufficient cause may be adjudged to have been guilty of serious misconduct and shall be liable to be dealt with under Rule 9 of the Competition.

Misconduct 9—The Council shall have power to deal with any competing Club, Player, or Referee who may have proved guilty of any breach of the Rules of the Competition.

Clubs Exempt and Draw 10—The Council shall have power to exempt such Clubs as they may deem fit from taking part in the earlier rounds of the Competition.

The ties shall be drawn and the dates for playing fixed by the Council. Where floodlights are available, ties may be played in midweek during the seven days prior to the original date specified for the match to be played providing that all parties are in agreement and that the Council gives permission. Any postponed or abandoned midweek game must be played within 12 days of the original match date. Each pair shall play off. The winners shall again be drawn in pairs and play off as in the first round, and so on until the final is played, when the winning Club shall hold the Cup under conditions provided by these Rules.

Clubs must acknowledge the receipt of the draw. Any Club failing to acknowledge will be fined £15.00.

Particulars to Opponents and Match Officials 11—The Club having choice of ground shall, five days at least prior to the date upon which the tie is set down for decision, notify the Secretary of the opposing Club, also Referee and Assistant Referees, particulars of the situation of the ground upon which the tie is to be played, and their choice of colours.

Clubs failing in this respect shall be fined £15.00

League matches shall not be played in lieu of a Cup-tie.

Extra Time & Kicks from the Penalty Mark 12—All ties, including Semi-Finals, shall be played on the ground of the Club first drawn, except where the Council gives consent to play on another ground. If a match is drawn after 90 minutes, an extra 30 minutes shall be played and 15 minutes shall be played in each half. If the score is still level at the end of extra time, kicks from the penalty mark shall be taken to determine the winner, in accordance with the procedure adopted by The International Football Association Board.



- Unsuitable Grounds** 13—If the ground of a Club having choice of ground is considered unsuitable for a Cup Tie, the opponents may appeal to the Council within seven days of the receipt of the official intimation of the draw. Such appeal shall be made in writing, by Recorded Delivery to the Secretary of the Competition and shall be accompanied by a Fee of £20.00, which may be returned at the discretion of the Council. A copy of protest must be sent, by Recorded Delivery to the Club protested against. If the appeal is sustained the Council may order the match to be played on the ground of the appealing Club or on a neutral ground.
- Ground** 14—The dimensions and marking out of the ground shall be in accordance with Law 1 of the Football Association. The field of play must be kept clear of spectators and goal nets must be used in all matches. The HOME CLUB shall be responsible for the observance of this Rule and where adequate arrangements are not made, it shall be liable to a Fine not exceeding £50.00 and disqualification from the Competition.
- Postponed Games** 15—Only a Contributory League (or higher) match official shall have power to decide as to the fitness of the ground at least in all matches and his decision shall be final. Each Club must take every precaution to keep its ground in playing condition and, if necessary, either Club may require the Referee to visit the ground two hours before the advertised time of kick-off. All replays and postponed matches shall be played in accordance with Rule 10 until there is a result. Council shall have power to order a match to be played on an alternative ground where necessary.
- Referees and Assistant Referees** 16—Referees and, where the Council determine, neutral Assistant Referees shall be appointed by the Council. All match officials appointed to this competition shall be required to wear the traditional black shirts with white collar and cuffs, black shorts and black stockings with white turnover tops.
- Referees shall be paid – in addition to travelling expenses – £25.00 in the rounds prior to the Final and £40.00 plus suitable memento in the Final. Assistant Referees and Fourth Officials to be paid half Referee's fee when appointed up to, and including, Semi-Final and half Referee's fee plus a suitable memento in the Final. Officials travelling by car shall be allowed 20p per mile in their expenses.
- Appointed Officials shall be paid half fee and travelling expenses if they attend at the ground and the match is not played. If a match is not played through the fault of one of the competing Clubs the Referee shall be entitled to his full fee and expenses payable by the defaulting Club.
- Where the appointed Referee or Assistant Referee fails to appear, or is unable to continue with his duties, both Clubs must agree to a replacement Match Official. Clubs failing to agree shall be liable to a fine not exceeding £100.00.
- Duration of Game** 17—The duration of each match shall be 90 minutes. The half-time interval shall be of 15 minutes duration and shall not be amended except with the consent of the Referee. The Council shall have power to deal with any match abandoned for any cause whatever.

Glasses, glass bottles or cans containing alcohol are not permitted outside of the Clubhouse and must not be brought into grounds. No alcohol is to



be consumed in the ground or premises during the period of any match, except as may be governed by the terms of the club license with regard to its own members, but, notwithstanding such, no alcohol is to be taken or consumed outside the licensed clubhouse or any other authorised area during such match period or brought into the ground.

- Late Starts** 18–The Referee shall report all late starts. Clubs held responsible for late starts shall be fined £10.00 for the first 10 minutes, or part thereof, then £10.00 for each ten minutes or part thereof for a period of up to 30 minutes. Second or subsequent offences shall be dealt with at the discretion of the Committee. The Council shall deal with cases in which the start is delayed more than 30 minutes, at their discretion.
- Result** 19–Each club shall send the result of the match, with the names of their players competing and goalscorers, together with the marking of the Referee's performance, to be received by the Association within two days of the match.
- Clubs failing to comply with this Rule shall be fined £15.00.
- Clubs shall communicate results to the County Office according to the instructions issued prior to the match
- Council Powers** 20–All questions of eligibility, qualification of competitors, interpretation of the Rules and/or Regulations as well as other matters in dispute, shall be referred to the Council whose decision shall be final.
- Protests and Objections** 21–Protests and Objections relating to any violation of the Cup Rules or Rules of the Association, must be lodged by the protesting Club with the Association within 48 hours (Sundays not included) of the date of playing the tie on which the protest or appeal arises, accompanied by a deposit of £25.00 which shall be forfeited if the Council consider the protest trivial or groundless. Protests shall be made in writing and four copies sent to the Secretary of the Association by Recorded Delivery and a copy to the Club protested against by Registered Post or Recorded Delivery.
- All protests shall contain an outline of the evidence to be submitted.
- Notwithstanding the above, the Council reserves the right to investigate any complaints regarding a breach of the rules of the competition and to deal with such matters as it feels appropriate.
- Any objections relative to ground or appurtenances of the game must be made to the Referee and Captain of the opposing team, in writing at least, 15 minutes before the time fixed for kick-off. If possible, the fault shall be remedied.
- If the Council should subsequently discover that any Rule has, in their opinion, been violated, by mutual arrangement between Clubs, or otherwise it shall be in the power of the Council to disqualify any such Clubs from further competing in the ties, or to order the tie to be re-played and otherwise further deal with the offenders without any formal protest having been laid. They shall have power to compel any protesting Club to pay such expenses of the Club protested against and the Club engaged in the protest to pay such sums as may be considered necessary towards defraying the expenses incurred.
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- No objection or protest shall be withdrawn, except by leave of the Council. In



dealing with any protest, the Council may take into consideration the possession of any knowledge by the protesting Club which, if properly used, might have obviated the protest.

- Notices** 22—All notices required by any of these Rules shall be addressed to the Association.
- Admission** 23—A charge for admission to each match in the Competition shall be made. The Minimum charge for admission shall be £2.50 except for persons not over 16 years, for whom the admission charge shall be mutually agreed between the two competing Clubs. The Council shall fix charges in the Semi-Final and Final rounds.
- Match Proceeds** 24—The proceeds of matches (except re-played matches in consequence of breach of Rule) shall, after paying thereout the fees and expenses of Match officials, advertising, printing, police charge and floodlights (£25.00 maximum) (see decisions of Council (c)) be divided equally between the competing Clubs in all matches prior to the Final and shall be settled immediately or within 14 days from the date of the game.
- Clubs failing to comply with this rule shall be fined a sum not exceeding £100.00
- In cases where the receipts are not sufficient to cover the expenses of the match the deficit shall be borne by the HOME CLUB. In the Final Tie, after the expenses of the match have been met, the gate receipts may be apportioned between the Association and the competing Clubs as decided by Council.
- The Home Club shall provide for the sale of tickets and the visiting Club for the checking of the same. The expenses of sellers and checkers shall not be a charge on the gate.
- Where turnstiles are used, a charge may be made for the men working them, such charge to be fixed by mutual consent of the two Clubs who shall also mutually agree on the number of turnstiles to be operated.
- All members and ticket holders shall pay the admission charges to the ground and stands. The gate receipts shall be divided immediately after the match.
- Proceeds** 25—In any match ordered to be replayed in consequence of a breach of Rule the Club in default shall not receive any share of the proceeds of such re-played match, without the consent of the Council. If the consent be not given, the share shall be taken by the Association.
- Trophy** 26—When the winning Club shall have been determined the Cup shall be handed to the representative of such Club, which shall give an undertaking to return the Cup in good and clean condition to the Association, not later than the first day of February of the following year. Clubs failing to comply with this Rule shall be fined a sum not exceeding £100.00.
- Medals** 27—In addition to the Cup, the Association may present Medals or Mementos to the Players, Substitutes and Team Manager for each competing Club in the Final Tie.
- When a player taking part is ordered to leave the field of play for misconduct, the medal to which he may be entitled may be withheld at the discretion of the council



Council Powers

28—The Council shall have power, prior to the closing date for the entry to the Competition, to alter or add to the foregoing. They shall also have power to deal with any matter not provided for.

29—The Committee shall have power to increase any fines for repeated offences.

**Appeals
Club Colours**

30—All decisions of Council shall be final and binding on all parties.

31—Where the colours of the two competing Clubs are similar, the Away Club must change, unless alternative arrangements are mutually agreed by the competing Clubs. Where this occurs in the Final Tie both Clubs must change.

Players shirts shall be clearly numbered on the back in accordance with the Official Team Sheet. No change of numbers during the match shall be allowed except on a change of Goalkeeper or where a player has been required by the Referee to change his shirt because of a blood injury. The Captain of each team shall wear a distinguishing armband to indicate his status. Failure to comply with this rule will result in a fine of £15.00.

Advertising worn on clothing must be in accordance with F.A. Rules and Regulations.

COUNTY CUP DATES

Round One – To be played on or before 7th November 2009.

Round Two – To be played on or before 5th December 2009.

Round Three – To be played on or before 6th February 2010

Semi-Finals – To be played on or before 6th March 2010

Finals – To be played on 14th April 2010

DECISION OF COUNCIL

(a) Expenses for clearing the ground of snow, and in other ways preparing the ground, must be borne by the Home Club. Marking out the ground is not a charge on the gate.

(b) A Club may, at its own expense, erect temporary stands, and take the proceeds where the opposing club declines to join in the expenses of erection. A temporary stand becomes a permanent one if used after the match for which it was erected.

(c) Ground expenses as referred to in Rule 24 are – printing, advertising, police charges, fees and expenses of the match officials and floodlights (£25.00 maximum).

(d) The Home Club shall provide at least TWO footballs for the playing of any Cup Tie, and the same must be passed by the Referee as suitable before the tie commences. Clubs failing to comply with this decision shall be fined £10.00.



WINNERS OF SENIOR CUP

1919 LEEDS CITY	1954 LEEDS UNITED	1981 BRADFORD CITY
1920 HUDDERSFIELD TOWN	1955 LEEDS UNITED	1982 NO COMPETITION
1921 BRADFORD CITY	1956 LEEDS UNITED	1983 LEEDS UNITED
1922 HUDDERSFIELD TOWN	1957 LEEDS UNITED	1984 BRADFORD CITY
1923 LEEDS UNITED	1958 LEEDS UNITED	1985 BRADFORD CITY
1924 BRADFORD	1959 HALIFAX TOWN	1986 BRADFORD CITY
1925 BRADFORD CITY	1960 LEEDS UNITED	1987 BRADFORD CITY
1926 LEEDS UNITED	1961 LEEDS UNITED	1988 NO COMPETITION
1927 BRADFORD	1962 HALIFAX TOWN	1989 NO COMPETITION
1928 LEEDS UNITED	1963 BRADFORD	1990 NO COMPETITION
1929 LEEDS UNITED	1964 LEEDS UNITED	1991 BRADFORD CITY
1930 HUDDERSFIELD TOWN	1965 HUDDERSFIELD TOWN	1992 BRADFORD CITY
1931 HUDDERSFIELD TOWN	1966 LEEDS UNITED	1993 NO COMPETITION
1932 BRADFORD	1967 HALIFAX TOWN	1994 NO COMPETITION
1933 HUDDERSFIELD TOWN	1968 HUDDERSFIELD TOWN	1995 NO COMPETITION
1934 BRADFORD CITY	1969 LEEDS UNITED	1996 HALIFAX TOWN
1935 HUDDERSFIELD TOWN	1970 HUDDERSFIELD TOWN	1997 NO COMPETITION
1936 BRADFORD	1971 HUDDERSFIELD TOWN	1998 NO COMPETITION
1937 LEEDS UNITED	1972 LEEDS UNITED	1999 HALIFAX TOWN
1938 SELBY TOWN	1973 LEEDS UNITED	2000 NO COMPETITION
1939 GOOLE TOWN	1974 HUDDERSFIELD TOWN	2001 NO COMPETITION
1948 OSSETT TOWN County	1975 BRADFORD CITY	2002 NO COMPETITION
1949 SELBY TOWN Cup	1976 LEEDS UNITED	2003 NO COMPETITION
1950 BRADFORD CITY	1977 LEEDS UNITED	2004 NO COMPETITION
1951 BRADFORD	1978 HUDDERSFIELD TOWN	2005 NO COMPETITION
1952 LEEDS UNITED	1979 BRADFORD CITY	2006 NO COMPETITION
1953 BRADFORD	1980 LEEDS UNITED	2007 NO COMPETITION
		2008 NO COMPETITION
		2009 NO COMPETITION

WINNERS OF COUNTY CUP

1927 LEEDS UNITED RESERVES	1965 OSSETT ALBION	1987 GOOLE TOWN
1928 SELBY TOWN	1966 OSSETT ALBION	1988 FARSLEY CELTIC
1929 BRADFORD RESERVES	1967 FARSLEY CELTIC	1989 GOOLE TOWN
1930 BRADFORD CITY RESERVES	1968 OSSETT ALBION	1990 LIVERSEDGE
1931 HUDDERSFIELD TOWN RESERVES	1969 GOOLE TOWN	1991 BRADFORD PARK AVENUE
1932 NOT COMPETED FOR	1970 GOOLE TOWN	1992 GOOLE TOWN
1933 HUDDERSFIELD TOWN RESERVES	1971 FARSLEY CELTIC	1993 GLASSHOUGHTON WELFARE
1950 BRADFORD UNITED AMATEURS	1972 YORKSHIRE AMATEURS	1994 GUISELEY
1951 GOOLE TOWN	1973 HARROGATE TOWN	1995 FARSLEY CELTIC
1952 GOOLE TOWN	1974 THACKLEY	1996 GUISELEY
1953 SWILLINGTON WELFARE	1975 THACKLEY	1997 FARSLEY CELTIC
1954 YORKSHIRE AMATEURS	1976 GOOLE TOWN	1998 GARFORTH TOWN
1955 SALTS	1977 GOOLE TOWN	1999 OSSETT ALBION
1956 SALTS	1978 GOOLE TOWN	2000 GARFORTH TOWN
1957 GOOLE TOWN	1979 GUISELEY	2001 FARSLEY CELTIC
1958 FARSLEY CELTIC	1980 GUISELEY	2002 HARROGATE TOWN
1959 OSSETT TOWN	1981 GUISELEY	2003 HARROGATE TOWN
1960 FARSLEY CELTIC	1982 OSSETT TOWN	2004 HALIFAX TOWN
1961 YORKSHIRE AMATEURS	1983 GUISELEY	2005 GUISELEY
1962 HATFIELD MAIN	1984 FARSLEY CELTIC	2006 FARSLEY CELTIC
1963 HARROGATE TOWN	1985 GOOLE TOWN	2007 GOOLE AFC
1964 HATFIELD MAIN	1986 HARROGATE TOWN	2008 HARROGATE TOWN
		2009 GARFORTH TOWN



**WEST RIDING
FOOTBALL ASSOCIATION
WOMEN'S COUNTY CUP COMPETITION
RULES OF THE COMPETITION**

- Name** 1–The Competition shall be called the “WEST RIDING COUNTY FOOTBALL ASSOCIATION WOMEN'S CUP”. The Cup is the property of the West Riding County Football Association and cannot be won outright.
- Control** 2–The Council of the West Riding County Football Association, hereinafter called “The Council”, shall have control and management of the Competition, they may however delegate their powers in full to the “Cup Committee”. The Council shall have the power to formulate alter or add to the Rules as they, from time to time, deem expedient. The Council shall decide upon the interpretation of the Rules and adjudicate upon any dispute, claim or protest. The Council's decision shall be final and binding.
- The Cup Committee shall have the power to appoint a Sub-Committee to exercise the powers of Council in order to expedite decisions to ensure the progress of the Competition.
- Entries and Fees** 3–All womens senior clubs desirous of entering this Competition must signify on Form 'A' their intention of doing so, enclosing the entrance fee of £20.00 to reach the Association on or before June 1st. The Cup Committee of the Association shall meet prior to the draw being made for the initial Rounds and consider all applications for entry. The Committee shall have power to refuse to accept entries from any Club.
- Players Eligible** 4–No Player shall be eligible to play for more than one Club in the competition in any one Season.
- Each individual must have been a recognised playing member of the Club for which she proposes to play at least SEVEN DAYS prior to the date fixed for the playing of the round but no player shall qualify after 1st March.
- A playing member is one who has actually played for the Club in a recognised League or Cup game in the current season. (Signing a League Form does not, of itself, qualify a player for the Competition).
- To play in this competition, a player must have achieved the age of 16.
- In the case of postponed matches, only those players shall be allowed to play who were eligible on the date fixed for the playing of the round, but a player who has been suspended may play in a postponed Cup Tie after the term of suspension has expired, and providing any outstanding fines have been paid.
- A player qualified to play in any round shall be deemed qualified to play in subsequent rounds by virtue of her original qualification.
- Clubs to Provide List Players** 5–Not less than 30 minutes before the time fixed for the commencement of the game, the Captains or Secretaries of each Club shall supply, on the official of forms, a written list of players taking part in the match to the Referee and the Secretary or Captain of the opposing Club. The numbers on the team sheet must



correspond with the numbers on the individual player's shirt. The Referee shall send these forms with the result of the match to the Secretary of the Association within TWO days. Clubs failing in this respect will be fined £10.00.

A Club shall play its full strength team in all ties. Clubs in the Women's Premier League (National or Northern Division) may select their team from any eligible player as per Rule 4.

Any protest respecting the qualification of any player under this Rule must be made in accordance with the details in Rule 19.

The Council may inflict such penalty for breach of this Rule as it may deem expedient.

- Particulars to Opponents and Match Officials** 6—The Club having choice of ground shall five days at least prior to the date upon which the tie is set down for decisions, notify the Secretary of the opposing Club, also Referee and Assistant Referees, particulars of the situation of the ground upon which the tie is to be played, and their choice of colours together with details of changing and toilet facilities. Clubs failing in this respect will be fined £10.00
- Substitutes** 7—A Club may at its discretion 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. A maximum of five substitutes may be nominated and they must be included on the official team sheet handed to the Referee before the match. A substitute who is not used is entitled to play for another Club in the same season, subject to the provisions stated elsewhere in this Rule. In Semi-Finals/Finals played on neutral grounds, the maximum number of persons (i.e. players/team officials) allowed in the technical areas will be 8 per team and no more than 20 persons shall be allowed in each dressing room at any one time.
- Failure to Play** 8—A Club failing to play in any tie without showing sufficient cause may be adjudicated to have been guilty of serious misconduct and shall be liable to be dealt with under Rule 9. League matches shall not be played in lieu of a Cup-tie.
- Misconduct** 9—The Council shall have power to deal with any competing Club, Player or Referee who may be proved guilty of any breach of the Rules of this competition.
- Clubs Exempt and Draw** 10—The Council shall have power to exempt such Clubs, as it may deem fit from taking part in the earlier rounds of the Competition. The ties shall be drawn and played on the grounds of the first Club drawn, except where the Council gives consent for the matches to be played on other grounds, except in the Semi-Finals and Final when these will be played on neutral grounds unless the Council agrees otherwise. The winners shall then be drawn again in pairs as before and so on until the Finals are reached, when the winning Club shall hold the Cup under conditions provided by these Rules. The dates for playing all matches and time of kick-off shall be fixed by the Council. Non-acknowledgement to the Association of County Cup fixtures by Clubs shall incur a fine of £10.00. Where Clubs share grounds and both are drawn at home, the first drawn Club shall have preference. As agreed with the Leagues, County Cup matches will be played on the third Sunday of the relevant months. Notwithstanding this, ties may be played in the seven days prior to the original date specified for the match to be played providing that all parties are in agreement and that the Council gives permission. Postponed or abandoned games shall be played on the third Sunday of the following month or on an earlier date by mutual agreement.



Duration of Game and Extra Time 11—The duration of each match shall be 90 minutes, but when a match ends in a draw an extra half hour (15 minutes each way) shall be played in all matches. The half-time interval shall be of 15 minutes duration and shall not be amended except with the consent of the Referee.

The Council shall have power to deal with any match abandoned for any cause whatsoever.

Glasses, glass bottles or cans containing alcohol are not permitted outside of the Clubhouse and must not be brought into grounds. No alcohol is to be consumed in the ground or premises during the period of any match, except as may be governed by the terms of the club license with regard to its own members, but, notwithstanding such, no alcohol is to be taken or consumed outside the licensed clubhouse or any other authorised area during such match period or brought into the ground.

Kicks from the Penalty Mark 12—If the score is still level at the end of extra time, kicks from the penalty mark shall be taken to determine the winner, in accordance with the procedure adopted by The International Football Association Board.

Unsuitable Grounds 13—If the ground of a Club having choice of ground is considered unsuitable for a Cup Tie, the opponents may appeal to the Council within seven days of the receipt of the Official intimation of the draw. Such appeal shall be made in writing by Recorded Delivery to the Competition and shall be accompanied by a Fee of £20.00, which may be returned at the discretion of the Council. A copy of the protest must be sent by Recorded Delivery to the Club protested against. If the appeal is sustained the Council may order the match to be played on the ground of the appealing Club or on neutral ground.

Grounds 14—The dimensions and marking out of the ground shall be in accordance with Law 1 of Association Football. The field of play must be kept clear of spectators and goal nets must be used in all matches. The HOME CLUB shall be responsible for the observance of this Rule and where adequate arrangements are not made, it shall be liable to a fine not exceeding £25.00 and disqualification from the Competition.

Ground Fitness 15—In adverse weather conditions a local Level 5 (or higher) Referee who has no connection, nor has had any connection with either Club, may have power to decide the fitness of the ground. The referee's decision as to the fitness of the ground shall be final at all times. Each Club must take every precaution to keep its ground in playable condition. If the match is called off, the Home Club shall notify their opponents and the match officials immediately. If a referee postpones or abandons a game he must confirm his actions to the County Office within 48 hours (excluding Sundays) of the date of the match. Council shall have power to order a match to be played on an alternative ground where necessary.

Referee and Assistant Referees 16—Referees and, where the Council determines, neutral Assistant Referees shall be appointed by the Council. All match officials appointed to this competition shall be required to wear the traditional black shirts with white collar and cuffs, black shorts and black stockings with white turnover tops. Referees shall be paid – in addition to travelling expenses – £20.00 in the rounds prior to the Semi-Final, £25.00 in the Semi-Final and £30.00 plus suitable memento in the Final.



Officials travelling by car shall be allowed 25p per mile in their expenses. Assistant Referees and Fourth Official to be paid half Referee's fee when appointed up to, and including, Semi-Final and half Referee's fee plus suitable memento in the Final.

Appointed Officials shall be paid half-fee and travelling expenses if they attend at the ground and the match is not played. If a match is not played through the fault of one of the competing Clubs the referee shall be entitled to his full fee and expenses payable by the defaulting Club.

Where Official Assistant Referees are not appointed each Club shall appoint one Club Assistant Referee. Failure to do so will result in the Club being fined £10.00.

Where the appointed Referee or Assistant Referee fails to appear, or is unable to continue with his duties, both Clubs must agree to a replacement Match Official. Clubs failing to agree shall be liable to a fine not exceeding £100.00.

Late Starts 17—The Referee shall report all late starts. Clubs held responsible for late starts shall be fined £5.00 for each 10 minutes or part thereof, up to a period of 30 minutes. Second or subsequent offences shall be dealt with at the discretion of the Council. The Council shall also deal with cases in which the start is delayed by more than 30 minutes.

Results 18—Each Club shall send the result of the match, with the names of their players competing and goalscorers together with the marking of the Referee's performance, to be received by the Association within two days of the match. Clubs failing to comply with this Rule shall be fined £10.00

Protests and Objections 19—Protests and Objections relating to any violation of the Cup Rules or Rules of the Association, must be lodged by the protesting Club with the Association within 48 hours (Sundays not included) of the date of the playing of the tie on which the protest or appeal arises, accompanied by a deposit of £25.00 which shall be forfeited if the Council consider the protest trivial or groundless. Protests shall be made in writing and four copies sent to the Association by Recorded Delivery and a copy to the Club protested against, by Recorded Delivery.

All protests shall contain an outline of the evidence to be submitted. Any objections relative to ground or appurtenances of the game must be made to the Referee and Captain of the opposing team, in writing, 15 minutes before the time fixed for kick-off. If possible, the fault shall be remedied.

If the Council should subsequently discover that any Rule has, in their opinion, been violated, by mutual arrangement between Clubs, or otherwise, it shall be in the power of the Council to disqualify any such Clubs from further competing in the ties, or to order the tie to be re-played and otherwise further deal with the offenders without any formal protest having been laid. They shall have the power to compel any protesting Club to pay such expenses of the Club protested against and the Club engaged in the protest to pay such sums as may be considered necessary towards defraying any expenses incurred.

No objection or protest shall be withdrawn, except by leave of the Council. In dealing with any protest, the Council may take into consideration the possession of any knowledge by the protesting Club which, if properly used, might have obviated the protest.



- Admission Charges** 20—A charge for admission to each match in the Competition should be made, or failing this, a collection should be taken. The minimum charge for admission shall be 50p, except for persons not over 16 years, for whom the admission charge shall be mutually agreed between the two competing Clubs. The Council shall fix the charge for the Semi-Finals and Final Ties.
- Match Proceeds** 21—The proceeds of matches (except re-played matches in consequence of breach of Rule) shall, after paying thereout the fees and expenses of Match Officials, advertising, printing, police charges and floodlights (£25.00 maximum) (see decisions of Council (c)) be divided equally between the competing Clubs in all matches prior to the Semi-Finals. In cases where the receipts are not sufficient to cover the expenses of the match the deficit shall be borne by the HOME CLUB.
- The Home Club shall provide for the sale of tickets and the visiting Club for the checking of the same. The expenses of sellers and checkers shall not be a charge on the gate.
- Where turnstiles are used, a charge may be made for the person(s) working them, such charge to be fixed by mutual consent of the two Clubs who shall also mutually agree on the number of turnstiles to be operated.
- All members and ticket holders shall pay the admission charges to the ground and stands. The gate receipts shall be divided immediately after the match.
- Semi-Finals and Final Proceeds** 22—In the Semi-Final and Final Ties, after the expenses of the matches have been met the gate receipts may be apportioned between the Association and the competing Clubs as decided by Council.
- In the Semi-Final and Final Ties, where the accounts are dealt with by the Club on whose ground the match is played, the proceeds must be forwarded to the Secretary of the Association within seven days. Failure to do so will result in a fine of £10.00.
- Proceeds from Ordered Replays** 23—In any match ordered to be replayed in consequence of a breach of Rule the Club in default shall not receive any share of the proceeds of such replayed match, without the consent of the Council. If the consent were not given, the Association shall take the share.
- Notices** 24—All notices required by any of these Rules shall be addressed to the Association.
- Trophies and Mementoes** 25—When the winning Club shall have been determined the Cup shall be handed to the representative of such Club, which shall give an undertaking to return the Cup in good and clean condition to the Association, not later than the first day of February of the following year. Clubs failing to comply with this Rule shall be fined a sum not exceeding £100.00.
- In addition to the Cup, the Association may present Medals or Mementoes to the Players, Substitutes and Team Manager for each competing Club in the Final Tie.
- When a player taking part is ordered to leave the field of play for misconduct, the medal to which she may be entitled may be withheld at the discretion of the council



- Council Powers** 26–All questions of eligibility, qualification of competitors, interpretation of Rules/and or Regulations as well as all other matters in dispute shall be referred to the Council whose decision shall be final.
- The Council shall have power, prior to the closing date for entry to the Competitions, to alter or add to these Rules.
- They shall also have power to deal with any matter not provided for.
The Council shall have power to increase any fines for repeated offences.
- Appeals** 27–All decisions of Council shall be final and binding on all parties.
- Club Colours** 28–Where the colours of the two competing Clubs are similar, the Away Club must change, unless alternative arrangements are mutually agreed by the competing Clubs. Where this occurs in the Semi-Final and Final Ties both Clubs must change. Players shirts shall be clearly numbered on the back in accordance with the Official Team Sheet.
- No change of numbers during the match shall be allowed except on a change of Goalkeeper or where a player has been required by the Referee to change her shirt because of a blood injury. The Captain of each team shall wear a distinguishing armband to indicate her status. Failure to comply with this rule will result in a fine of £10.00.
- Advertising worn on clothing must be in accordance with F.A. Rules and Regulations.

COUNTY CUP DATES

Round One	- 18th October 2009
Round Two	- 15th November 2009
Round Three	- 20th December 2009
Round Four	- 17th January 2010
Semi-Finals	- 10th March 2010
	- 12th March 2010
Final	- 7th April 2010

DECISIONS OF COUNCIL

- (a) Expenses for clearing the ground of snow, and in other ways preparing the ground, must be borne by the Home Club. Marking out the ground is not a charge on the gate.
- (b) A Club may, at its own expense, erect temporary stands, and take the proceeds where the opposing club declines to join in the expenses of erection. A temporary stand becomes a permanent one if used after the match for which it was erected.
- (c) Ground expenses as referred to in Rule 21 are – printing, advertising, police charges, fees and expenses of the match officials and floodlights (£25.00 maximum).
- (d) The Home Club shall provide at least TWO footballs for the playing of any Cup Tie, and the same must be passed by the Referee as suitable before the tie commences. Clubs failing to comply with this decision shall be fined £10.
- (e) The HOME club shall provide TWO linesmen's flags for the use of either club linemen or assistant referees as applicable.



WINNERS OF THE WOMENS CUP

2000 DONCASTER BELLES

2001 DONCASTER BELLES

2002 DONCASTER BELLES

2003 LEEDS UNITED LADIES

2004 LEEDS UNITED LADIES

2005 LEEDS UNITED LADIES

2006 BRADFORD CITY LADIES

2007 LEEDS CITY VIXENS

2008 LEEDS UNITED LADIES

2009 LEEDS CARNEGIE LADIES



**WEST RIDING COUNTY
FOOTBALL ASSOCIATION
CHALLENGE CUP COMPETITION
SUNDAY CUP COMPETITION**

**THE FOLLOWING RULES SHALL APPLY TO BOTH
THE ABOVE COMPETITIONS.**

- Name** 1—The Competition shall be called the “WEST RIDING COUNTY FOOTBALL ASSOCIATION CHALLENGE CUP”/“WEST RIDING COUNTY FOOTBALL ASSOCIATION SUNDAY CUP”. The President and Chief Executive of the West Riding County Football Association shall be, for all intents and purposes, the legal owners, in trust for the Association.
- Control** 2—The Council of the West Riding County Football Association, hereinafter called “The Council”, shall have control and management of the Competitions; they may however delegate their powers in full to the “Cup Committee”. The Cup Committee shall have the power to appoint a Sub-Committee to exercise the powers of Council in order to expedite decisions to ensure the progress of the Competition.
- Entries and Fees** 3—Clubs desirous of entering these Competitions must signify on form “A” their intention of doing so, enclosing the entrance fee of £25.00, to reach the Association on or before June 1st. Reserve teams of Clubs which play in the league from Step 1 - 6 of the FA National League System may be invited to participate in the competition. The Cup Committee of the Association shall meet prior to the draw being made for the initial Rounds and consider all applications for entry. They shall have power to refuse to accept entries from any Clubs.
- Players Eligible** 4—No Player shall be eligible to play for more than one Club in each competition, in any one Season. Where a Reserve team of a Club playing in a league from Step 1 - 6 of the FA National League System plays in this competition, no player who has played in more than 4 matches for the first team in recognised league or cup competitions shall be eligible to play in the competition.
- With the exception of the Semi-Final and Final Rounds, each individual must have been a recognised playing member of the Club for which he proposes to play at least SEVEN DAYS prior to the date fixed for the playing of the round and only those players who are qualified to play in a round preceding the Semi-Finals shall be eligible to play in the Semi-Finals or Final.
- A playing member is one who has actually played for a Club in a recognised League or Cup game in the current season. (Signing a League Form does not, of itself, qualify a player for these Competitions).
- To play in this competition, a player must have achieved the age of 16.
- A player under written contract with a Club competing in the Challenge Cup Competition shall be eligible to compete, providing his qualification is in accordance with this Rule. A player on temporary (loan) transfer is ineligible to play in the competition.
- No player under written contract shall be eligible to play in the Sunday Cup Competition.



In the case of postponed matches, only those players shall be allowed to play who were eligible on the date fixed for the playing of the round, but a player who has been suspended may play in postponed Cup Ties after the term of suspension has expired, and providing any outstanding fines have been paid.

A player qualified to play in any round shall be deemed qualified to play in subsequent rounds by virtue of his original qualification.

Club to provide list of players

5-Not less than 30 minutes before the time fixed for the commencement of the game, the Captains or Secretaries of each Club shall supply on the official forms to the Referee and the Secretary or Captain of the opposing Club a written list of players taking part in the match, the numbers on the team sheet must correspond with the numbers on the individual player's shirt, which the Referee shall send with the result of the match to the Secretary of the Competition within TWO days.

Clubs failing in this respect will be fined £10.00.

Should any nominated player or substitute sustain an injury after the submission of the "official team sheet" to the Referee before kick-off, he may be replaced, provided that the Referee and opponents are informed before the commencement of the match.

A Club shall play its full strength team in all ties.

Any protest respecting the qualification of any player under this Rule must be made in accordance with Rule 19.

The Council may inflict such penalty for breach of this Rule as it may deem expedient.

Particulars to Opponents and Match Officials

6-The Club having choice of ground shall five days at least prior to the date upon which the tie is set down for decision, notify the Secretary of the opposing Club, also Referee and Assistant Referees, particulars of the situation of the ground upon which the tie is to be played, and their choice of colours together with details of changing and toilet facilities.

Clubs failing in this respect will be fined £10.00.

Substitutes

7-A Club may at its discretion 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. A maximum of five substitutes may be nominated and they must be included on the official team sheet handed to the Referee before the match. A substitute who is not used is entitled to play for another Club in the same season, subject to the provisions stated elsewhere in this Rule. In Semi-Finals/Finals played on neutral grounds, the maximum number of persons (i.e. players/team officials) allowed in the technical areas will be 8 per team and no more than 20 persons shall be allowed in each dressing room at any one time.

Failure to Play

8-A Club failing to play in any tie without showing sufficient cause may be adjudicated to have been guilty of serious misconduct and shall be liable to be dealt with under Rule 9.

League matches shall not be played in lieu of a Cup-tie.

Misconduct

9-The Council shall have power to deal with any competing Club, Player or Referee who may be proved guilty of any breach of the Rules of these Competitions.



Clubs Exempt and Draw 10–The Council shall have power to exempt such Clubs as they from taking part in the earlier rounds of the Competitions. The ties shall be drawn and played on the grounds of the Clubs first drawn, except where the Council gives consent for the matches to be played on other grounds, except in the Semi-Finals and Finals when these will be played on neutral grounds unless the Council agrees otherwise. The winners shall then be drawn again in pairs as before and so on until the Finals are reached, when the winning Clubs shall hold the Cups under conditions provided by these Rules. The dates for playing all matches and time of kick-off shall be fixed by the Council.

Acknowledgement – Non-acknowledgement of County Cup fixtures by Clubs shall incur a fine of £10.00.

Where Clubs share grounds and both are drawn at home, the first drawn Club shall have preference.

All postponed matches except Semi-Finals and Final Tie shall be played on consecutive Saturdays or Sundays until there is a result except where teams are engaged in their District Cup Competition.

Duration of Game Extra Time 11–The duration of each match shall be 90 minutes, but when a match ends in a draw an extra half hour (15 minutes each way) shall be played in all matches.

The half-time interval shall be of 15 minutes duration and shall not be amended except with the consent of the Referee.

The Council shall have power to deal with any match abandoned for any cause whatsoever.

Glasses, glass bottles or cans containing alcohol are not permitted outside of the Clubhouse and must not be brought into grounds. No alcohol is to be consumed in the ground or premises during the period of any match, except as may be governed by the terms of the club license with regard to its own members, but, not withstanding such, no alcohol is to be taken or consumed outside the licensed clubhouse or any other authorised area during such match period or brought into the ground.

Extra Time & Kicks from the Penalty Mark 12– If the score is still level at the end of extra time, kicks from the penalty mark shall be taken to determine the winner, in accordance with the procedure adopted by The International Football Association Board.

Unsuitable Grounds 13–If the ground of a Club having choice of ground is considered unsuitable for a Cup Tie, the opponents may appeal to the Council within seven days of the receipt of the Official intimation of the draw. Such appeal shall be made in writing by Recorded Delivery to the Competition and shall be accompanied by a Fee of £20.00, which may be returned at the discretion of the Council. A copy of the protest must be sent by Recorded Delivery to the Club protested against. If the appeal is sustained the Council may order the match to be played on the ground of the appealing Club or on a neutral ground.

Grounds 14–The dimensions and marking out of the ground shall be in accordance with Law 1 of Association Football. The field of play must be kept clear of spectators and goal nets must be used in all matches.

The HOME CLUB shall be responsible for the observance of this Rule and



where adequate arrangements are not made, it shall be liable to a fine not exceeding £25.00 and disqualification from the Competition.

Ground Fitness

15–In adverse weather conditions a local Level 5 (or higher) Referee who has no connection, nor has had any connection with either Club, may have power to decide the fitness of the ground. The referee's decision as to the fitness of the ground shall be final at all times. Each Club must take every precaution to keep its ground in playing condition. If the match is called off, the Home Club shall notify their opponents and the match officials immediately. If a referee postpones or abandons a game he must confirm his actions to the County Office within 48 hours (excluding Sundays) of the date of the match. Council shall have power to order a match to be played on an alternative ground where necessary. If a first match is postponed on two occasions, the Council shall have power to order the match to be played on a neutral ground or on the ground of the Club second drawn.

Every effort must, however, be made by both clubs to play the game on the original date, whether that be on the ground of the first-named club, their opponent's or on a neutral ground. In using its powers under Rule 15, the Council will take into consideration the efforts made, or not made as the case may be, by either or both clubs before making its decision

Referee and Assistant Referees

16–Referees and, where the Council determines, neutral Assistant Referees shall be appointed by the Council. All match officials appointed to this competition shall be required to wear the traditional black shirts with white collar and cuffs, black shorts and black stockings with white turnover tops. Referees shall be paid – in addition to travelling expenses – £20.00 in the rounds prior to the Semi-Final, £25.00 in the Semi-Final and £30.00 plus suitable memento in the Final.

Assistant Referees and Fourth Official to be paid half Referee's fee when appointed up to, and including, Semi-Final and half Referee's fee plus suitable memento in the Final.

Officials travelling by car shall be allowed 25p per mile in their expenses. Appointed Officials shall be paid half-fee and travelling expenses if they attend at the ground and the match is not played. If a match is not played through the fault of one of the competing Clubs the referee shall be entitled to his full fee and expenses payable by the defaulting Club.

Where Assistant Official Referees are not appointed each Club shall appoint one Club Assistant Referee. Failure to do so will result in the Club being fined £10.00. Where the appointed Referee or Assistant Referee fails to appear, or is unable to continue with his duties, both Clubs must agree to a replacement Match Official. Clubs failing to agree shall be liable to a fine not exceeding £100.00.

Late Starts

17–The Referee shall report all late starts. Clubs held responsible for late starts shall be fined £5.00 for each 10 minutes or part thereof, up to a period of 30 minutes. Second or subsequent offences shall be dealt with at the discretion of the Council. The Council shall also deal with cases in which the start is delayed by more than 30 minutes.

Results

18–Club shall send the result of the match, with the names of their players competing and goalscorers, together with the marking of the Referee's performance to be received by the Association within two days of the match. Clubs failing to comply with the Rule shall be fined £10.00. Clubs shall communicate results to the County Office in accordance with instructions issued prior to the match.



Protests and Objections 19—Protests and Objections relating to any violation of the Cup Rules or Rules of the Association, must be lodged by the protesting Club with the Association within 48 hours (Sundays not included) of the date of playing the tie on which the protest or appeal arises, accompanied by a deposit of £25.00 which shall be forfeited if the Council consider the protest trivial or groundless. Protests shall be made in writing and four copies sent to the Association by Recorded Delivery and a copy to the Club protested against, by Recorded Delivery.

All protests shall contain an outline of the evidence to be submitted. Notwithstanding the above, the Council reserves the right to investigate any complaint regarding a breach of the rules of the competition and to deal with such matters as it feels appropriate.

Any objections relative to ground or appurtenances of the game must be made to the Referee and Captain of the opposing team, in writing, 15 minutes before the time fixed for kick-off. If possible, the fault shall be remedied.

If the Council should subsequently discover that any Rule has, in their opinion, been violated, by mutual arrangement between Clubs, or otherwise, it shall be in the power of the Council to disqualify any such Clubs from further competing in the ties, or to order the tie to be re-played and otherwise further deal with the offenders without any formal protest having been laid. They shall have power to compel any protesting Club to pay such expenses of the Club protested against and the Club engaged in the protest to pay such sums as may be considered necessary towards defraying any expenses incurred.

No objection or protest shall be withdrawn, except by leave of the Council. In dealing with any protest, the Council may take into consideration the possession of any knowledge by the protesting Club which, if properly used, might have obviated the protest.

Admission Charges 20—A charge for admission to each match in the Competition should be made, or failing this a collection shall be taken. The minimum charge for admission shall be 50p, except for persons not over 16 years, for whom the admission charge shall be mutually agreed between the two competing Clubs. The Council shall fix the charge for the Semi-Finals and Final Ties.

Match Proceeds 21—The proceeds of matches (except re-played matches in consequence of breach of Rule) shall, after paying thereout the fees and expenses of Match Officials, advertising, printing, police charges and floodlights (£25.00 maximum) (see decisions of Council (c)) be divided equally by the competing Clubs in all matches prior to the Semi-Finals. In cases where the receipts are not sufficient to cover the expenses of the match the deficit shall be borne by the HOME CLUB. The Home Club shall provide for the sale of tickets and the visiting Club for the checking of same. The expenses of sellers and checkers shall not be a charge on the gate.

Where turnstiles are used, a charge may be made for the men working them, such charge to be fixed by mutual consent of the two Clubs who shall also mutually agree on the number of turnstiles to be operated.

All members and ticket holders shall pay the admission charges to the ground



and stands. The gate receipts shall be divided immediately after the match.

- Semi-Finals and Final Proceeds** 22—In the Semi-Final and Final Ties, after the expenses of the matches have been met the gate receipts may be apportioned between the Association and the competing Clubs as decided by Council.
- In the Semi-Final and Final Ties, where the accounts are dealt with by the Club on whose ground the match is played, the proceeds must be forwarded to the Association within seven days. Failure to do so will result in a fine of £10.00.
- Proceeds from Ordered Replays** 23—In any match ordered to be replayed in consequence of a breach of Rule the Club in default shall not receive any share of the proceeds of such re-played match, without the consent of the Council. If the consent be not given, the share shall be taken by the Association.
- Notices** 24—All notices required by any of these Rules shall be addressed to the Association.
- Trophies and Mementoes** 25—When the winning Club shall have been determined the Cup shall be handed to the representative of such Club, which shall give an undertaking to return the Cup in good and clean condition to the Association, not later than the first day of February of the following year. Clubs failing to comply with this Rule shall be fined a sum not exceeding £100.00.
- In addition to the Cup, the Association may present Medals or Mementoes to the Players, Substitutes and Team Manager for each competing Club in the Final Tie.
- When a player taking part is ordered to leave the field of play for misconduct, the medal to which he may be entitled may be withheld at the discretion of the Council.
- Council Powers** 26—All questions of eligibility, qualification of competitors, interpretation of Rules/and or Regulations as well as all other matters in dispute shall be referred to the Council whose decision shall be final.
- The Council shall have power, prior to the closing date for entry to the Competitions, to alter or add to these Rules.
- They shall also have power to deal with any matter not provided for.
- The Council shall have power to increase any fines for repeated offences.
- Appeals** 27—All decisions of Council shall be final and binding on all parties.
- Club Colours** 28—Where the colours of the two competing Clubs are similar, the Away Club must change, unless alternative arrangements are mutually agreed by the competing Clubs. Where this occurs in the Semi-Final and Final Ties both Clubs must change.
- Players shirts shall be clearly numbered on the back in accordance with the Official Team Sheet. No change of numbers during the match shall be allowed except on a change of Goalkeeper or where a player has been required by the Referee to change his shirt because of a blood injury. The Captain of each team shall wear a distinguishing armband to indicate his status. Failure to comply with this rule will result in a fine of £10.00.
- Advertising worn on clothing must be in accordance with F.A. Rules and Regulations.



DATES FOR COUNTY CHALLENGE CUP

Rounds One	- 3rd October 2009
Round Two	- 7th November 2009
Round Three	- 5th December 2009
Round Four	- 2nd January 2010
Round Five	- 6th February 2010
Round Six	- 6th March 2010
Semi-Finals	- 24th March 2010
	- 8th April 2010
Final	- 30th April 2010

DATES FOR THE COUNTY SUNDAY CUP

Rounds One/Two	- 4h October 2009
(O/S Round Two	- 11th October 2009)
Round Three	- 1st November 2009
Round Four	- 6th December 2009
Round Five	- 3rd January 2010
Round Six	- 7th February 2010
Round Seven	- 7th March 2010
Semi-Finals	- 25th March 2010
	- 30th March 2010
Final	- 29th April 2010

DECISIONS OF COUNCIL

- (a) Expenses for clearing the ground of snow, and in other ways preparing the ground, must be borne by the Home Club. Marking out the ground is not a charge on the gate.
- (b) A Club may, at its own expense, erect temporary stands, and take the proceeds where the opposing club declines to join in the expenses of erection. A temporary stand becomes a permanent one if used after the match for which it was erected.
- (c) Ground expenses as referred to in Rule 21 are – printing, advertising, police charges, fees and expenses of the match officials and floodlights (£25.00 maximum).
- (d) The Home Club shall provide at least than TWO footballs for the playing of any Cup Tie, and the same must be passed by the Referee as suitable before the tie commences. Clubs failing to comply with this decision shall be fined £10.00.
- (e) The HOME Club shall provide TWO linesman's flags for the use of either club linesmen or assistant referees as applicable.



**WEST RIDING COUNTY
FOOTBALL ASSOCIATION**

CHALLENGE TROPHY COMPETITION

SUNDAY TROPHY COMPETITION

RULES AS PER CHALLENGE CUP/SUNDAY CUP EXCEPT:

Rule 3, Add -

Clubs may be allowed to enter more than one team in the competition on payment of the fee of £25 per team

Rule 4, Add –

Where the team is a reserve side of a team playing in a Senior Competition, a player having played for the Club in a Lower Competition would be eligible to play for that Club in the Senior Competition. Having then played in the Senior Competition, the player shall not be eligible to play again in the Lower Competition. A player having played in the Lower Competition shall not be eligible to play in the Senior Competition for another Club. A player having played in the Senior Competition is cup-tied and shall not be eligible to play for any other team or Club in the Senior or Lower Cup Competitions. Where a Club is permitted to play more than one team in the Trophy competition, no player shall be allowed to play for more than one team.

Note

For the purpose of interpretation of the first sentence of Rule No. 4, the Challenge Cup Competition and the Challenge Trophy Competition shall be deemed to be one competition. Similarly, the Sunday Cup Competition and the Sunday Trophy Competition shall be deemed to be one competition.

Rule 10 –

Where two teams in the Cup/Trophy Competition which share grounds are drawn at home, the Senior Competition shall take precedence.

DATES FOR COUNTY CHALLENGE TROPHY

Round One -	3rd October 2009
Round Two -	7th November 2009
Round Three-	5th December 2009
Round Four -	2nd January 2010
Round Five -	6th February 2010
Round Six -	6th March 2010
Semi-Finals -	22nd March 2010
-	29th March 2010
Final -	26h April 2010

DATES FOR COUNTY SUNDAY TROPHY

Rounds One/Two -	4th October 2009
(O/S Round 2 -	11th October 2009)
Round Three -	1st November 2009
Round Four -	6th December 2009
Round Five -	3rd January 2010
Round Six -	7th February 2010
Round Seven -	7th March 2010
Semi-Finals -	19th March 2010
-	26th March 2010
Final	16th April 2010



KICKS FROM THE PENALTY MARK PROCEDURE

When a team finishes the match with a greater number of players than their opponents, they shall reduce their numbers to equate with that of their opponents and inform the referee of the name and number of each player excluded. The team captain has this responsibility.

Before the start of kicks from the penalty mark the referee shall ensure that only an equal number of players from each team remain within the centre circle and they shall take the kicks.

The referee chooses the goal at which the kicks shall be taken.

The referee tosses a coin, and the team whose captain wins the toss decides whether to take the first or second kick.

The referee keeps a record of the kicks being taken.

Subject to the conditions explained below, both teams take five kicks.

The kicks are taken alternately by the teams.

If, before both teams have taken five kicks, one has scored more goals than the other could score, even if it were to complete its five kicks, no more kicks are taken.

If, after both teams have taken five kicks, both have scored the same number of goals, or have not scored any goals, kicks continue to be taken in the same order until one team has scored a goal more than the other from the same number of kicks.

A goalkeeper who is injured during the taking of kicks from the penalty mark and is unable to continue as goalkeeper may be replaced by a named substitute, provided his team has not used the maximum number of substitutes permitted under the competition rules.

With the exception of the foregoing case, only players who are on the field of play at the end of the match, which includes extra time where appropriate, are allowed to take kicks from the penalty mark.

Each kick is taken by a different player and all eligible players must take a kick before any player can take a second kick.

An eligible player may change places with the goalkeeper at any time when kicks from the penalty mark are being taken.

All players, except the player taking the kick, and the two goalkeepers, must remain within the centre circle.

The goalkeeper who is the team mate of the kicker must remain on the field of play, outside the penalty area in which the kicks are being taken, on the goal line where it meets the penalty area boundary line.

The other goalkeeper must remain on his goal line between the goalposts, facing the kicker until the ball is kicked.

Only the players and match officials are permitted to remain on the field of play when kicks from the penalty mark are being taken.

Unless otherwise stated, the relevant Laws of the Game and International F.A. Board Decisions apply when kicks from the penalty mark are being taken.



WINNERS OF THE CHALLENGE CUP

1900 HUNSLET	1957 SWILLINGTON WELFARE
1901 HUDDERSFIELD	1958 ROLLS ROYCE
1902 HUDDERSFIELD	1959 THORNE COLLIERY
1903 ALTOFTS	1960 SYNDALE ROAD ATHLETIC
1904 ALTOFTS	1961 GOMERSAL MILLS
1905 ALTOFTS	1962 FERRYBRIDGE AMATEURS
1906 BRADFORD CITY	1963 FRYSTON COLL. WEL.
1907 BRADFORD CITY	1964 THACKLEY
1907 LEEDS CITY	1965 BROOKS SPORTS
1908 BRADFORD CITY	1966 BRADFORD ROVERS
1909 BRADFORD CITY	1967 THACKLEY
1910 BRADFORD	1968 KEIGHLEY CENTRAL
1911 MIRFIELD UNITED	1969 HOLMES HOLSET
1912 MIRFIELD UNITED	1970 LIVERSEDGE
1913 MORLEY	1971 BRADFORD ROVERS
1914 HORSFORTH	1972 PONTEFRAC TOLL. WEL.
1915 GOOLE TOWN	1973 LUDDENDENFOOT
1919 CASTLEFORD S.C.	1974 BRACKENHALL UNITED
1920 ALTOFTS W.R.C.	1975 GASCOIGNE UNITED
1921 METHLEY PERSERVANCE	1976 BRADLEY RANGERS
1922 METHLEY PERSERVANCE	1977 BRADLEY RANGERS
1923 CASTLEFORD & ALLERTON U.	1978 CRAG ROAD UNITED
1924 ALTOFTS W.R.C.	1979 GASCOIGNE UNITED
1925 HARROGATE	1980 BRADLEY RANGERS
1926 CASTLEFORD & ALLERTON U.	1981 FARNLEY
1927 HARROGATE	1982 ARMTHORPE WELFARE
1928 ALTOFTS W.R.C.	1983 ARMTHORPE WELFARE
1929 ALTOFTS W.R.C.	1984 OVENDEN WEST RIDING
1930 GOOLE TOWN	1985 OVENDEN WEST RIDING
1931 YORKSHIRE AMATEURS	1986 BROOK MOTORS
1932 WYKE OLD BOYS	1987 BIRKENSHAW ROVERS
1933 ALTOFTS W.R.C.	1988 ABERFORD ALBION
1934 YORKSHIRE AMATEURS	1989 THORNE COLLIERY
1935 SELBY TOWN	1990 WAKEFIELD
1936 SELBY TOWN	1991 HORSFORTH ST. MARGARETS
1937 ALTOFTS W.R.C.	1992 BRIGHOUSE TOWN
1938 EAST END PARK	1993 THORNE COLLIERY
1939 BRADFORD ROVERS	1994 TYERSAL
1940 BRADFORD ROVERS	1995 BROUGHBRIDGE
1941 BRADFORD ROVERS	1996 BROUGHBRIDGE
1942 CARLTON UNITED	1997 CARLTON ATHLETIC
1943 DECLARED VOID	1998 STORTHESS HALL
1944 EAST BIERLEY	1999 STORTHESS HALL
1945 EAST BIERLEY	2000 STORTHESS HALL
1946 YORKSHIRE AMATEURS	2001 GOLCAR UNITED
1947 HUDDERSFIELD TOWN	2002 SILSDEN
1948 BURTONS SPORTS	2003 SILSDEN
1949 LIVERSEDGE	2004 SILSDEN
1950 SWILLINGTON WELFARE	2005 MELTHAM ATHLETIC
1951 SWILLINGTON WELFARE	2006 SHERBURN WHITE ROSE
1952 LIVERSEDGE	2007 CAMPION
1953 BARNOLD SWICK	2008 BARDSEY
1954 DAWSON, PAYNE & E.	2009 OVENDEN WEST RIDING
1955 SWILLINGTON WELFARE	
1956 MOORENDS ATHLETIC	



WINNERS OF THE SUNDAY CUP

(since its inauguration)

1969 OLD BANK W.M.C.	1994 GREETLAND COMMUNITY
1970 OLD BANK W.M.C. and GLASSHOUGHTON WEL.	1995 PRINCE PHILIP CENTRE
1971 DEAN SMITH & GRACE	1996 HOUNDS
1972 BELFORD	1997 BOLTON WOODS
1973 LEEDS UNITED SUPPORTERS	1998 HORSFORTH HOTEL
1974 MAGNET JOINERY	1999 HOUNDS
1975 WHITE HART CENTRE	2000 ALBION SPORTS
1976 BRADFORD MOOR W.M.C.	2001 EAST BOWLING UNITY
1977 MAGNET JOINERY	2002 EAST BOWLING UNITY
1978 LIDGET GREEN WANDERERS	2003 ALBION SPORTS
1979 BARNBOW	2004 STANLEY ROAD
1980 INTAKE	2005 REDOUBT
1981 AIRVILLE	2006 WALKERS ARMS
1982 WHETLEY LANE	2007 ELLAND
1983 WHETLEY LANE	2008 THORNHILL LEES
1984 THORNHILL LEES	2009 HT SPORTS
1985 JUNCTION (HUDDERSFIELD)	
1986 GOODMAN TAVERN	
1987 KEBROYD ROVERS	
1988 TORRE SOCIAL	
1989 STATION VICTORIA	
1990 PRINCE PHILIP CENTRE	
1991 EAST BOWLING UNITY	
1992 TORRE SOCIAL	
1993 VENTUS UNITED	

CHALLENGE TROPHY

1998 OSSETT COMMON ROVERS
 1999 OSSETT COMMON ROVERS
 2000 STORTHESS HALL RESERVES
 2001 CARLTON ATHLETIC RESERVES
 2002 STEETON
 2003 PARK HOTEL, PUDSEY
 2004 BEESTON ST ANTHONYS RESERVES
 2005 SHERBURN WHITE ROSE
 2006 BRIGHOUSE TOWN RESERVES
 2007 OTLEY TOWN RESERVES
 2008 EAST END PARK WMC
 2009 WHITKIRK WANDERERS RESERVES

SUNDAY TROPHY

1998 ILLINGWORTH
 1999 SAMSONS
 2000 WYKE WANDERERS
 2001 BLUE BELL
 2002 BEECH CELTIC
 2003 WOODLANDS RAIDERS
 2004 RAWDON
 2005 LITTLETOWN (SUNDAY)
 2006 CARLETON HOTEL
 2007 AC VICTORIA
 2008 CHAPELTOWN BRAZIL
 2009 EAST LEEDS (COMBINATION)



F.A. COUNTY YOUTH CUP WINNERS(U18)

1993/94	WEST RIDING FA	3-1	SUSSEX FA
2006/07	WEST RIDING FA	1-1	SUFFOLK FA
		4-3	penalties

**ASSOCIATION OF NORTHERN COUNTIES
YOUTH COMPETITION WINNERS (U18)**

1988/89
1997/98
2001/02
2006/07 (DIVISION 2 CHAMPIONS)
2007/08 (DIVISION 1 CHAMPIONS)

**ASSOCIATION OF NORTHERN COUNTIES
SENIOR COMPETITION**

1996/97 BOROUGHBRIDGE

MIDLAND YOUTH COMPETITION (U16)

2003/04
2006/07

**ASSOCIATION OF NORTHERN COUNTIES
WOMENS COMPETITION**

1999/00 LEEDS CITY VIXENS

RIDINGS LADIES LEAGUE

2003/04 2005/06
2004/05 2006/07

**WEST YORKSHIRE METROPOLITAN COUNTY
COUNCIL MINOR CUP COMPETITION**

1985/86 LEEDS FA

**WEST RIDING COUNTY MINOR CUP
SUPPLEMENTARY COMPETITION**

1987/88 HUDDERSFIELD F.A.

“HARDCASTLE” MEMORIAL MATCH

1936/37 LEEDS LEAGUE 1937/38 W.R.COUNTY AMATEUR LEAGUE

COUNTY F.A. CHARITY SHIELD

1996/97 HOUNDS	2003/04 ALBION SPORTS
1997/98 BOLTON WOODS	2004/05 STANLEY ROAD
1998/99 HORSFORTH HOTEL	2005/06 REDOUBT
1999/00 STORTHES HALL	2006/07 WALKERS ARMS
2000/01 ALBION SPORTS	2007/08 CAMPION
2001/02 GOLCAR UNITED	2008/09 BARDSEY
2002/03 SILSDEN	



**RULES OF THE WEST RIDING COUNTY
FOOTBALL ASSOCIATION
YOUTH COMMITTEE
TITLE**

1–The Committee shall be called the “YOUTH COMMITTEE”.

CONSTITUTION

2– The Committee shall be constituted of such members of Council appointed by the West Riding County Football Association.

OBJECTS AND POWERS

3–The Committee shall be responsible for the control of Youth Football up to 18 years of age within the area, the provision of commissions to deal with cases of misconduct, to consider offences against the Rules and Regulations of the Football Association in so far as they apply to Youth Football and to hear and decide on complaints and protests submitted according to Rule. The sanctioning of Leagues and Competitions providing football for the youths within this age limit shall be undertaken by the County League Sanctions Committee.

4–The Committee shall have power to promote such Cup Competition as they consider necessary, and the sole control of such competitions shall be vested in the Committee.

5–Each District Association shall make provision for the development and encouragement of Youth Football within its area and shall submit to the Committee each year, not later than 31st August, a report of the activities along with a statement of its receipts and expenditure.

Note: The District Youth or Minor Committee shall be authorised by the District Football Association to promote and control Youth Football within its local area.

APPEALS

6–Appeals against a decision of a District Minor Committee shall be made in accordance with Rule 5 of the County Association.

QUORUM

7–Five members of the County Committee shall form a quorum for the transaction of business.

MINUTES

8–Each District Minor Committee is recommended to submit its minutes to the Council of its District Football Association for information and approval.

9–Any matter not covered by the above Rules shall be dealt with according to the Rules of the West Riding County Football Association.



REPRESENTATIVE HONOURS

The following players have received representative caps having been selected by the County F.A. on at least 10 occasions.

1996-97	Adam Tye (Farsley Celtic)	
1997-98	Richard Britten (Garforth Town)	Danny McLaughlin (Ossett Town)
	Ian Newton (Garforth Town)	Adam Gibson (Ossett Town)
	Andrew Shuttleworth(Thackley)	Ian Riddler (Harrogate Town)
	Neil Dillon (Liversedge)	Richard Machell(Yorks Amat)
	James Riordan (Liversedge)	Liam Gledhill (Farsley Celtic)
2000/01	Dean McGinty (Liversedge)	Danny McCartney (Guiseley)
2001/02	Tim Smith (Farsley Celtic)	David Armitage (Thackley)
2002/03	Danny Young (Ossett Town)	
2003/04	Dominic Riordan (Ossett Town)	Paul Walker (Heckmondwike Tn)
2004/05	Stuart Liddle (Sherburn White Rose)	Stephen Throup (Silsden)
	Anthony Doran (Ossett Town)	Noel Whitaker (Ossett Town)
2005/06	Danny Forrest (Guiseley)	Will Whitford (Harrogate Railway)
	Chris Thackray (Farsley Celtic)	Philip Biscombe (Tadcaster Alb)
2006/07	Sean Airey (Settle United)	Joe Cundall (Ossett Town)
	Adam Ryder (St Nicholas)	Chris Wdowczyk (Ossett Albion)
	Thomas Dibb (Silsden)	Joe Barber (Farsley Celtic)
	Jonathan Downey (Ossett Town)	Adam Frost (Ossett Town)
	Jonathan Gardiner (Ossett Town)	Ben Honeyman (Farsley Celtic)
	Paddy Miller (Farsley Celtic)	Joe Milner (Nostell MW)
	Matthew Oxe (Ossett Town)	Andrew Thomas (Farsley Celtic)
	Scott Walton (Selby College)	
2007-08	Jonny Stripe (Farsley Celtic)	Marcus Edwards (Eccleshill Utd)
	Luke Gibson (Bradford Park Avenue)	Joshua Hope (Farsley Celtic)
	Reece Richardson (Sowerby Bridge Utd)	Sam Rushworth (Harrogate Rlwy)
	Lee Turnbull (Yorkshire Amateur)	
2008-09	Liam Roche (Liversedge)	

The following players have received a special commemorative presentation for having been selected by the County FA on at least 20 occasions:

2006/08	Paddy Miller (Farsley Celtic/Ossett Town)
2006/08	Jonathan Gardiner (Ossett Town /Guiseley FC)



WEST RIDING COUNTY FOOTBALL ASSOCIATION

JUNIOR CUP COMPETITION

(Sponsored by Skipton Building Society)

- Name** 1–The Cup shall be called “WEST RIDING COUNTY FOOTBALL ASSOCIATION JUNIOR CUP”.
The President and Chief Executive of the West Riding County Football Association shall be for all intents and purposes the legal owners of the Cup in trust for the Association.
- Council** 2–The Council of the West Riding County Football Association, hereinafter called “The Council”, shall have the entire control and management of the Competition. They may, however, delegate their powers in full to the Youth Committee. The Youth Committee shall have the power to appoint a Sub-Committee to exercise the powers of Council in order to expedite decisions to ensure the progress of the Competition.
- 3–All Clubs affiliated to this Association shall be eligible to enter the Competition. The Cup shall be competed for annually in accordance with the following Rule by members of each competing Club, being duly qualified according to the Rules of the Association.
Clubs may be allowed to enter more than one team in the competition.
- Entrance Fee** 4–Each Club desirous of competing shall give notice of such desire to the Chief Executive of the Association on or before the 1st day of July in the season in which such Club proposes to compete and shall with such notice forward an entrance fee of £15.00 (per team being entered).
Where a Club is permitted to play more than one team in the competition, no player shall be allowed to play for more than one team.
- Players eligible** 5–All members taking part in the Competition shall be non-contract players and shall have been over 14 years and under 16 years of age as at midnight on the 31st August of the current season. No player shall be eligible to play for more than one competing Club, but members of each representative team may be changed during the series of matches if thought necessary. A player having played for more than one Club in the Competition shall be liable to suspension or otherwise dealt with as the Council may determine. With the exception of the **Semi-Final** and **Final** Rounds, each individual must have been a recognised playing member of the Club for which he proposes to **play** at least seven days prior to the **date** fixed for the playing of the Round, **and only those Players who are qualified to play in a Round preceding the Semi-Final shall be eligible to play in the Semi-Final or Final.**
A player underwritten contract including Trainee/Scholarship players, or those registered at Academies licensed by the Football Association or Centres of Excellence licensed by the Football League shall not be eligible to compete.
A playing member is one who has either actually played for a Club in a recognised League or Cup game in the current season. (Signing a League Form



does not satisfy that rule). In case of postponed matches, only those players shall be allowed to play who were eligible on the date fixed for the playing of the round. A player qualified to play in any round shall be deemed qualified to play in any subsequent round by virtue of his original qualification. A player who has been suspended may play in postponed matches after the term of suspension has expired.

In rounds prior to the Semi-Final, Birth certificates, or other satisfactory proof of date of birth of each player taking part in the match, must be produced by the Secretary of each competing Club to the Secretary of the opposing Club, prior to the commencement of each match. In Semi-Final Ties, such proof must be produced to the County F.A. member in charge. All team officials shall have a current WRCFA CRB ID Cards as per County FA membership rule no. 1 which must be produced upon demand.

Any Club adjudged by the Council to have played an ineligible player may be expelled from the Competition and/or fined a sum not exceeding £50.00.

Any Club which has 3 or more players selected for a County FA squad may apply for a particular match in this competition to be postponed.

Lists

6—The Secretaries of the competing teams or their nominees shall exchange written lists on the Official Form, detailing their team colours, the full names of their players taking part in the match and their nominated substitutes. The numbers on the lists must correspond with the numbers on the players' shirts. These lists shall be exchanged in the presence of the Referee, no later than 30 minutes before the time fixed for the kick-off, a copy of these lists on the Official Form, shall also be handed to the Referee. In the Semi-Final and Final match lists must also be handed to the Official of the Association in charge of the match.

Particulars to Opponents & Match Officials

The Club having choice of ground shall, five days at least prior to the date upon which the tie is set down for decision, notify the Secretary of the opposing club, also Referee and Assistant Referees, particulars of the situation of the ground upon which the tie is to be played together with details of changing and toilet facilities and their choice of colours.

Clubs Failing in this respect shall be fined £10.00

Substitutes

7—A Club may at its discretion use three substitute players at any time in a match. Substitutions can only be made when play is stopped for any reason and the Referee has given permission. A maximum of three substitutes may be nominated and they must be included on the official team sheet handed to the Referee before the match. Should any nominated player or substitute sustain an injury after the submission of the 'official team sheet' to the Referee before kickoff, he may be replaced provided that the Referee and opponents are informed before the commencement of the match. A player who had been substituted himself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football

A substitute who is not used is entitled to play for another Club in the same season, subject to the provisions stated elsewhere in this Rule. In Semi-Finals/Finals played on neutral grounds, the maximum number of persons (i.e. players/team officials) allowed in the technical areas will be 8 per team and no more than 20 persons shall be allowed in each dressing room at any one time.



Misconduct 8—The Council shall have power to disqualify, fine or deal with as they may deem fit, any competing Club, or player of any competing Club, who may be proved to be guilty of any breach of the Rules of the Competition or Association.

Failing to Play 9—A Club failing to play **in any match of this competition** without showing a good and sufficient cause of such failure to play, may be adjudged by the Council to have been guilty of serious misconduct, and be dealt with in accordance with the County Association Rule 14.

A Club shall play its full strength in all Ties. A breach of this Rule shall be dealt with as the Council may determine. Any Club intending to scratch in the Cup Competition must obtain the consent of the Council, **and such intention must be indicated in writing to the Association within seven days of the receipt by the Club or the official intimation of the Draw. Any Club granted permission to withdraw from the competition may be called upon to meet such expenses as the Council may determine.** If a Club decides to scratch after a drawn game, intimation must be given, in writing, to its opponent at the close of the match, and **also** to the Chief Executive of the Association

Clubs Exempt 10—The Council shall have power to exempt such Clubs as they may deem fit from taking part in the earlier rounds of the Competition. The remainder may be divided geographically until the last 16 are reached. The Clubs in all ties shall be drawn in couples. The couples shall compete with each other, and the names of the winning Clubs shall be placed in a lot, drawn in couples, and so on until the Final is played, when the winning Club shall hold the Cup for the ensuing year.

The Draw 11—The ties shall be drawn, the date fixed, and the matches played as the Council may determine; and, immediately after each drawing the Association shall intimate to each of the Clubs drawn the name of the club against which it is drawn, and the date and the time of kick off on which the match is to be played. Representatives of Clubs may be present when the draw is made. The Club which is, in each case, first drawn, shall play on its own ground, or on a ground approved by the Council.

Postponed Games 12—The Referee shall have power to decide as to the fitness of the ground in all matches, and each Club must take every precaution to keep its ground in playing condition and, if necessary, either Club may require the Referee to visit the ground two hours before the advertised time of kick-off. Clubs shall not mutually arrange to play a match in lieu of a Cup tie. If a match is played to a conclusion, it must be a Cup Tie. Postponed matches shall be played on the following Sunday (except where teams are engaged in their District FA Cup Competition i.e. on the third Sunday only) unless the Clubs agree, in writing, to an earlier date. Alternatively, these postponed matches shall be played on a date or dates to be fixed by the Council. All matches in the Semi-Final and Final ties shall be played on such grounds as the Council may determine.
Every effort, however, must be made by both clubs to play the match on the original date whether that be on the ground of the first-named club, their opponent's or on a neutral ground. In using its powers under this Rule the Council shall take into account the efforts made, or not made as the case may be, by either or both clubs, when making any decision under this rule

Grounds 13—The playing area for Cup Ties shall be a rectangle as follows:— Maximum, 120 yards long by 100 yards wide, minimum 100 yards long by 50 yards wide, provided that the Council shall have power to approve playing areas of less than



this minimum if the request for this approval is submitted with the application to enter the Competition. All the lines must be clearly defined according to the Laws of the Game.

Referees and Assistant Referees 14—Referees shall be appointed by the Council, and their duties shall be as defined by Laws 5 and 6 of the Game. The Council shall appoint neutral Assistant Referees in the Final Tie.

Officials are entitled to their travelling expenses and half their fees if the match to which they were appointed is not played.

Referees shall be paid in addition to travelling expenses of 25p per mile, £15.00 in the rounds prior to the Semi-Finals, £18.00 in the Semi-Finals and £20.00 in the Final and suitable memento. Assistant Referees and Fourth Official to be paid half Referee's fee when appointed up to, and including, Semi-Final and half Referee's fee plus suitable memento in the Final.

Referees and Assistant Referees appointed by the Council shall in all matches wear traditional black shirt with white collar and cuffs, plain black shorts and black stockings with a white turnover top.

In all rounds prior to the Semi-Final, each Club shall provide one club linesman, unless the Council deems it advisable to appoint neutral Assistant Referees. In all matches, the Club on whose ground the game is played, shall provide two approved, clean and distinctive Assistant Referees flags, red and yellow in colour, for the use of either club linesmen or neutral Assistant Referees.

The home team must provide the Referee with at least two footballs fit for play, the Referee shall notify the home team captain if he intends to report the footballs as being unsuitable. For all matches in this competition, a size 5 football only must be used.

Where the appointed Referee or Assistant Referee fails to appear, or is unable to continue with his duties, both Clubs must agree to a replacement Match Official. Clubs failing to agree shall be liable to a fine not exceeding £100.00.

Duration of Game 15—The duration of each match shall be 80 minutes, **but the Council shall have power to deal with any match abandoned from any cause whatever.** The interval at half-time shall not exceed 15 minutes except by special permission of the Referee.

Glasses, glass bottles or cans containing alcohol are not permitted outside of the Clubhouse and must not be brought into grounds. No alcohol is to be consumed in the ground or premises during the period of any match, except as may be governed by the terms of the club license with regard to its own members, but, notwithstanding such, no alcohol is to be taken or consumed outside the licensed clubhouse or any other authorised area during such match period or brought into the ground.

Late Starts 16—The Referee must report all late starts. Clubs held responsible for late starts shall be fined £5.00 for the first 10 minutes or part thereof, and an additional £5.00 for each 10 minutes or part thereof, to a maximum of 30 minutes.



Teams not on the ground within thirty minutes after the time fixed for the kick-off shall forfeit the game, unless they submit in writing and send by Recorded Delivery, to be received by the Association within two days of the match (Sundays not included) a satisfactory explanation.

Match Provisions 17–In all matches including the Semi-Finals and Final the following provisions shall apply:

If a match is drawn after 80 minutes an extra 20 minutes shall be played and 10 minutes shall be played in each half. If the score is still level at the end of extra time, kicks from the penalty mark shall be taken to determine the winner, in accordance with the procedure adopted by The International Football Board.

Club Colours 18–Where the colours of two competing Clubs are similar, the away Club must change unless alternative arrangements are mutually agreed in writing by the competing Clubs. Where this occurs in the Semi-Final or Final match, both teams must change.

Players shirts shall be numbered and the number on each player's shirt shall correspond with that on the team list and match result sheet. No two players shall have the same number. No change of numbers during the match shall be allowed except on a change of Goalkeeper or where a player has been required by the Referee to change his shirt because of a blood injury. The Captain of each team shall wear a distinguishing armband to indicate his status. Clubs failing in this respect shall be fined £10.00.

Result 19–Each Club shall send the result of the match, with the names of their players competing and goalscorers, together with the marking of the Referee's performance, to be received by the Association within two days of the match.

Clubs failing to comply with this Rule shall be fined £10.00.

Clubs shall communicate results to the County Office according to the instructions issued prior to the match.

Council Powers 20–All questions of eligibility, qualification of competitors, interpretation of the Rules and/or Regulations as well as all other matters in dispute shall be referred to the Council, whose decision shall be final.

Protests and Objections 21–Protests and Objections relating to any violation of the Cup Rules or Rules of the Association, must be lodged by the protesting Club with the Secretary of the Association within 72 hours (Sundays not included) of the date of playing the tie on which the protest or appeal arises, accompanied by a deposit of £25.00 which shall be forfeited if the Council consider the protest trivial or groundless. Protests shall be made in writing and two copies of the same sent to the Secretary of this Association per Registered Letter, and a copy to the Club protested against, per Registered Letter.

All protests shall be made in writing and two copies of the same sent to the Secretary of this Association per Registered Letter, and a copy to the Club protested against, per Registered Letter.

All protests shall contain an outline of the evidence to be submitted. The Secretary shall furnish a copy of the protest to the Club protested against. Each Club may support its own case by witnesses.



Notwithstanding the above, the Council reserves the right to investigate any complaint regarding a breach of the rules of the competition and to deal with such matters as it feels appropriate.

Any objection relative to ground, goal-posts, bar, or appurtenances of the game must be made to the Referee and Captain of the opposing team, in writing, 15 minutes before the time fixed to kick-off. If possible, the fault shall be remedied.

If the Council should subsequently find that any Rule has, in their opinion, been violated, by mutual arrangement between Clubs, or otherwise, it shall be in the power of the Council to disqualify any such Clubs from further competing in the ties, or to order the tie to be re-played and otherwise further deal with the offenders without any formal protest having been laid. The Council shall have power to compel the protesting Club to pay such expenses of the club protested against and the cost of the Club engaged in the protest to pay such sums as may be considered necessary towards defraying the expenses incurred.

No objection or protest shall be withdrawn, except by leave of the Council. In dealing with any protest, the Council may take into consideration the possession of any knowledge by the protesting Club which, if properly used, might have obviated the protest.

Notices 22—All notices required by any of these Rules shall be addressed to the Association.

Admission Charges 23—A charge for admission to each match in the competition shall be made where possible or by programme on Sundays. Failing this a collection shall be taken. The minimum charge for admission or programme shall be 50p, except for persons not over 16 years or Senior Citizens in receipt of State Pension for whom the admission charge shall be mutually agreed between the two competing Clubs. The Council shall fix the charge for the Semi-Finals and Final Tie.

The proceeds of matches (except re-played matches in consequence of breach rule) shall, after paying thereof the fees and expenses of the Referee, be divided equally between the competing clubs, in all matches preceding the Semi-Final ties.

In cases where the receipts are not sufficient to cover the expenses of the matchset out above, the deficit shall be borne by the Home Club.

The Home Club shall provide for the sale of tickets and the visiting Club forchecking the sale.

All members and ticket holders shall pay the admission charges to the groundand stands. The gate receipts shall be approximately divided immediately after the match and a full statement and settlement shall be made within 7 days of the match.

In the Semi-Final and Final Ties, after the expenses of the matches have been met, the gate receipts may be apportioned between the Association and the competing Clubs as decided by Council.



In the Semi-Final and Final Ties where the accounts are dealt with by the Club on whose ground the tie is played, the proceeds must be forwarded to the Association within 7 days.

Proceeds from Ordered Replays 24—In any match ordered to be re-played in consequence of a breach of Rule, the Club in default shall not receive any share of the proceeds of such re-played match without the consent of the Council, and such consent shall only be given under special circumstances. If consent be not given, the share shall be taken by this Association.

Cup Guarantee 25—When the winning Club shall have been ascertained the Cup shall be handed to the representative of such Club on receiving a document to the following effect, and subscribed by three persons, whose names shall be previously submitted to and approved by the Council:— “We A.B., C.D., and E.F., members of and representing the Club, which has now been declared to have won the West Riding County Football Association Junior Cup, and the same having been delivered to us by the said Association, do hereby on behalf of the said Club and individually and collectively, engage to return the same to the Association, for the time being, on or before the first day of February next, in good order and condition, and in accordance with the conditions of the annexed Rules, to which also we have subscribed our respective names, and providing the said Cup is destroyed or damaged by fire, or by any other cause, or lost while under our care, we agree to refund the Association the amount of its original value or the cost of thorough repair”.

Medals 26—In addition to the Cup, the Association may present Medals or Mementoes to the players, substitutes and team manager for each competing club in the Final Tie.

When a player taking part is ordered to leave the field of play for misconduct, the medal to which he may be entitled may be withheld at the discretion of the Council.

Cup Return 27—The holders of the Junior Cup shall return the Cup to the West Riding County Football Association on or before the first day of February in each year.

Clubs failing to comply with this Rule shall be fined a sum not exceeding £100.00.

Council Powers 28—The Council shall have power, prior to the closing date for entry to the Cup competition, to alter or add to above Rules as they may from time to time deem expedient.

The Committee shall have the power to increase any fines for repeated offences. They shall also have power to deal with any matter not provided for.

The Council shall have the power to deal with any matter not provided for

All decisions of Council shall be final and binding on all parties.



DATES FOR COUNTY JUNIOR CUP

- Round One – 4th October 2009
- Round Two – 1st November 2009
- Round Three – 6th December 2009
- Round Four – 3rd January 2010
- Round Five – 7th February 2010
- Semi-Finals – 26th February 2010
5th March 2010

- Final – 23rd April 2010

DECISIONS OF COUNCIL

- (a) Expenses for clearing the ground of snow, and in other ways preparing the ground, must be borne by the Home Club.
- (b) A Club may, at its own expense, erect temporary stands, and take the proceeds in cases where the opposing Club declines to join in the expenses of erection.
- (c) A temporary stand becomes a permanent one if used after the match for which it was erected.
- (d) Travelling expenses allowed shall be the most reasonable obtainable from the headquarters of the visiting Club, but not exceeding second class fare. Clubs must avail themselves of pleasure-party fares or cheap excursion fares. Marking out the ground is not a charge on the gate.
- (e) Where the colours of the two competing teams are the same, the away team must change. In the Semi-Final and Final Ties where the colours of the two competing Clubs are similar, **both** Clubs must change their colours.
- (f) The Cup Committee shall have power to dismiss any Club guilty of misconduct.



JUNIOR CUP HOLDERS

1948-49 WHITWOOD JUNIORS	1973-74 CENTRE XI
1949-50 WHITWOOD JUNIORS	1974-75 ST. NICHOLAS
1950-51 ASHLEY ROAD METHODISTS	1975-76 FARSLEY CELTIC
1951-52 ASHLEY ROAD METHODISTS	1976-77 FARSLEY CELTIC
1952-53 ASHLEY ROAD METHODISTS	1977-78 WHITKIRK WANDERERS
1953-54 MOOREND AMATEURS	1978-79 TRINITY ATHLETIC
1954-55 LEEDS CATHOLICS	1979-80 CELTIC
1955-56 HUDDERSFIELD TOWN JUNIORS	1980-81 CELTIC/PRINCE PHILIP CENTRE
1956-57 MARKET DISTRICT BOYS' CLUB	1981-89 NO COMPETITIONS
1957-58 GOOLE UNITED	1989-90 ALWOODLEY
1958-59 AVENUE JUNIORS	1990-91 NORTHOWRAM
1959-60 MARKET DISTRICT JR' BOYS' CLUB	1991-92 CHURWELL LIONS JUNIORS
1960-61 LAPAGE EVENING INSTITUTE	1992-93 FRYSTON JUNIORS
1961-62 GREAT PRESTON JUNIORS	1993-94 SEACROFT WMC COLTS
1962-63 LEEDS CATHOLICS	1994-95 BEESTON JUNIORS
1963-64 PUDSEY JUNIORS	1995-96 KIPPAX JUNIORS
1964-65 LEEDS ASHLEY ROAD	1996-97 YORKSHIRE AMATEUR COLTS
1965-66 BRADLEY C.Y.C.	1997-98 BINGLEY JUNIORS
1966-67 LEEDS ASHLEY ROAD	1998-99 FARSLEY CELTIC JUNIORS
1967-68 LEEDS CATHOLICS	1999-00 PONTEFRACT COLLS JUNIORS
1968-69 PUDSEY JUNIORS	2000-01 YORKSHIRE AMATEUR JUNIORS
1969-70	2001-02 THORNES JUNIORS
1970-71 TRINITY ATHLETIC	2002-03 PANNAL ASH JFC
1971-72 LEEDS ASHLEY ROAD	2003-04 FARSLEY CELTIC JUNIORS
1972-73 LEEDS ASHLEY ROAD	2004-05 SILSDEN JUNIORS
	2005-06 OSSETT TOWN JUNIORS
	2006-07 LEEDS LIONS JUNIORS
	2007-08 OSSETT TOWN JUNIORS
	2008-09 FARSLEY CELTIC JUNIORS



**WEST RIDING COUNTY
FOOTBALL ASSOCIATION
JUNIOR TROPHY COMPETITION
(Sponsored by Skipton Building Society)
RULES AS PER JUNIOR CUP COMPETITION EXCEPT:**

- Rule 1** - The Competition shall be called the "West Riding County Football Association Junior Trophy Competition".
- Rule 5** - All players taking part in the Competition shall be non-contract players and shall have been over 12 years and under 14 years of age as at midnight on 31st August of the current season
- Rule 13** - The minimum size of goalposts for a Junior Trophy game shall be 7 yards wide by 7 feet high ...
- Rule 14** - For all matches in this competition a size 4 football only must be used.
- Rule 15** - The duration of each match shall be 70 minutes ...
- Rule 17** - If a match is drawn after 70 minutes ...

DATES FOR COUNTY JUNIOR TROPHY

- Round One – 4th October 2009
Round Two – 1st November 2009
Round Three – 6th December 2009
Round Four – 3rd January 2010
Round Five - 7th February 2010
Semi-Finals - 25th February 2010
4th March 2010
Final - 21st April 2010

JUNIOR TROPHY HOLDERS

- 1997-98 ROTHWELL TOWN JUNIORS
1998-99 HOWDEN CLOUGH JUNIORS
1999-00 THORNES JUNIORS
2000-01 BEESTON JUNIORS
2001-02 ROTHWELL ATHLETIC JUNIORS
2002-03 CLIFTON RANGERS YOUTH
2003-04 PUDSEY JUNIORS
2004-05 WYKE WANDERERS JUNIORS
2005-06 WHITKIRK WANDERERS JUNIORS
2006-07 HARROGATE R. A. JUNIORS
2007-08 HECKMONDWIKE TOWN JUNIORS
2008-09 GARFORTH RANGERS JUNIORS



**WEST RIDING COUNTY
FOOTBALL ASSOCIATION
JUNIOR SHIELD COMPETITION
(Sponsored by Skipton Building Society)
RULES AS PER JUNIOR CUP COMPETITION EXCEPT:**

- Rule 1** - The Competition shall be called the "West Riding County Football Association Junior Shield Competition".
- Rule 5** - All players taking part in the Competition shall be non-contract players and shall have been over 10 years and under 12 years of age as at midnight on 31st August of the current season ...
- Rule 13** - The minimum size of goalposts for a Junior Shield game shall be 7 yards wide by 7 feet high ...
- Rule 14** - For all matches in this competition a size 4 football only must be used.
- Rule 15** - The duration of each match shall be 60 minutes ...
- Rule 17** - If a match is drawn after 60 minutes ...

DATES FOR COUNTY JUNIOR SHIELD

- Round One – 4th October 2009
Round Two – 1st November 2009
Round Three – 6th December 2009
Round Four – 3rd January 2010
Round Five - 7th February 2010
Semi Finals - 24th February 2010
 3rd March 2010
Final – 20th April 2010

JUNIOR SHIELD HOLDERS

- 2001-02 FARSLEY CELTIC JUNIORS
2003-04 MAVERICKS
2002-03 WESTEND JUNIORS
2004-05 BRIGHOUSE JUNIORS
2005-06 HOWDEN CLOUGH JUNIORS
2007-08 FARSLEY CELTIC JUNIORS
2008-09 PANNAL SPORTS JUNIORS



WEST RIDING COUNTY FOOTBALL ASSOCIATION U16 JUNIOR GIRLS COMPETITION

RULES AS PER JUNIOR CUP COMPETITION EXCEPT:

Rule 1 - The competition shall be called the "West Riding County Football Association Junior Girls Cup Competition"

DATES FOR U16 GIRLS CUP

Round dates to be advised

Final: Sunday 14th February 2010

GIRLS CUP HOLDERS

2009 LEPTON HIGHLANDERS



WEST RIDING COUNTY FOOTBALL ASSOCIATION U14 JUNIOR GIRLS TROPHY COMPETITION

RULES AS PER JUNIOR TROPHY COMPETITION EXCEPT:

- Rule 1** - The competition shall be called the "West Riding County Football Association Junior Girls Trophy Competition"
- Rule 5** - All players taking part in the competition shall be non-contract players and shall have been over 12 years and under 14 years of age as at midnight on 31st August of the current season
- Rule 13** - The minimum size of goalposts for a Junior Girls Trophy game shall be 7 yards wide by 7 feet high...
- Rule 14** - For all matches in this competition a size 4 football only must be used
- Rule 15** - The duration of each match shall be 70 minutes ...
- Rule 17** - If a match is drawn after 70 minutes

DATES FOR U14 GIRLS TROPHY

Round dates to be advised

Final: Sunday 14th February 2010

GIRLS TROPHY HOLDERS

2009 BATLEY JUNIORS



RULES OF THE COUNTY MINOR CUP COMPETITION

1–The Competition shall be called the “WEST RIDING COUNTY F.A. MINOR CUP COMPETITION”.

2–The President and Chief Executive of the West Riding County F.A. shall be for all intents and purposes, the legal owners of the Cup in trust for the Association.

3–The entire control and management of the Competition shall be vested in the Youth Committee of the West Riding F.A. The Youth Committee shall have the power to appoint a Sub-Committee to exercise the powers of Council in order to expedite decisions to ensure the progress of the Competition.

4–The Competition shall be open to all District Associations within the area of the West Riding County F.A. and shall be on a format decided by the Youth Committee. Each District Association desirous of competing shall give notice of such desire to the Association on or before the 1st day of June in the Season in which each Association proposes to compete and shall with such notice forward an entrance fee of £25.00. The rounds shall be completed by dates selected by the County Youth Committee.

The HOME Association shall have a choice of Saturday or Sunday on dates fixed by the Council. Where floodlights are available, ties may be played midweek during the seven days prior to the original date specified for the match to be played providing that the AWAY Association agree. Matches may be brought forward from the original scheduled dates and may be played on other days subject to agreement between the two Associations and with the written permission of the Council. The HOME Association shall have choice of venue and they shall give not less than twentyone days notice in writing to their opponents and the Association of the venue chosen, the time fixed for the kick-off and the colours of shirts, shorts and stockings they intend to use. Matches arranged for Saturday or Sunday shall kick-off no later than 3.00pm.

In the event of a postponed or abandoned game, the match shall be played within 14 days of the date specified on the Match Arrangement Form

5–District Associations may select any player under the age of 17 years as at midnight on the 31st August of the current season.

To be eligible to play for a District Association, a player must be a recognised playing member of a Club in membership with the District Association for which he is selected to play at least 14 days prior to the date fixed for the playing of the round. Such Club must be affiliated to the West Riding County F.A. as its Parent Association.

A playing member is one who has actually played for a Club in a recognised League or Cup game in the current season (signing a League Form does not, of itself, qualify a player for this competition).

In the case of matches played in September, players who are, prior to the scheduled date of the match, correctly registered for a club with a recognised and appropriate League, will be eligible to play in the Competition.

Providing he is qualified as above a player shall have the choice of District Association for which he wishes to play.

District Associations may also select up to a maximum of 3 players per season who qualify to play for District Associations which are not competing in the Competition.



A player shall play for one District Association only in any season in this Competition but the members of any representative team may be changed during the series of matches if considered necessary.

In the case of postponed or replayed matches only those players shall be allowed to be played who were eligible on the date fixed for the playing of the round.

A player under written contract including Trainee/Scholarship players, or those registered at Academies licensed by the Football Association or Centres of Excellence licensed by the Football League shall not be eligible to compete

Any District Association which has 3 or more players selected for a County FA squad may apply for a particular match in this competition to be postponed.

All team officials shall have a current WRCFA CRB ID Card, as per Membership Rule no.1, which must be produced on demand

6–The duration of each match shall be 90 minutes. The half-time interval shall be of 15 minutes duration and shall not be amended except with the consent of the Referee. The Committee shall have power to deal with any match abandoned for any cause whatsoever.

In semi-final and final matches, played on neutral grounds, if the scores are level at the end of 90 minutes in the first game, an extra half-hour must be played and in this event the game shall be recommenced as provided by Law 8 and fifteen minutes shall be played each way. If the score is still level at the end of extra time, the winner shall be determined by the taking of kicks from the penalty mark in accordance with the procedure adopted by The International Football Board.

7–Referees shall be appointed by the County Youth Committee and shall be paid the following fees:–

£18.00 and expenses to Final Tie; Final Tie £25.00 and expenses and suitable memento. Officials travelling by car shall be allowed 25p per mile in their expenses. Assistant Referees and Fourth Official, when appointed by the Youth Committee, shall be paid half the Referee's fee up to, and including, the Semi-Final and half the Referee's fee plus suitable memento in the Final.

In the case of postponed or abandoned games, the match officials appointed for the original game shall be expected to officiate in the re-arranged game.

8–Any protest or objection relating to any violations of the Cup Rules shall be made in writing and four copies shall be sent, together with the fee of £25.00 by Registered Letter or Recorded Delivery to the Association within three days of the match being played (Sundays not included), and an exact copy shall, at the same time, be sent by Registered Letter or Recorded Delivery to the Association against whom the protest is made. All protests shall contain an outline of the evidence to be submitted. In the case of a protest being improperly lodged or deemed to be frivolous, the deposit fee shall be forfeited. The Youth Committee shall have the power to compel any party to this complaint, etc., to pay such expenses as may be deemed fit.

Notwithstanding the above, the Council reserve the right to investigate any complaint regarding a breach of the rules of the competition and to deal with such matters as it feels appropriate.

9–All decisions of this Committee shall be final and binding on all parties.

10–Birth certificates, or satisfactory proof of date of birth, of all competing players must be made available on the day of the match for examination if requested by either District Association, in writing, at least seven days prior to the date of the match.



If this proof is not available on the day of the match the District Association concerned must forward the relevant documentation to the County Office within the following seven days.

11—When the colours of the two competing Associations are the same, the HOME Association must change. Where this occurs in the Semi-Final and/or Final both Associations must change. Players shirts shall be clearly numbered on the back in accordance with the Official Team Sheet. No change of numbers during the match shall be allowed except on a change of Goalkeeper or where a player has been required by the Referee to change his shirt because of a blood injury. The Captain of each team shall wear a distinguishing armband to indicate his status.

Failure to comply with this rule will result in a fine of £10.00.

An Association may not be permitted to use more than three substitutes in any match who must be chosen from not more than five players whose names shall be given to the Referee prior to the commencement of the game. Should any nominated player or substitute sustain an injury after the submission of the 'official team sheet' to the Referee before kick-off, he may be replaced provided that the Referee and opponents are informed before the commencement of the match.

The substitute players shall not be allowed to replace players who have been suspended from the game by the Referee.

The substitutions can only be made when play is stopped for any reason and the Referee has given permission.

In Semi-Finals/Finals played on neutral grounds, the maximum number of persons (i.e. players/team officials) allowed in the technical areas will be 8 per team.

12—The West Riding County Football Association shall take the receipts from all matches and shall pay the expenses.

The following shall be charges on the match:

- (1) Match fees and travelling expenses actually incurred of Referees and Assistant Referees.
- (2) A sum not exceeding £25.00 may be charged for the use of the ground.
- (3) A sum not exceeding £25.00 may be charged for the use of floodlights, if used

The visiting Association may submit a separate claim to cover travelling expenses of £1.00 per mile up to a maximum of £75.00 or 50% of coach hire, accompanied by the relevant invoice.

In the Semi-Final and Final Ties played on a neutral ground both Associations may submit a claim for travelling expenses.

A gate/collection shall be taken at all matches in the competition. Where a gate/collection is not taken, no expenses will be paid to the relevant Association by the County F.A.

13—When the winning Club shall have been ascertained the Cup shall be handed to the representative of such Club on receiving a document to the following effect, and subscribed by three persons, whose names shall be previously submitted to and approved by the Council:—“We A.B., C.D., and E.F., members of and representing the Club, which has now been declared Minor Cup, and the same having been delivered to us by the said Association, do hereby on behalf of the said Club and individually and collectively, engage to return the same to the Association on or before the first day of February next, in good order and condition, and in accordance with the conditions of the annexed Rules, to which also we have subscribed our respective names, and providing the said Cup is destroyed or damaged by fire, or by any other cause, or lost while under our care, we agree to refund the Association the amount of its original value or the cost of thorough repair”.



MINOR CUP HOLDERS

1928-29 CRAVEN MINOR F.A.	1969-70 WAKEFIELD F.A.
1929-30 TROPHY WITHHELD	1970-71 LEEDS F.A.
1930-31 HUDDERSFIELD MINOR F.A.	1971-72 LEEDS F.A.
1931-32 HUDDERSFIELD MINOR F.A.	1972-73 LEEDS F.A.
1932-33 HEAVY WOOLLEN MINOR F.A.	1973-74 HUDDERSFIELD F.A.
1933-34 LEEDS & DISTRICT MINOR F.A.	1974-75 BARKSTON ASH F.A.
1934-35 LEEDS & DISTRICT MINOR F.A.	1975-76 CRAVEN F.A.
1935-36 HUDDERSFIELD MINOR F.A.	1976-77 BRADFORD F.A.
1936-37 LEEDS & DISTRICT MINOR F.A.	1977-78 GOOLE F.A.
1937-38 NO COMPETITION	1978-79 HALIFAX F.A.
1938-39 HUDDS. & BFD. (Joint Holders) F.A.	1979-80 KEIGHLEY F.A.
1939-40 LEEDS F.A.	1980-81 LEEDS F.A.
1940-41 HUDDS. & BFD. (Joint Holders) F.A.	1981-82 BARKSTON ASH F.A.
1941-42 HUDDERSFIELD F.A.	1982-83 BARKSTON ASH F.A.
1942-43 BRADFORD F.A.	1983-84 BRADFORD F.A.
1944-45 HUDDERSFIELD F.A.	1984-85 HUDDERSFIELD F.A.
1945-46 GOOLE & THORNE F.A.	1985-86 CASTLEFORD F.A.
1946-47 HUDDERSFIELD F.A.	1986-87 LEEDS F.A.
1947-48 LEEDS F.A.	1987-88 BRADFORD F.A.
1948-49 HEAVY WOOLLEN F.A.	1988-89 LEEDS F.A.
1949-50 GOOLE & THORNE F.A.	1989-90 KEIGHLEY F.A.
1950-51 GOOLE & THORNE F.A.	1990-91 CASTLEFORD F.A.
1951-52 CASTLEFORD F.A.	1991-92 BARKSTON ASH F.A.
1952-53 GOOLE & THORNE F.A.	1992-93 LEEDS F.A.
1953-54 GOOLE & THORNE F.A. (Joint HEAVY WOOLLEN F.A. Holders)	1993-94 HUDDERSFIELD F.A.
1954-55 BRADFORD F.A.	1994-95 KEIGHLEY F.A.
1955-56 WAKEFIELD F.A.	1995-96 HARROGATE F.A.
1956-57 GOOLE & THORNE F.A.	1996-97 HEAVY WOOLLEN F.A.
1957-58 LEEDS F.A.	1997-98 WAKEFIELD F.A.
1958-59 LEEDS F.A.	1998-99 WAKEFIELD F.A.
1959-60 CASTLEFORD F.A.	1999-00 LEEDS F.A.
1960-61 BRADFORD F.A.	2000-01 HEAVY WOOLLEN F.A.
1961-62 HUDDERSFIELD F.A.	2001-02 LEEDS F.A.
1962-63 BRADFORD F.A.	2002-03 HARROGATE F.A.
1963-64 LEEDS F.A.	2003-04 HARROGATE F.A.
1964-65 LEEDS F.A.	2004-05 LEEDS F.A.
1965-66 HUDDERSFIELD F.A.	2005-06 KEIGHLEY F.A.
1966-67 LEEDS F.A.	2006-07 LEEDS F.A.
1967-68 WHARFEDAILE F.A.	2007-08 BRADFORD F.A.
1968-69 CRAVEN F.A.	2008-09 LEEDS F.A.



THE RULES OF THE FOOTBALL ASSOCIATION LIMITED ("The Association")

("The Rules") as adopted by The Association on 19th May 2009 (the "Effective Date")

These Rules must be read in conjunction with the Articles of Association of The Association ("the Articles").

A. CONSTITUTION AND ADMINISTRATION OF THE ASSOCIATION

The Association

1. The Association shall have as members (which, for the avoidance of doubt, does not mean 'shareholders' or owners) those Clubs and Affiliated Associations such as Council may approve and which are otherwise qualified hereunder.
All Clubs and Affiliated Associations shall play and/or administer football in conformity with these Rules and also:
 - (a) The Laws of the Game (as defined in the Articles); and
 - (b) the statutes and regulations of FIFA and UEFA which are in force from time to time.

Definition and Interpretation

2. In the interpretation of these Rules: any words and expressions, unless otherwise defined herein, shall be words and expressions as defined in the Articles:
 - "**Affiliated Association**" means an association which is either a County Association or an Other Football Association;
 - "**Appeal Board**" means any appeal board as established from time to time whose purpose is to hear appeals made by Participants pursuant to its terms of reference from time to time;
 - "**Associate Member Club**" means a Club accorded the status of an Associate Member Club pursuant to Rule A3(c);
 - "**Appropriately Qualified Accountant**" means any individual who is a member of one of the bodies holding membership of the Consultative Committee of Accountancy.
 - "**Authorised Agent**" shall have the meaning ascribed to the term within The Association's Football Agents Regulations;
 - "**Club**" means any football club;
 - "**Club Official**" means any official, director, secretary, servant or representative of a Club;
 - "**Competition**" means any competition (whether a league or knock-out competition or otherwise) sanctioned by The Association and/or an Affiliated Association;
 - "**Contract Player**" means any player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club;
 - "**County Association**" means an association which has been accorded the status of a County Association pursuant to Rule A4(a)(i);
 - "**Football Creditor**" means:
 - (i) The Association and any Holding Company of The Association and any Subsidiary Company of that Holding Company or The Association;
 - (ii) The FA Premier League;
 - (iii) The Football League;
 - (iv) The Football Conference;
 - (v) The Northern Premier League;



- (vi) The Southern League;
- (vii) The Isthmian League;
- (viii) any member club of any of the organisations listed in (i) to (vii) above;
- (ix) any full-time or part-time employee of a member club, as defined in (viii) above, or former full-time or part-time employee of such a member club, in respect of sums due to such person by way of arrears of remuneration or expenses;
- (x) the Professional Footballers' Association;
- (xi) The Football Foundation;
- (xii) any Affiliated Association; and
- (xiii) any other affiliated clubs or leagues, and includes any successor bodies of any of the above;

'Holding Company', 'Subsidiary Company' and 'Group accounts' shall have the same meaning as defined in the Act.

"Football club" means any club which plays the game of football in England and is recognised as such by The Association;

"Football Regulatory Authority" means the football regulatory authority of The Association;

"Full Member Club" means a Club accorded the status of a Full Member Club in pursuant to Rule A3(c);

"Licensed Agent" means an agent holding a licence issued by The Association in accordance with the applicable FIFA regulations governing players' agents;

"Management Committee Member" means a person responsible for the management and administration of an unincorporated Club;

"Manager" means the Official of a Club responsible for selecting a Club team;

"Match" means a football match sanctioned by The Association and/or an Affiliated Association;

"Match Officials" means referees and assistant referees and includes reserve officials and fourth officials;

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

"Non-Member Club" means any Club affiliated to an Affiliated Association which is not a Full Member Club nor an Associate Member Club;

"Official" means any official, director, secretary, servant or representative of an Affiliated Association or Competition;

"Other Football Association" means one or any of the following listed associations:

- (a) The University of Oxford Football Association;
- (b) The University of Cambridge Football Association;
- (c) The Army Football Association;
- (d) The Royal Navy Football Association;
- (e) The Royal Air Force Football Association;
- (f) The Amateur Football Alliance;
- (g) The Women's Football Conference;
- (h) The English Schools' Football Association; and
- (i) The Independent Schools' Football Association;

"Out of Contract Player" means a Contract Player whose contract has expired;



“**Parent Association**” means the Affiliated Association of which a Club, in membership of more than one Affiliated Association, was first a member;

“**Participant**” means an Affiliated Association, Authorised Agent, Competition, Club, Club Official, Licensed Agent, Player, Official, Match Official, Management Committee Member, Member or Employee if an affiliated Club and all such persons who are from time to time participating in any activity sanctioned either directly or indirectly by The Association;

“**Player**” means any Contract Player, Out of Contract Player, Non-Contract Player or other player who plays or is eligible to play for a Club or is subject to any suspension from playing;

“**Regulatory Commission**” means any regulatory commission as established from time to time whose purpose is to hear Participants’ cases; and

“**Scholarship**” means a scholarship as set out in Rule C3(a)(i) of these Rules.

Affiliation of Clubs

- 3 (a) *Application to be a Full Member Club*
A Club may apply to be a Full Member Club on the appropriate form published by The Association. A completed form must be received at The Association before 1st March in any calendar year.
- (b) *Application to be an Associate Member Club*
A Club may apply to be an Associate Member Club on the appropriate form published by The Association. A completed form must be received by The Association before 1st March in any calendar year.
- (c) *Control by The Association*
Eligibility to be a Full Member Club or an Associate Member Club shall be under the control of Council which shall have the power to make regulations concerning eligibility criteria and conditions. Notwithstanding that an application may satisfy such criteria and conditions, The Association shall have the power in its absolute discretion to refuse an application to be a Full Member Club or an Associate Member Club, and accordingly, only on the written confirmation of The Association shall a Club be accorded the status of either a Full Member Club or an Associate Member Club.
- (d) *Rights and Privileges*
Neither a Full Member Club nor an Associate Member Club shall have rights or privileges other than as arise pursuant to the Articles and the Rules.
- (e) *Resignation by a Full Member Club or an Associate Member Club*
A Full Member Club or an Associate Member Club may resign its status as such to have effect only at the end of the playing season. Written notice of an intention to resign must be received at The Association by 31st December in that playing season.
- (f) *Termination of Status of a Full Member Club or an Associate Member Club*
Council may at any time decide that a Club shall cease to have the status of a Full Member Club or an Associate Member Club on such terms as it considers appropriate. A Club shall automatically cease to have the status of a Full Member Club or an Associate Member Club if it ceases to be in membership of an Affiliated Association.



(g) *Transfer of Membership*

Council may use the following criteria, and any other conditions in Council's absolute discretion, in deciding whether to approve the transfer of membership by a Full Member Club or an Associate Member Club:

- (i) the shareholders or members of the existing Full Member Club or Associate Member Club have voted to agree the transfer of the membership to the proposed future member;
- (ii) all Football Creditors of the existing Full Member Club or Associate Member Club must be fully satisfied;
- (iii) all other creditors of the existing Full Member Club or Associate Member Club must be satisfied and evidenced as such;
- (iv) the proposed future Full Member Club or Associate Member Club must provide financial forecasts showing their ability to fund the Full Member Club or Associate Member Club for the next 12 months or to the end of the season following transfer (whichever is the longer);
- (v) evidence of funding sources will be required; and
- (vi) where the proposed future Full Member Club or Associate Member Club is a company, then it shall be formed and registered in England and Wales under the Act.

(h) *Suspension of Membership/Rights and Privileges*

On such terms and conditions as it considers appropriate, Council may at any time suspend the status, rights and privileges of a Full Member Club or an Associate Member Club.

(i) *Nursery Clubs*

Any Club which is under obligation to another Club, written or otherwise, by reason of which it has not the sole and entire control of its own management, finances and Players, shall be deemed to be a "Nursery Club" and is not entitled to be a Full Member Club or an Associate Member Club.

(j) *Annual Return of a Full Member Club and an Associate Member Club*

- (i) Each Full Member Club, Associate Member Club and any other Club which The Association determines from time to time, shall forward to The Association before 1st July in each calendar year a completed Form "A" (in such form as shall be published by The Association from time to time) and shall supply such further information as is required by Council.
- (ii) A Club shall report to The Association within 21 days any change in the information set out on the Form A most recently submitted.
- (iii) If the Club has failed to submit a fully completed Form A to The Association by 1st July in any calendar year it shall be subject to such fine or other appropriate sanction as may be determined by Council.

(k) *Subscription Fees of Full Member Clubs and Associate Member Clubs*

- (i) Each Full Member Club and Associate Member Club shall on or before 1st July in each calendar year pay to The Association such subscription fee as shall be determined from time to time. An annual subscription shall not be refundable in any circumstance.
- (ii) A Full Member Club or an Associate Member Club which has failed to pay any subscription due to The Association by 1st July in any calendar year shall be



subject to such fine or other appropriate sanction as may be determined by Council.

- (l) A Club competing in any one of The Premier League, The Football League, The Football Conference, the Southern Football League, the Isthmian League and the Northern Premier League shall not be permitted to change its playing name (i.e. the name under which the Club competes in a Competition), as recorded on Form "A", save with the prior written permission of Council.

Any application for a change of playing name must be received by The Association Council will use its absolute discretion in deciding whether to approve a change in a Club's playing name.

- (m) Where a Club is a company, that company must be formed and registered in England and Wales under the Act.

Affiliation of Associations

4 (a) *Conditions of Affiliation*

- (i) Each County Association shall cover a defined area and shall neither extend nor alter such area without first having obtained the written consent of The Association and accordingly, only on the written confirmation by The Association shall an association be accorded the status of a County Association.
- (ii) Each Other Football Association shall cover a defined category of membership as determined from time to time by The Association and shall neither expand nor alter such category of membership without first having obtained the written consent of The Association and accordingly, only on the confirmation by The Association shall an association be accorded the status of an Other Football Association.
- (iii) Affiliated Associations may admit to membership Clubs within their area, and provide for the proper management and control of such Clubs.
- (iv) An annual affiliation fee shall be paid by all Clubs in membership with Affiliated Associations and shall not be less than the amount determined from time to time by The Association.
- (v) All Clubs which are Non-Member Clubs shall observe the Rules.
- (vi) Second or reserve teams must always be so described.

(b) *Subscription*

A membership fee, payable within one week of approval of application, and an annual subscription payable by 1st July in each calendar year, shall be as determined from time to time by The Association.

(c) *Other Associations and Clubs*

Council shall have the power to admit into membership any association of clubs within the British Commonwealth, or any club in any area where an association has not been established. The annual subscription shall be as determined from time to time by The Association. The membership of either such association or club does not confer the right to send a representative to any meeting of The Association, nor to exercise a vote at any such meeting.

Failure to Pay Subscription

- 5 An Affiliated Association whose subscription is unpaid on 1st August in any calendar year shall cease to be a member of The Association from that date.



Powers of The Association

- 6 Save as otherwise expressly provided by these Rules, resolutions and decisions of The Association shall be binding upon all Affiliated Associations and Clubs and all members thereof, until they are rescinded or varied.

Privileges of Council Members

- 7 Each Member of Council shall be furnished with an annual pass (which shall not be transferable), and all Clubs shall admit the holder to their grounds and stands upon production of such pass without requiring any other authority, except on occasions when Council shall otherwise decide.

B. SANCTIONING OF ASSOCIATIONS, COMPETITIONS AND MATCHES

Sanctioning of Competitions

- 1 (a) *Form "D"*
Associations, Competitions or other combinations of Clubs, Players or Officials, shall not be formed without the written consent of The Association, or of the Affiliated Association or Affiliated Associations concerned.
All applications for formation of Competitions (other than Competitions for charity) shall be made on Form "D" (in such form as shall be published by The Association from time to time), and applications for continuance must be made on this Form D annually.
All Affiliated Associations, Competitions or other combinations of Clubs, Players or Club Officials, Officials or Match Officials shall observe the Rules.
Associations or Clubs in membership of or affiliated to The Association and/or an Affiliated Association shall not play against any association or club belonging to any association, competition or combination of clubs to which such consent has not been given.
Clubs being members of more than one Affiliated Association shall be under the jurisdiction of the Affiliated Association of which they first became a member, except in matters arising in a match under the control of another Affiliated Association.
- (b) *Competition Regulations for Clubs and Players*
Any Competition or other combination of Clubs may, subject to these Rules, make such regulations between their Clubs and Players as they may deem necessary.
Where a Competition or other combination of Clubs is sanctioned directly by The Association, Council shall cause an appeals commission to be appointed.
Where a Competition or a combination of Clubs is sanctioned by an Affiliated Association an appeals commission shall be appointed by the sanctioning Affiliated Association.
- (c) *Powers of Affiliated Associations over Clubs not in Membership of an Affiliated Association*
(i) An Affiliated Association must not close a ground of a Club of another Affiliated Association. The matter must be dealt with by a joint commission of the Affiliated Associations concerned.
(ii) Clubs entering a Competition of an Affiliated Association of which they are not in



membership shall be under the control of that Affiliated Association so far as the rules of the Competition are concerned. If in such matches, Clubs or Players are reported for offences against the Laws of the Game, or the Rules, such offences shall be dealt with by a joint commission of the Affiliated Associations concerned unless otherwise mutually agreed.

National League System

- 2 (a) There shall be a National League System comprising participating Competitions between which relegation and promotion links shall operate on such basis as shall be determined by Council from time to time.
- (b) The Competitions and the Clubs participating in the National League System shall be bound by relevant regulations of The Association from time to time in force.
- (c) The Competitions participating in the National League System shall be as determined by Council from time to time.

Charity Associations, Benefit Competitions and Charity Matches

- 3 (a) *Form "E"*

Charity associations or benefit Competitions shall not be formed without the written consent of The Association or of an Affiliated Association. All applications for formation shall be made on Form "E" (in such form as shall be published by The Association from time to time) and applications for continuance must be made on this form annually.

All charity associations or benefit Competitions shall observe the Rules and regulations of The Association.

Associations, Clubs or Players in membership of The Association and/or an Affiliated Association shall not play or take part in any charity association or benefit Competition to which consent has not been given.

- (b) *Charity Matches*

Individual matches (not competition matches) may be played, for charity, or some similar object approved by The Association and/or an Affiliated Association.

Reasonable expenses not exceeding 20% which may be approved by the consenting association on the application for consent, may be deducted from the gross proceeds.

The balance must be paid over within 14 days of the match being played, and at the same time a return of the sums received and paid together with the necessary receipts, must be sent to the association which gave consent.

A match arranged between two Clubs or teams in which a trophy, medals or other reward is given to the Club or Players is not a Competition within this Rule.

Sanctioning of Matches

- 4 (a) *Unaffiliated Football*

Clubs, Players and Club Officials subject to the jurisdiction of The Association and/or an Affiliated Association shall not be associated with nor play with or against any club which is not a member of The Association and/or an Affiliated Association. Those who immediately prior to their association with unaffiliated football organisations were under the jurisdiction of The Association and/or an Affiliated Association, shall not be eligible to participate in football under the jurisdiction of The Association and/or an Affiliated Association without the written consent of The Association and/or an



Affiliated Association.

No match between unaffiliated teams shall be played on grounds which are under the jurisdiction of Clubs which are in membership with The Association and/or an Affiliated Association.

(b) *Matches with Foreign Associations, Leagues and Clubs*

Affiliated Associations, Competitions or Clubs wishing to play a match or series of matches against members of another national association must apply on the prescribed forms to The Association at least 28 days before the date of the intended match or the first of a series of matches.

The Association has in its discretion the power to consent or refuse an application. When written consent has been given, The Association will inform the other national associations concerned.

An application to participate in a match or a series of matches against members of another national association involving players of school age shall be required to demonstrate that all such players have received the necessary permission from their head teacher before The Association will give consent.

Affiliated Associations, Competitions and their Clubs must not pay a commission of more than 10% of the reimbursements of travelling expenses to organisations or persons arranging their tours.

Where a national association provides in its rules for the membership of all associations, competitions, and clubs within its area, consent for matches with unaffiliated associations, leagues or clubs will not be given.

Football and Religious Observance

- 5 (a) A Participant cannot be compelled to play football on bona fide occasions where religious observance precludes such activity, save where the Participant:
- (i) has consented to do so on such occasions; or
 - (ii) is registered as a Player under written contract, which shall be taken as consent to play on such occasions unless otherwise provided for in the contract.
- (b) Annually, when planning programmes, Competitions shall define and notify agreed dates of such occasions.

Scratch Teams

- 6 Except with the written consent of The Association, or of the Parent Association, no match at which gate money is taken shall be played if either of the competing teams is a scratch team. Where consent is given for such a match the provisions of Rules B7(a) and 7(b) shall apply.

Proceeds of Matches or Competitions

- 7 (a) Clubs and Players shall not compete in any Match or Competition (including small side Matches or Competitions) the proceeds of which are not devoted to a Club or association or some other object approved by The Association or by an Affiliated Association.

Small-Side Matches

- (b) Small-side Matches and Competitions (not more than seven-a-side) may be arranged provided that:



- (i) the Competition has been sanctioned by The Association or the relevant Affiliated Association in accordance with the agreed procedures laid down from time to time by The Association;
- (ii) in the case of single matches, charity Competitions and Competitions played over a short period of days, they must be sanctioned by The Association or the Affiliated Association concerned in accordance with agreed procedures laid down from time to time by The Association;
- (iii) the sanctioning of such a match or Competition in this case shall automatically accord to the team and/or Competition the status of an affiliated body and to the Players participating in the match or Competition the status of affiliated Players for the team for which they play in the match or Competition. A list of the competing teams must be submitted to the sanctioning association;
- (iv) the rules governing the eligibility and conduct of the Players shall be under the control of the management committee of the Competition subject always to the overriding authority of The Association or the Affiliated Association concerned and shall in so far as practicable be in conformity with the Rules. In the case of individual Matches the eligibility and conduct of the Players shall be the responsibility of the sanctioning body;
- (v) for small-side games played for charitable objectives a statement of accounts of the event shall be supplied to the sanctioning body concerned within 21 days;
- (vi) where two Affiliated Associations cover the same area, the permission must be obtained from the appropriate Parent Association;
- (vii) there shall be no Close Season (as defined in Rule B8 below) for small-side games; and
- (viii) the laws applicable to small-side games are printed elsewhere in this handbook.

The Playing Season

- 8 (a) *The Association to Determine*
 The Association shall determine annually the date on which the playing season shall commence and the season shall terminate not later than the following 1st June. Each Competition shall within the limit laid down by The Association, determine the length of its own playing season.
- (b) *The Close Season*
 The "Close Season" shall be defined as the period between 1st June and 30th June inclusive each calendar year, save where The Association makes an order to the contrary.
- (c) *Matches Which May be Played in the Close Season*
 No Matches other than the following may be played in the Close Season:
- (i) small-sided Matches as specified in Rule B7, mini-soccer Matches or Matches played according to "The Laws of the Game – 9 v 9" and those organised in connection with works' clubs sports days on private grounds and at fetes and similar sports functions;
 - (ii) Matches between Army, Navy and Royal Air Force teams and teams of the Auxiliary Forces in Competitions whilst in camp. Such Competitions shall be strictly confined to the units concerned and gate money shall not be taken;
 - (iii) Matches involving members of boys' brigades, scouts and kindred organisations



- in Competitions whilst in camp;
- (iv) Matches for national representative teams or clubs played under the auspices of FIFA or UEFA; and
 - (v) Matches between Clubs in The FA Premier League and The Football League for the following season, and between Clubs in The FA Women's Super League. This sub-paragraph (v) shall also apply to any successor in title to any of the Leagues specified;
 - (vi) 11v11 matches in sanctioned Leagues or Competitions that meet the criteria in accordance with the "Regulations for the Sanction and Control of Competitions" and approved by The Association;
 - (vii) Single day, weekend and Bank Holiday competitions and festivals meeting the criteria and receiving sanction; and
 - (viii) Pilot projects granted dispensation by The Association.
- (d) *Matches Which May be Played Prior to the Commencement of the Season*
After 30th June, and prior to the commencement of the playing season, Matches may be played between teams of the same Club or between teams of different Clubs.
- (e) An appropriation will be made annually from the amount payable to the competing Clubs, The Association and the "Cup Pool" from "The FA Challenge Cup Semi-Finals and Final" of 5.5% and 2.5% from the net receipts of "The FA Community Shield" to which The Football League will contribute 6.3% of the net gate from its "League Cup Semi- Finals and Final". The total amount will then be distributed to Affiliated Associations as decided by The Association.
- (f) *Eligibility of Players*
Players who have not previously been registered or recognised playing members of Clubs, or who have not been engaged for the following season may play in matches after 30th June and prior to the commencement of the playing season.
- (g) *Special Provisions*
- (i) The appropriate sanctioning association, whether it be The Association and/or an Affiliated Association, may grant special permission for Competition and other Matches to be played preceding the dates fixed by The Association for the opening of the playing season and shall attach to the granting of such permission whatever conditions it may deem expedient.
 - (ii) Notwithstanding the provisions of Rule B3(b), The Association shall determine in each calendar year, the date on which and the financial conditions under which "The Football Association Community Shield" Match shall be played.
 - (iii) Notwithstanding the provisions of this Rule, Affiliated Associations shall determine the dates on which "County Cup" Matches shall be played.

Suspension of the Game and Extension of Season

- 9 The Association shall have power to suspend the game either sectionally or entirely. The Association may also extend the periods for playing, as from time to time, in its discretion, shall be deemed necessary or desirable, and agreements between Clubs, Players, and Club Officials, Officials and Match Officials shall be subject to such decisions.



C. RULES RELATING TO PLAYERS

Players with Written Contracts

- 1 (a) *Minimum Age*
- (i) A Player under 18 years of age and in receipt of full-time education may not enter into a contract of employment with a Club in membership of The Association and/or an Affiliated Association.
 - (ii) A Player under 17 years of age may not enter into a contract of employment with a Club in membership with The Association and/or an Affiliated Association, except under a Scholarship as provided for by Rule C3.
- (b) *Financial Arrangements – Registration*
- (i) Subject to paragraph (a) and (b)(ii) to (b)(vii) of this Rule, and to the rules and regulations of the league of which the Club is a member, any Club in membership of The Association and/or an Affiliated Association may negotiate a financial arrangement with its Players.
 - (ii) All Players under written contract must be registered with The Association.
 - (iii) No Club shall enter into a contract which enables any party to that contract to acquire the ability materially to influence the Club's policies or the performance of its teams in Matches and/or Competitions. This Rule shall be applied in conjunction with any regulations governing Third Party Investment in Players as may be adopted by The Association from time to time.
 - (iv) All payments and/or benefits whatsoever due and/or made to a Player must be set out in a written agreement between the Club and the Player. Any other payments and/or benefits whatsoever due and/or made on behalf of, or in relation to, a Player (not otherwise detailed in the written agreement between the Club and Player) must also be set out in a written agreement, to which the Club shall be a party.
In each case a copy of any such agreement must be provided to The Association.
 - (v) All payments made to Players must be made by the Club and fully recorded in the accounting records of the Club.
 - (vi) All salaried payments must be subject to PAYE and National Insurance.
 - (vii) All salary payments due on written contracts must be stated gross, before PAYE and National Insurance deductions.
 - (viii) Any Players paid expenses must be reimbursed via an expense claim form. The Club must retain all expense records in a format acceptable to HM Revenue and Customs.
- (c) *Contract of Employment*
- (i) All contracts must be in the full name of the Club. If the Club is a corporate body, the contract must also include the Company registration number.
 - (ii) Contracts or letters of employment exchanged between a Club and any Club Official, Player or any other employee of the Club, must specify that all emoluments due are paid to the employee concerned and not to any company or agency acting on behalf of the employee.
 - (iii) All such contracts must also specify that the individual is directly under the



disciplinary control of the Club and of The Association.

- (iv) All claims by Players against Clubs for wages or expenses must be submitted to The Association within three months of the termination of the agreement to which they refer, unless special grounds are shown for the delay.
- (d) *Form G(1) – Registration for One Calendar Month*
A registration for a period of one calendar month is effected when The Association receives Form “G(1)” (in such form as shall be published by The Association from time to time), signed by the Player.
- (e) *Form G(2) – Registration Exceeding One Calendar Month*
A registration for a period in excess of one calendar month is effected when The Association receives Form “G(2)” (in such form as shall be published by The Association from time to time), signed by the Player. Such a registration must terminate on the first Saturday in May, or the date of the last league or knock-out Competition match of the Club’s first team, whichever is the later, or on 30th June in any calendar year.
- (f) *Forms to be Returned to The Association*
- (i) Within five days of having been signed by the Player, Forms G(1) or G(2) must be returned to The Association, accompanied by a copy of the contract.
- (ii) A Player seeking registration under written contract is not permitted to play under the terms of the contract until the Club registering the Player has received the registration certificate from The Association.
- (g) *Transfers*
- (i) A Player’s registration may be transferred from one Club to another using the relevant Form “H” (in such form as shall be published by The Association from time to time). The Player must be re-registered by the Club to which the registration is transferred.
- (ii) A transfer must be bona fide; applications for the purpose of obtaining a Player’s registration for special matches are not permitted.
- (iii) In the case of last-minute registration or transfer of a Player, the registration form, contract of employment and the transfer form (if any) must first be sent to The Association by facsimile transmission or by electronic mail and then the original documents to follow by first-class mail.
- (iv) In the event of a Player registration being transferred from one Club to another in consideration of the payment of a fee, a copy of the written transfer agreement must be sent to The Association with the transfer and registration forms and the contract of employment. 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.
- (v) In the event of a Club making a payment to a club which is affiliated with another national association in membership of FIFA in respect of a Player’s registration, or an agreed fee to a Licensed Agent, the payment must be made through The Association in accordance with the procedures adopted by The Association which are in force from time to time.
- (vi) For leagues sanctioned by The Association, when a Player is temporarily



transferred between Clubs in the same league or in different leagues, compliance with the relevant league rules must govern the transfer.

- (vii) A copy of the appropriate association or league's temporary transfer form must be submitted to The Association within five days of its signature.
 - (viii) In the case of last-minute registration of a temporary transfer the provisions set out in Rule C1(g)(iii) above must be observed.
 - (ix) A Club accepting a Player on temporary transfer must satisfy itself as to the Player's fitness.
 - (x) A Player subject to a temporary transfer must not play until such transfer has been authorised by The Association.
 - (xi) In the event of a Player under temporary transfer being recalled in accordance with the rules of the league or leagues concerned, a copy of the recall letter or notice must be received and acknowledged by The Association before the Player can play for the Club initiating the recall.
- (h) *Second Registration Not Permitted*
The signing of a second registration form before The Association has declared the first invalid is an offence.
- (i) *Registered Players to Play for One Club Only*
- (i) A Player registered with The Association can play only for the Club holding the registration unless:
 - (A) in the case only of benefit, testimonial and charity matches, the Player obtains by written request special permission of The Association; or
 - (B) is temporarily transferred in accordance with Rule C1(g)(v); or
 - (C) is registered under a Scholarship in accordance with Rule C3; or
 - (D) has the written permission of the Club, copied to The Association, to play not more than two trial matches for another Club, provided that such matches are not for the first team of that Club in a Competition Match and are both within a period of one month from the date of such permission, which shall not be repeated in the same playing season for the same Player to the same Club.
 - (ii) Where a Club has a Nursery Club (as defined in Rule A3(i)), a Player registered with the Club to which it is under obligation may also play for the Nursery Club without further registration.
- (j) *Agreements Between Club & Players*
- (i) Clubs must enter into a written contract of employment with their Players on the relevant form approved by The Association, known as a "Form of Agreement" (Rule C1), with or without an option. Such contracts must clearly indicate all the terms and conditions of employment, be of stated duration and signed at the same time as a relevant registration Form "G" (in such form as shall be published by The Association from time to time). A copy of the contract of employment must be handed to the Player at the time of signing both documents. Contracts of employment signed by Players who are under the age of 18 at the time of signing must also be signed by a parent or guardian.
 - (ii) There shall be no right to a compensation or transfer fee by the previous Club of a Player who has attained the age of 24 years on or before 30th June and whose contract with that Club has expired. If a Club wishes to offer re-engagement to a



Player or exercise an option contained in the agreement the following practice shall prevail.

- (iii) Within 7 days of the first Saturday in May, or the date of the last competitive Match of the Club's first team, whichever is the later, the Club must give notice in writing to the Player indicating that either the Club offers a re-engagement or, if appropriate, exercises any option contained in the agreement.
- (iv) If the notice offers re-engagement it must specify the period which the Club is prepared to agree and the terms and conditions to apply, which must be the same or not less favourable overall than those which applied during the initial period of employment – or the option period (if applicable).
- (v) The Player must notify in writing the Club holding the registration within 28 days of receipt of the said notice whether or not the offer of re-engagement is accepted.
- (vi) If the offer is rejected the Player is immediately free to negotiate with another Club.
- (vii) If the Player does not reply in writing to the offer of re-engagement then at the expiry of a period of 28 days, the Player is free to negotiate with another Club.
- (viii) In either of the instances as set out in Rules C1(j)(vi) and (vii) above, the Club holding the Player's registration has the right to receive compensation. The Player's registration for the new Club will not be accepted until such time as the Club has confirmed in writing to The Association that it will negotiate a compensation fee with the former Club failing which it will abide by any decision taken by an appeal committee comprising those persons pursuant to Rule C1(j)(xii) (a "League Appeals Committee").
- (ix) An existing agreement shall continue and have full force and effect between the parties on the terms and conditions as those pertaining prior to the expiration of the initial period of employment, or the option period if appropriate, and the Player will continue to train and play as instructed by the Club until 31st August, or the date on which the Player registers for another Club, whichever is the sooner.
- (x) In the event of the Player continuing to play for the Club after the 31st August, a week-to-week agreement must be completed and submitted to The Association under which the Player will continue to be paid in accordance with the terms of the existing agreement.
- (xi) In the event of the Player signing for another Club which is unable to reach agreement on the payment of a compensation fee to the Club holding the Player's registration in pursuance of the existing agreement then such fee shall be dealt with by a League Appeals Committee.
- (xii) A League Appeals Committee shall comprise one nominated representative from each of the following:
 - (A) Council (to act as an independent chairman);
 - (B) the management committee of the appropriate league or leagues; and
 - (C) the Professional Footballers' Association.

The committee may, at its discretion, order either the Club or the Player to pay all or part of the costs involved in an appeal. The same committee also applies to Rules C1(k), (l) and (m).



- (xiii) If the notice to exercise any option contained in the agreement on the same or not less favourable terms and conditions overall, as in the agreement but excluding the option provision, and that such further period shall not be for longer in extent than that of the initial period of employment, the agreement can continue in full force and effect, as between the parties hereto and shall terminate on the last day of the option.
- (xiv) All notices required to be given to Players under this Rule must be sent either by registered mail or recorded delivery or a written acknowledgement otherwise obtained;
- (xv) By 1st June in each calendar year all Clubs must notify The Association of Players who have been offered re-engagement or on whose agreement the option has been exercised.
- (k) *Cancellation of Agreement*
- (i) Agreements may provide that payment shall be only for each match in which the Player actually plays or attends as a substitute.
- (ii) Should a Player not be selected to play or attend as a substitute for a period of four weeks, the Player may apply to the Club to cancel the agreement and registration. If refused, the Player is free to apply to the most senior league of which the Club is a member for the cancellation of the agreement upon such terms as may be desirable. If either the Club or Player is dissatisfied with the decision of that league, each shall be entitled to appeal to a League Appeals Committee.
- (iii) Where conditions form part of an agreement other than payment of wages for playing football, in dealing with claims, a league or a League Appeals Committee, will restrict its investigations and decisions solely to the question of wages for playing as stipulated in the agreement.
- (iv) Except by mutual consent, a Club or Player is not entitled to determine an agreement between them without the written consent of The Association or in accordance with Rule C1(l).
- (v) When an agreement has been determined by mutual consent, notice signed by the Club and the Player shall at once be sent to The Association who will cancel the registration.
- (vi) In the case of last-minute cancellation of a Player's registration, a signed notice must first be sent to The Association by facsimile transmission, and then the original documents to follow by first-class mail. Additionally, electronic mail may also be transmitted to indicate the time of posting, which will also be accepted as the time of receipt if the mailed documents are found to be in order.
- (vii) When an agreement has been determined by mutual consent the Player shall not be permitted to re-register for the original Club within three months at the date of determination except with the written consent of The Association.
- (viii) The Association has power to cancel the registration of a Player at any time upon application of the Player or the Player's Club.
- (l) *Termination of Agreement*
- Where an agreement between Club and Player in any league or other Competition provides for either the Club or Player terminating by 14 days' notice, the following practice shall prevail:



- (i) a Club or Player has the right to appeal to the management committee of the appropriate league or other Competition and a further right of appeal to the appeals committee of that body;
 - (ii) a Club, on giving 14 days' notice to a Player to terminate the agreement, must state in the notice the name and address of the secretary of the appropriate league or Competition to which the Player may appeal, and must at the same time give notice to the league or Competition of which the Club is a member;
 - (iii) a Player, on giving 14 days' notice to a Club to terminate the agreement, must at the same time give notice to the league or Competition of which the Club is a member.
 - (iv) the notice terminating the agreement must inform the Club or Player of the grounds for such notice;
 - (v) a copy of the notice sent to the Club or Player must at the same time be forwarded to the Secretary;
 - (vi) either Club or Player shall have the right of appeal to the league or other Competition, but such appeal must be made within seven days of the receipt of a notice; and the management committee must hear such appeal within 14 days of receipt of the notice of appeal;
 - (vii) if either party is dissatisfied with the decision, there shall be a further right of appeal to the appeals committee of the appropriate league or other Competition but such appeal must be made within seven days of the receipt of the decision of the management committee, and must be heard by the appeals committee within 14 days of the receipt of the notice of appeal;
 - (viii) the appropriate league or other Competition must report to The Association when the matter is finally determined, and the agreement and registration shall be cancelled by The Association where necessary;
 - (ix) agreements between Clubs and Players shall contain a clause showing the provisions made for dealing with such disputes and for the cancelling of the agreements and registration by The Association; and
 - (x) Clubs belonging to any league or other Competition may make similar regulations which provide for a right of appeal by either party to the Affiliated Association or to The Association.
- (m) *Disciplinary Suspension*
- (i) In the case of breach by a Player of the training or disciplinary rules or orders of the Club, a Club not wishing to use the larger powers contained in Rule C1(l) shall have the right to suspend such Player for a period not exceeding 14 days or impose a fine not exceeding two weeks' wages and shall state whether or not the Player shall receive his basic wage during the period that the Player is ordered not to attend at the Club.
 - (ii) The Club shall, within two days, notify The Association and the league(s) in which the Club's first team competes of such suspension or fine.
 - (iii) Within seven days of receipt of such notice of a fine or suspension the Player has the right to lodge an appeal to the management committee of the more senior league of which the Club is a member who shall hear the appeal within 14 days of receipt of the notice of appeal.
 - (iv) If either the Club or Player is dissatisfied with the decision of the league each is



entitled to appeal to a League Appeals Committee within seven days of receipt of the decision, and be heard within 14 days of receipt of the notice of further appeal. The Player may request that an appeal made in accordance with this Rule shall be dealt with at a personal hearing.

- (v) In any event the suspension or fine shall not operate as a termination or cancellation of the agreement between the Club and Player.
- (n) *Re-engagement of Players*
 - (i) On or after 1st April of the year in which an agreement or any renewal of it expires, a Player under written contract may enter into a new agreement with and again be registered for the Club.
 - (ii) Until the existing agreement or any renewal of it has terminated:
 - (A) a Player may not enter into any agreement with any other Club in membership with The Association, or an Affiliated Association, or of any other national football association; and
 - (B) the Player may not be approached by any other Club, or Club Official of any other Club, or any person with a view to inducing the Player to leave the Club for which the Player is registered, except with the written permission of that Club.
 - (iii) If, by the time specified for such notice to be served, the Player has not received notice exercising an option or offering a further re-engagement under paragraph C1(j) of this Rule, the Player is free to make such enquiries or approaches as thought fit to secure employment when the agreement or renewal of it terminates.
 - (iv) A Player under suspension may be re-signed by the Club, or any option conferred on the Club may be exercised, subject to the terms of the suspension.
 - (v) In the event of a Player registered with a Club in membership with The FA Premier League or The Football League being offered re-engagement terms in accordance with the regulations of the appropriate league but wishing to accept an engagement as a Player with a Club not in membership with either league, and the Clubs not being able to reach agreement on the payment of a compensation fee, providing the Club concerned has complied with the appropriate league's regulations relating to right to a compensation fee, such compensation fee shall be determined by an appeals committee comprising one nominated representative of each of The Association (who shall act as chairman), The FA Premier League or The Football League, the Professional Footballers' Association and the other league involved.
 - (vi) In the event of a Player registered with a Club not in membership of The FA Premier League or The Football League not having accepted re-engagement terms in accordance with the Rules C1(j)(ii) to C1(j)(xv) inclusive and having negotiated terms with another Club, and the Clubs not being able to reach agreement on the payment of a compensation fee, then provided the Club holding the Player's registration has complied with the Rules, such compensation fee shall be determined by an appeals committee comprising one nominated representative of each of The Association (who shall act as chairman), the Professional Footballers' Association and the appropriate league or leagues involved.



- (vii) When a case is referred to an appeals committee as referred to in this Rule C(n), it will be necessary for both Clubs involved to pay before adjudication a nonreturnable administration fee of two hundred pounds (£200).

Players Without Written Contracts

2 (a) Regulations Concerning Approaches

Players who are not under written contract to a Club may be registered with a number of Clubs at any time, subject to the following provisions and those of the Competitions in which they play:

- (i) Competitions sanctioned by The Association under regulation 3 of the "Regulations for the Sanction and Control of Competitions" may make their own regulations for the approach of Players between Clubs of the Competition;
- (ii) during the current season any Club wishing to approach a Player known to be registered with or having played for any other Club must give to the secretary of each such Club, seven days' formal written notice of the intention to approach the Player;

Formal written notice of approach need be given by:

- (A) a Saturday Club only to all Saturday Clubs;
- (B) a Sunday Club only to all Sunday Clubs; and
- (C) a midweek Club only to all midweek Clubs;
- (iii) the written notice must be sent by special delivery or recorded post, or a written acknowledgment otherwise obtained from the secretary or chairman of the Club approached. Facsimile or e-mail transmission may be used provided a receipt of acknowledgment is also obtained;
- (iv) following the date of posting of the written notice of approach, or receipt of an acknowledgment:
 - (A) the Player may be registered on or after the eighth day; and
 - (B) the Player must have been registered on or before the 21st day;
- (v) the approaching Club: (A) may not approach the same Player a second time in the same playing season; (B) may approach only one (1) Player at a Club at any time subject to Rule C2(a)(ix) below; and (C) may not approach another Player at the same Club within 28 days of an earlier notice of approach or acknowledgment;
- (vi) if an approach is made by a Player to another Club during the current season, that Club shall give the Club(s), for which the Player is known to be registered or has played, seven days' notice of approach as set out in Rule C2(a)(i) to (v) above before registering the Player;
- (vii) a Club which is the subject of a complaint alleging failure to give notice in accordance with this Rule may be subject to a charge of Misconduct pursuant to Rule E1(b);
- (viii) a Club proved to have breached the provisions of this Rule may have its current registration of the Player cancelled and be subject to such other penalty as The Association or appropriate Affiliated Association deems appropriate, in accordance with relevant regulations of The Association from time to time in force; and
- (ix) during the current season a maximum of two Players may be approached in the



manner described above if invited to trial at a licensed academy or “Centre of Excellence” of The Association, The FA Premier League or The Football League.

(b) *Conditions*

- (i) All payments made to Players must be made by the Club and fully recorded in the accounting records of the Club.
- (ii) All salaried payments must be subject to PAYE and National Insurance.
- (iii) Any Player’s paid expenses must be reimbursed via an expense claim form. The Club must retain all expense records in a format acceptable to the HM Revenue and Customs.
- (iv) A currently registered Player shall not be allowed to register with another Club without first satisfying the Club Officials of the intended Club that all reasonable financial and other liabilities have been discharged to the Club or Clubs with which the Player is or was known to be registered in the current and previous playing seasons.
- (v) A Player approached on or after 1st May in the current season may not play in competitive football for the Club making the approach until the commencement of the following season.

(c) *Service Players*

- (i) While serving in any branch of Her Majesty’s Regular Forces, a Player may not hold a contract of employment with any Club under the jurisdiction of The Association and/or an Affiliated Association.
- (ii) Neither a Club nor any person may attempt to induce a Player of a Club of any branch of Her Majesty’s Regular Forces to play for another Club during the current season without at least 14 days’ written notice of approach – in the case of the Army to the Secretary of The Army Football Association, the Royal Navy to the Secretary of The Royal Navy Football Association, and the Royal Air Force to the Player’s Commanding Officer. The notice must be forwarded by special delivery or recorded post, or a written acknowledgment otherwise obtained. Facsimile or e-mail transmission may be used provided a receipt of acknowledgment is also obtained.
- (iii) Players are required to inform civilian Clubs of their rank and service number, which information must be stated on league or other registration forms.

Scholarships

3 (a) *Scholarships*

- (i) Players on or after their 14th birthday may be offered a scholarship to commence no earlier than the last Friday in June in the academic year in which they will reach the age of 16 provided they are not receiving full-time education (a “Scholarship”). The registration of a Player on a Scholarship shall be made on Form “G(4)” (in such form as shall be published by The Association from time to time). Each form, after completion of all particulars, including dates and signatures, must be signed at the same time by the Player on a Scholarship and by a parent or guardian and returned to The Association within five days of such signatures accompanied by a copy of the agreement entered into by the Club and the Player on a Scholarship and also a copy of the birth certificate.
- (ii) On or after a Player on a Scholarship’s 17th birthday, the Player may remain on a Scholarship or may sign as a Player under written contract subject to the



- regulations of the league or combination of which the Club is a member, and to the Rules with reference to Players under written contract.
- (iii) A Player on a Scholarship shall not play for a Club until such Club registering the Player has received acknowledgement of the registration from The Association. The Association will from time to time publish the names of Players registered on Scholarships.
 - (iv) Neither a Club nor any person shall induce or attempt to induce such a Player on a Scholarship to leave the Club for which the Player is registered.
 - (v) A Player who is registered on a Scholarship may play for another Club subject to the written approval of the Club for which the Player is registered. A copy of the written permission must be received by The Association, the league or combination of which the Club is a member, the Player and the Club for which the Player is to play. A Club may not play more than two such Players in any match at first team level.
 - (vi) If a Player on a Scholarship wishes to become a Player under written contract, the Club for which the Player was registered on a Scholarship shall be entitled to the registration of such Player as a Player under written contract. If the Club does not wish to exercise its entitlement the Player shall be free to register for any other Club.
 - (vii) The provisions of Rules C1(l) and C1(m) shall apply in the case of Players on a Scholarship.

Age Ranges and Provisions Relating to Players Under 16 Years of Age

4 (a) Children Not Registered in the Programme for Excellence

The following provisions apply to children not registered in the "Programme for Excellence":

Children Under 6 Years Old

- (i) A child who has not attained nor will have attained the age of six as at midnight on 31st August in a playing season shall not play, and shall not be permitted or encouraged to play, in a match of any kind in that playing season.

Children permitted to play Mini-Soccer only

- (ii) A child who has not attained nor will have attained the age of ten as at midnight on 31st August in a playing season shall not play, and shall not be permitted or encouraged to play, in a match between sides of more than seven players in that playing season. Such children shall only play in a match according to the 'Laws of the Game - Mini-Soccer' or in other formats of small-sided football expressly approved by The Association from time to time. The particular age ranges for such activity are subject to amendment by the Council from time to time.

Children permitted to play Futsal

- (iii) Any child who has attained the age of six as at midnight on 31st August in a playing season may play Futsal according to the "Laws of the Game – Futsal". The particular age ranges for such activity are subject to amendment by the Council from time to time.

Children permitted to play Eleven-a-Side or Nine-a-Side

- (iv) Any child may play in a match between sides of eleven players according to the Laws of the Game or between sides of nine players according to the "Laws of the Game – 9 v 9", save for those specifically prohibited from doing so pursuant to



this Rule.

Sanction Provisions

- (v) The written consent of The Association or of the relevant Affiliated Association or Associations shall be required pursuant to Rules B1 and/or B7 as appropriate for any Competition involving children who have not attained nor will have attained the age of 14 as at midnight on 31st August in that playing season. Such Competitions (whether for Mini-Soccer, nine-a-side or eleven-a-side matches) shall only be allowed where participants are restricted by age range, such age ranges being "Under 7", "Under 8", "Under 9", "Under 10", "Under 11", "Under 12", "Under 13" and "Under 14". The age ranges shall be defined to include all children (subject to Rule C5(i) above) who have not attained nor will have attained the ages of 7,8,9,10,11,12,13 or 14 respectively as at midnight on 31st August in the relevant playing season.

Age Brackets

- (vi) (A) A child in the age ranges Under 7, Under 8, Under 9, Under 10, Under 11, Under 12, Under 13, Under 14 and Under 15 must not play and shall not be permitted, or encouraged to play, in a match where any other player is older or younger by 2 years or more than that person (for disability football the two year age band may be varied at the discretion of The Association).
- (B) To play in an Under 18 age bracket competition the player must have achieved the age of 15 by midnight on 31st August of the playing season.
- (C) To play in an open age competition a player must have achieved the age 16, (to come in to effect from the 2007-08 season).

Gender of Players in Under 11 Matches

- (vii) A child in the age ranges Under 7, Under 8, Under 9, Under 10 and Under 11 may play in a match involving boys and girls.

Priority for School Activities

- (viii) Priority must at all times be given to school or school organisation's activities in accordance with the recommendations of the "Memorandum: Children of School Age and School Games" whilst a pupil is receiving full-time education.
- (ix) All Clubs and Competitions, excluding those whose matches are played on Sundays, shall include in their rules a provision to the effect that the availability of a pupil must be consented to by the head teacher.
- (b) *Players of School Age Registered in the Programme for Excellence*
- (i) Players who reach the age of nine years during the academic year and who are in full-time education may register with a recognised and licensed Centre of Excellence through the procedures established by The Association's regulations.
- (ii) It shall be a breach of the Rule for a Centre of Excellence without a valid licence to coach and train players of school age who are in full-time education, and registered through the registration scheme or for a licensed Centre of Excellence to play against any centre which is not licensed apart from a school. The licensing authority for Centres of Excellence shall comprise representatives as determined by The Association and which shall lay down regulations and guidelines by which the Programme for Excellence is run.
- (iii) It shall be deemed to be Misconduct for any Club or Club Official to induce any



player of school age registered with a separate Club or Centre of Excellence to leave school for the purpose of signing a contract of employment.

D. INTERNATIONAL AND OTHER REPRESENTATIVE MATCHES AND CALL-UPS

International Matches

- 1 A Player selected for an international or other representative team, tour, squad or other callup arranged by The Association shall attend at the time and place notified to the Player and comply with the arrangements of The Association in every respect, save where there is good and sufficient cause not to do so.
- 2 A Club shall do all things necessary to ensure that a Player referred to in Rule D1 above complies with the arrangements of The Association.
- 3 Illness or injury shall constitute good and sufficient cause for the purposes of Rule D1 above by where The Association is satisfied, following receipt of medical evidence, that such illness or injury is of sufficient seriousness. The Player shall, in any event, submit to assessment by a medical adviser appointed by The Association.

Inter-Affiliated Association Matches

- 4 In inter-Affiliated Association Matches, a Player must be a bona fide member of a Club in membership of the Association for which the Player plays, but a Player shall always be eligible to play for the County Association of birth. A Player shall not be eligible to play for more than one Affiliated Association in the same season in Inter-Affiliated Competition matches.

E. CONDUCT

Misconduct

- 1 The Association may act against a Participant in respect of any "Misconduct", which is defined as being a breach of the following:
 - (a) the Laws of the Game;
 - (b) the Rules and regulations of The Association and in particular Rules E3 to 28 below;
 - (c) the statutes and regulations of UEFA;
 - (d) the statutes and regulations of FIFA;
 - (e) the rules or regulations of an Affiliated Association or Competition; and
 - (f) an order, requirement, direction or instruction of The Association.
- 2 The same facts or matters may constitute a breach of more than one rule, regulation, statute or law referred to above, The Association may bring a charge or such charges as it sees fit.

General Behaviour
- 3
 - (1) A Participant shall at all times act in the best interests of the game and shall not act in any manner which is improper or brings the game into disrepute or use any one, or a combination of, violent conduct, serious foul play, threatening, abusive, indecent or insulting words or behaviour.
 - (2) In the event of any breach of Rule E 3(1) including a reference to any one or more of a person's ethnic origin, colour, race, nationality, faith, gender, sexual orientation or disability (an "aggravating factor"), a Regulatory Commission shall consider the imposition of an increased sanction, taking into account the following entry points -



For a first offence, a sanction that is double that which the Regulatory Commission would have applied had the aggravating factor not been present.

For a second offence, a sanction that is treble that which the Regulatory Commission would have applied had the aggravating factor not been present.

Any further such offence(s) shall give rise to consideration of a permanent suspension.

These entry points are intended to guide the Regulatory Commission and are not mandatory.

The Regulatory Commission shall have the discretion to impose a sanction greater or less than the entry point, according to the aggravating or mitigating factors present in each case.

Discrimination

- 4 A Participant shall not carry out any act of discrimination by reason of ethnic origin, colour, race, nationality, faith, gender, sexual orientation or disability.

Gifts, Rewards or Other Matters in Relation to Matches

- 5 A Participant shall not, directly or indirectly, offer, agree to give, give, solicit, agree to accept or accept any gift or reward or consideration of any nature which is, or could appear to be related in any way to influencing the outcome or conduct of a Match.
- 6 As an exception to Rule E5 above, a Participant may enter into an arrangement or agreement for which the prior written approval of The Association has been sought and obtained. Bonuses agreed between a Club and its Players or Club Officials shall be deemed to be approved.

Tickets

- 7 A Participant shall not:
- (a) Sell a ticket for any football match;
- Or
- (b) Otherwise dispose of such a ticket to another person
- Unless he is authorised to do so in writing by the organisers of the match.

Betting

- 8 (a) A Participant shall not, either directly or indirectly, bet, or instruct, permit or enable any person to bet, on the result, progress or conduct of a Match or Competition in which the Participant is participating, or has participated in that season, or in which the Participant has any influence, either direct or indirect.
- (b) A Participant shall not use, or provide to any other person any information relating to football which the Participant has by virtue of his or her position within the game and which is not publicly available for, or in relation to, betting.
- It shall not be a breach of the above provisions of this Rule E8, if the Participant can prove that the bet was on authorised and registered football pools.

Attempts and Agreements to Breach

- 9 An attempt by a Participant or any agreement with any other person (whether or not a Participant) to act in breach of any provision contained in these Rules shall be treated for the purposes of these Rules as if a breach of the relevant provisions had been committed.

Compliance with Decisions, Including Suspensions

- 10 Each Participant shall comply with a decision made pursuant to the Rules and



regulations of The Association.

- 11 A Participant shall not participate in any activity with another Participant suspended from carrying out such activity.
- 12 A Club shall do all things necessary to ensure that a Player associated with it complies with a penalty or order imposed pursuant to the Rules and regulations of The Association.
- 13 An Affiliated Association, Competition, or Club shall not appoint to any position, or allow to continue in such position, any individual who has been suspended from holding such position.

Reporting Misconduct

- 14 A Participant shall immediately report to The Association any incident, facts or matters which may constitute Misconduct. For the purposes of this Rule, a report to an Affiliated Association shall constitute a report to The Association.
- 15 A report to The Association of any incidents, facts or matters shall not be made for vexatious or frivolous reasons.

Suspension Pending Misconduct Hearing

- 16 The Association shall have the power to order that a Club Official or Player associated with a Club in The FA Premier League or The Football League shall be suspended from all or any specific football activity for such period and on such terms and conditions as The Association considers fit (an "Interim Suspension Order") where:
- (a) The Club Official or Player has been charged by The Association in relation to an alleged act of Misconduct, or with a criminal offence, or by The FA Premier League or The Football League in connection with disciplinary action pursuant to relevant regulations; and
- (b) The Association, the Professional Footballers' Association (in the case of a Player) and The FA Premier League or The Football League (as appropriate) have each agreed the Interim Suspension Order.
- 17 The period of an Interim Suspension Order shall not be capable of lasting beyond the date upon which any charge of Misconduct or criminal offence or other disciplinary proceedings referred to in paragraph (a) above is decided or brought to an end.
- 18 Notification of an Interim Suspension Order shall be given as soon as reasonably practicable to the individual concerned and/or the Club with which the individual is associated.

Attendance at and Participation in Matches

- 19 An individual may take part in or attend at a Match only on condition that such individual observes the Rules, and each Affiliated Association, Competition and Club is required to observe and enforce such Rules.
- 20 Each Affiliated Association, Competition and Club shall be responsible for ensuring:
- (a) that its directors, players, officials, employees, servants, representatives, spectators, and all persons purporting to be its supporters or followers, conduct themselves in an orderly fashion and refrain from any one or combination of the following: racist, violent, threatening, abusive, obscene or provocative behaviour, conduct or language whilst attending at or taking part in a Match in which it is involved, whether on its own ground or elsewhere; and
- (b) that no spectators or unauthorised persons are permitted to encroach onto the pitch area, save for reasons of crowd safety, or to throw missiles, bottles or other



- potentially harmful or dangerous objects at or on to the pitch.
- 21 Each Club is expected to provide a private way from the playing area to dressing room wherever this is practicable.
- 22 Any Affiliated Association, Competition or Club which fails effectively to discharge its said responsibility in any respect whatsoever shall be guilty of Misconduct. It shall be a defence in respect of charges against a Club for Misconduct by spectators and all persons purporting to be supporters or followers of the Club, if it can show that all events, incidents or occurrences complained of were the result of circumstances over which it had no control, or for reasons of crowd safety, and that its responsible officers or agents had used all due diligence to ensure that its said responsibility was discharged.
- 23 Any individual referred to in Rule E20 above may be removed from any ground, and such force used as may be necessary for the purpose of effecting such removal.
- 24 Each Club shall have bills printed and posted in their grounds, threatening with expulsion anyone responsible for any insulting or improper conduct towards a Match Official.

Doping Control

- 25 A Participant shall comply with the provisions of any doping control regulations of The Association from time to time in force.

Suspension for Serious Criminal Offences

- 26 Council shall have the power to order that a Participant be suspended from all or any specific football activity for such period and on such terms and conditions as it considers fit where the Participant has been convicted of a criminal offence and where Council considers there to be a risk of physical harm to another Participant or Participants through the convicted Participant's continuing participation in the game.

F. POWERS OF INQUIRY

Powers of Inquiry of The Association

- 1 The Association shall have the power to monitor the compliance by each Participant with the Rules, the Laws of the Game, the statutes and regulations of FIFA and UEFA and the rules and regulations of each Affiliated Association and Competition to which a Participant is subject and/or inquire into any incident, facts or matters which may constitute misconduct under these Rules.
- 2 In carrying out its functions under Rule F1, The Association shall have the power to require of any Participant upon reasonable notice:
- (a) his or her attendance to answer questions and provide information; and
 - (b) the production of documents, information or other material in whatever form held.
- Where a Participant is interviewed by The Association pursuant to sub-paragraph (a) above, such interview may be recorded by any method determined by The Association in its absolute discretion to be appropriate, including tape-recording. A copy of any such recording shall be provided to the Participant as soon as practicable after the interview.
- 3 Any failure by a Participant to comply with any requirement under Rule F2 may constitute Misconduct under the Rules and The Association may bring a charge or such charges as it sees fit.
- 4 Each Affiliated Association, Competition, or Club shall ensure the compliance by its officials, directors, players, representatives or servants with a requirement to answer



- questions and provide information and/or produce any one or a combination of documents, information or other material in whatever form held.
- 5 In carrying out its functions under Rule F1, The Association may request any person who is not a Participant to assist it by producing any one or a combination of documents, information or other material in whatever form held and/or answering questions and providing information.
- 6 The powers of The Association, as set out in Rules F1 to F5 above, shall be exercised on the authority of Council as it sees fit.
- 7 Save in respect of any matter to be dealt with under Rules F1 to F5 above, a commission of inquiry may be appointed by the chairman of the Football Regulatory Authority from time to time (or, in his absence, the deputy chairman of the Football Regulatory Authority) as it sees fit and may consist of such persons and have such terms of reference as are considered appropriate. The terms of reference of the commission of inquiry may be published at the time of its appointment. The terms of reference may relate to any matter connected with the affairs of The Association.
- 8 A commission of inquiry may adopt such procedures as it considers appropriate.
- 9 A commission of inquiry shall have the same powers as set out under Rules F2, 4 and 5 above.
- 10 A commission of inquiry shall present a report to the chairman of the Football Regulatory Authority (or, in his absence, the deputy chairman of the Football Regulatory Authority). The chairman of the Football Regulatory Authority from time to time (or, in his absence, the deputy chairman of the Football Regulatory Authority) may publish a report in any way considered appropriate, subject to law or statute, and taking into account matters of confidentiality and/or commercial sensitivity.

G. DISCIPLINARY POWERS

Jurisdictional Arrangements

- 1 Misconduct under Rule E1(a) above shall be dealt with only by The Association, or an Affiliated Association on its behalf, notwithstanding that the alleged breach may constitute misconduct under the rules and regulations of an Affiliated Association or Competition.
- 2 The Association shall have the power to take disciplinary action in all cases where facts or matters give rise to alleged Misconduct under Rule E1(b) to (f) inclusive above and these powers of The Association shall be exercised on the authority of Council as it sees fit.
- 3 Facts or matters giving rise to alleged Misconduct under Rule E1(b) to (f) inclusive, which also give rise to an alleged breach of the rules and/or regulations of The FA Premier League or The Football League, may be dealt with by The Association under the Rules and regulations of The Association, unless The Association and either The FA Premier League or The Football League as appropriate, agree that either league shall act.
- 4 Facts or matters giving rise to alleged Misconduct under Rule E1(b) to (f) inclusive, which also give rise to an alleged breach of the rules and/or regulations of a Competition other than those referred to at Rule G3 above, shall be dealt with by the Competition having jurisdiction under its rules and regulations, unless The Association and/or an Affiliated Association acts. A Competition shall not act before The Association or Affiliated Association acts.



- 5 The power to impose a penalty or other order for Misconduct shall be exercised on the authority of Council as it sees fit.

Procedures for Dealing with Alleged Misconduct Under Rule E1(a)

- 6 Misconduct under Rule E1(a) above shall be dealt with under Rules G7 to G8 (inclusive).
- 7 Any breach of the Laws of the Game involving a Player associated with a Club in The FA Premier League, The Football League, The Football Conference, the Isthmian League, the Northern Premier League and the Southern League shall be dealt with by The Association in accordance with the relevant "Memorandum of Disciplinary Procedures concerning a breach of the Laws of the Game".
- 8 Any breach of the Laws of the Game involving a Player associated with a Club other than referred to above shall be dealt with on behalf of The Association by the Affiliated Association having jurisdiction over the Club in relation to the Match concerned. The matter shall be dealt with by the Affiliated Association in accordance with the relevant "Memorandum of Disciplinary Procedures" concerning a breach of the Laws of the Game.

Procedures for Dealing with Alleged Misconduct Under Rule E1(b)-(f)

- 9 Misconduct under Rule E1(b) to (f) inclusive shall be dealt with under the "Regulations for Football Association Disciplinary Action".

H. APPEALS TO AN APPEAL BOARD

- 1 Subject to Rule H2 below, an appeal shall lie to an Appeal Board under these Rules and regulations of The Association only where the Rules and regulations of The Association expressly give a right of appeal to an Appeal Board, or in any other case where The Association, acting by the Chief Executive (or his nominee), agrees to an appeal taking place.
- 2 No appeal shall lie to an Appeal Board under these Rules and regulations of The Association where an appeal has been heard by an Affiliated Association in respect of a decision of a Competition, or in respect of decisions arising out of competitions of Affiliated Associations where the rules and regulations provide that such decisions are final.
- 3 An appeal may be made only by either the person or body who is the subject of the original decision appealed against or The Association.
- 4 An appeal shall be dealt with under the relevant regulations of The Association from time to time in force.

I. FINANCIAL RECORDS

- 1 (a) *Records to be Kept*
An Affiliated Association, Competition or Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose with reasonable accuracy, at any time, the financial position including the assets and liabilities of the Affiliated Association, Competition or Club.
- (b) *Records to be Retained*
An Affiliated Association, Competition or Club must retain accounting records for six years.



(c) *Corporate Bodies – Accounts*

An Affiliated Association, Competition or Club which is formed and registered under the Act shall, on demand, forward to The Association a copy of its annual accounts most recently approved by its Board of directors.

Such accounts must:

- (i) be prepared in accordance with the requirements of the Act and any other applicable regulatory requirements; and
- (ii) have attached either an accountant's compilation report or an audit report prepared by an independent Appropriately Qualified Accountant. A copy of the report must be provided to The Association with the accounts; and
- (iii) be laid before the members of the Club at a general meeting.

An affiliated Association, Competition or Club is required to file a set of annual accounts with the Registrar of Companies within the period available for delivering such accounts under the Act.

If the Affiliated Association, Competition or Club is a Subsidiary Company, then the Group accounts of its ultimate Holding Company most recently approved by its Board of directors shall also on demand be forwarded to The Association.

(d) *Unincorporated Bodies – Financial Statements*

An Affiliated Association, Competition or Club which does not prepare annual accounts in accordance with the Act shall prepare annual accounts, including a profit and loss account and balance sheet.

Such accounts must:

- (i) be forwarded to The Association on demand; and
- (ii) be prepared within nine months of the financial year end of the Affiliated Association, Competition or Club; and
- (iii) be prepared in accordance with the constitution of the Affiliated Association, Competition or Club; and
- (iv) have attached either an accountant's compilation report or an audit report prepared by an independent Appropriately Qualified Accountant; and
- (v) have been laid before the members of the Affiliated Association, Competition or Club at a general meeting called in accordance with its constitution.

(e) *Bodies Required to Prepare only a Receipts and Payments Statement*

An Affiliated Association, Competition or Club that is not a member of The FA Premier League, The Football League, The Football Conference, the Isthmian League, the Northern Premier League or the Southern League and is not a Full Member or Associate Member of The Association and does not own gross assets exceeding ten thousand pounds, and does not prepare accounts under the provisions of Rules 11(c) or (d) must prepare an annual Receipts and Payments Statement in a form acceptable to The Association.

Such a Receipts and Payments Statement must be prepared within nine months of the financial year end of the Affiliated Association, Competition or Club and must be approved by its Board or Executive Committee.

A copy of any Receipts and Payments Statement shall, on demand, be forwarded to The Association or relevant Affiliated Association.

(f) *Errors and Omissions to be Reported*

Any material errors or omissions in the accounting records of an Affiliated



Association, Competition or Club must be reported by such body to The Association or, in the case of a Competition not sanctioned by The Association, or a Club not being a Full Member Club nor an Associate Member Club, to the relevant Affiliated Association.

(g) *Documentation of Loans Made to a Club*

All loans extended to a Club should be documented. Copies of the documentation should be retained by the Club. The loan document should include the following information:

- (i) the value of the loan;
- (ii) the length of the loan;
- (iii) the interest rate charged, and whether this is fixed or variable;
- (iv) repayment terms;
- (v) the full names of the individual or corporate body extending the loan; and
- (vi) the terms in the event of a default on the loan, and the document should be signed by two Club Officials or Management Committee Members who are independent of the party extending the loan

(h) *Gate Records to be Kept by Clubs*

When a Club charges for admission to a match, it is necessary for that Club to have a system that enables them to:

- (i) record the full gate receipts for each Match;
 - (ii) account for the full gate receipts in the Club's accounting records and bank account; and
 - (iii) accurately record the number of entrants into the ground for each Match.
- The Club should retain documentation supporting this system for six years.

Provisions Relating to Clubs

2 (a) *General Provisions*

A Club shall include the following provisions in its Articles of Association (where a corporate body) or Club rules (where an unincorporated association):

- (i) "The members and the directors of the Company shall so exercise their rights, powers and duties and shall where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Company are carried out in accordance with the Rules and regulations of The Football Association Limited for the time being in force.
- (ii) No proposed alteration to the provisions set out herein shall be effective unless the proposed alteration has been approved in writing by The Football Association Limited 14 days or more before the day on which the alteration is proposed to take place.
- (iii) The office of (a/an Director/Officer or Official) shall be vacated if such person is subject to a decision of The Football Association Limited that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club."

(b) *Club Companies – Winding Up Provisions*

A Club which is incorporated under the Act shall have the following provisions in its Articles of Association:

"On the winding-up of the Company the surplus assets shall be applied, first, in



repaying the Members the amount paid on their shares respectively. If such assets are insufficient to repay the said amount in full, they shall be applied rateably, so that the loss shall fall upon the Members in proportion to the amount called up on their shares respectively. No Member shall be entitled to have any call upon other Members for the purpose of adjusting the Members' rights; but where any call has been made and has been paid by some of the Members such call be enforced against the remaining Members for the purpose of adjusting the rights of the Members between themselves.

If the surplus assets shall be more than sufficient to pay to the Members the whole amount paid upon their shares, the balance shall be given by the Members of the Club, at or before the time of dissolution as they shall direct, to The Football Association Benevolent Fund, or to some Club or Institute in the [here insert the name of the appropriate city or county] having objects similar to those set out in the Memorandum of Association or to any local charity, or charitable or benevolent institution situate within the said [here insert the name of the appropriate city or county].

In default of any such decision or apportionment by the Members of the Club, the same to be decided upon and apportioned by a Judge of the High Court of Justice having jurisdiction in such winding-up or dissolution and as he shall determine. Alternatively such balance may be disposed of in such other manner as the Members of the Club may, with the written consent of The Football Association Limited, determine."

Where a Club is registered as a Community Interest Company under the Act or as an Industrial and Provident Society with The Financial Services Authority, it shall include all of the above provisions in its Articles of Association or rules. Should these provisions not be acceptable to the relevant Regulator, any proposed variation from the above provisions must receive prior written approval from The Association. The Association will consider any such variations on a case by case basis.

(c) *Unincorporated Clubs – Winding Up Procedures*

Where a Club which is an unincorporated association is wound up and there are surplus assets after the payment of debts of the Club, the surplus assets shall be transferred only to a Club, Competition or Affiliated Association or The Association.

(d) *Notifiable Changes*

A Club shall not alter its constitution or make a material change to its financial structure without prior notification to The Association or if not a Full or Associate Member Club then the Parent Association of the Club. Any new entity shall be deemed, for the purposes of playing status in a Competition, to be a new Club. For the purposes of this Rule, an alteration in constitution or material change in financial structure shall include such as winding-up of a Club, incorporation of an unincorporated Club, an agreement by which all the assets and goodwill of the Club are sold or transferred, entry into compulsory or voluntary liquidation, the convening of a meeting of creditors or the appointment of a receiver, administrative receiver, manager or administrator or if the Club ceases for any reason to carry on business or becomes a holding company or subsidiary company within the meaning of section 736 of the Act.



J. RULES, REGULATIONS AND LAWS OF THE GAME

- 1 (a) *Alterations to Rules*
 Subject to any procedural provisions as set out in the Articles, The Association may make alterations to these Rules as and when considered necessary, so as to conform to any alterations to the Memorandum of Association of The Association or the Articles.
- (b) *Forms*
 The Association shall settle the Forms required by these Rules from time to time.
- (c) *Rules and Regulations*
- (i) The Association shall have the power to make or alter such regulations as are deemed necessary to provide for matters arising from or to implement these Rules in so far as any such regulation is not in conflict with any Rule.
- (ii) Affiliated Associations and Clubs in membership with The Association and/or an Affiliated Association shall be deemed to have knowledge of and be bound by the said Rule or regulation if the same shall have been published by The Association,
 the production of which shall constitute at all times undisputed proof of the validity of such Rule or regulation.
- (d) *Regulations Concerning Cup Competitions and Match Officials*
 The Association is authorised to make such regulations with reference to "Cup Competitions" and Match Officials, as it may deem expedient.
- (e) *Laws of the Game*
 The Laws of the Game as amended at a meeting of the International Football Association Board in each calendar year shall come into force on such a date as is directed by the International Football Association Board.
- (f) *Fit and Proper Person*
 A Participant shall comply with the provisions of any regulations relating to "Fit and Proper Persons" as shall be in force from time to time as determined by The Association.
- (g) *Safeguarding Children*
 A Participant shall abide by any regulations for safeguarding children as determined by The Association from time to time.

Advertising on Player's clothing

- 2 Advertising on Player's wearing apparel is permitted providing such advertising complies with relevant regulations as determined by The Association from time to time in force.

Mixed Football

- 3 Save for matches in a playing season in the age ranges Under 7, Under 8, Under 9, Under 10 and Under 11 (as defined at Rule C), Players in a Match must be of the same gender.

K. ARBITRATION

Agreement to Arbitration

- 1 (a) Subject to Rule K1(b), K1(c) and K1(d) below, any dispute or difference between any two or more Participants (which shall include, for the purposes of this section of the Rules, The Association) including but not limited to a dispute arising out of or in



connection with (including any question regarding the existence or validity of):

- (i) the Rules and regulations of The Association which are in force from time to time;
 - (ii) the rules and regulations of an Affiliated Association or Competition which are in force from time to time;
 - (iii) the statutes and regulations of FIFA and UEFA which are in force from time to time; or
 - (iv) the Laws of the Game,
shall be referred to and finally resolved by arbitration under these Rules.
- (b) No arbitration shall be commenced under these Rules unless and until the party or parties wishing to commence an arbitration under these Rules (the "Claimant(s)") has exhausted all applicable rights of appeal pursuant to the Rules and regulations of The Association.
- (c) Rule K1(a) shall not apply to any dispute or difference which falls to be resolved pursuant to any rules from time to time in force of any Affiliated Association or Competition.
- (d) Rule K1(a) shall not operate to provide an appeal against the decision of a Regulatory Commission or an Appeal Board under the Rules and shall operate only as the forum and procedure for a challenge to the validity of such decision under English law on the grounds of ultra vires (including error of law), irrationality or procedural unfairness, with the Tribunal exercising a supervisory jurisdiction.
- (e) The parties agree that the powers of the court under pages 44, 45 and 69 of the Arbitration Act 1996 are excluded and shall not apply to any arbitration commenced under these Rules.

Commencement of Arbitration

- 2 (a) In order to commence an arbitration under these Rules the Claimant(s) shall serve on the other party or parties to the dispute (the "Respondent(s)") a written notice of arbitration (the "Notice of Arbitration") which shall set out:
- (i) the names and addresses of the parties to the arbitration;
 - (ii) a brief statement describing the nature and circumstances of the dispute and specifying the relief claimed;
 - (iii) any proposals in relation to the procedures for the arbitration including any proposed variation of the Standard Directions set out under Rule K 4(b) below; and
 - (iv) the name and address of the Claimant(s)'s appointed arbitrator (between them if more than one), who must have confirmed to the Claimant(s) his / her willingness and availability to accept the appointment.
- (b) Within 14 days of service of the Notice of Arbitration, the Respondent(s) shall each serve on the Claimant(s) and any other Respondent(s) a response to the Notice of Arbitration (the "Response(s)") which shall set out:
- (i) an admission or denial of all or part of the claims set out in the Notice of Arbitration;
 - (ii) a brief statement of the nature and circumstances of the Respondent(s)'s denial, if any, and of the nature and circumstances of any counterclaim;
 - (iii) a response to any proposals made by the Claimant in the Notice of Arbitration in relation to the procedures for the arbitration, together with any proposals that the



Respondent(s) may have; and

- (iv) the name and address of the Respondent(s)'s appointment to act as appointed arbitrator (between them if more than one), who must have confirmed to the Respondent(s) his / her willingness and availability to accept the appointment.

The Tribunal

- 3
- (a) In these Rules, "Tribunal" means the arbitrator or arbitrators appointed pursuant to these Rules to determine the dispute. Subject to the appointment of a single arbitrator under Rule K (3)(d) below, the Tribunal shall consist of three arbitrators.
 - (b) The Claimant(s) and the Respondent(s) shall within 14 days of service of the Response(s) agree to the appointment of a third arbitrator who shall act as chairman of the Tribunal.
 - (c) Where:
 - (i) in a dispute to which The Association is not a party, any party fails to serve a Response under Rule K2(b) above within 14 days of service of the Notice of Arbitration, the Chairman of the Football Regulatory Authority (the "FRA") shall appoint an arbitrator on behalf of the Respondent(s) and shall appoint the chairman of the Tribunal. Such appointments shall be made within 14 days after the date upon which the Response(s) should have been served. A Respondent shall have no right to oppose such arbitrator(s) who shall be treated as if appointed (or agreed to in respect of the appointment of the chairman of the Tribunal) by the Respondent(s);
 - (ii) in a dispute to which The Association is a party, any party fails to serve a Response under Rule K2(b) above within 14 days of service of the Notice of Arbitration, the Claimant shall forward a copy of the Notice of Arbitration to the President of the Chartered Institute of Arbitrators who shall appoint an arbitrator on behalf of the Respondent(s) and shall appoint the chairman of the Tribunal. Such appointments shall be made within 14 days after the date upon which the Response(s) should have been served. A Respondent shall have no right to oppose such arbitrator(s) who shall be treated as if appointed (or agreed to in respect of the appointment of the chairman) by the Respondent(s); and
 - (iii) the parties cannot agree on the appointment of a third arbitrator who shall act as chairman of the Tribunal under Rule K3(b) above:
 - (A) in a dispute in which The Association is not a party, the Chairman of the FRA shall appoint the chairman of the Tribunal as appropriate; or
 - (B) in a dispute in which The Association is a party, the President of the Chartered Institute of Arbitrators shall appoint the chairman of the Tribunal as appropriate.
 - (d) Notwithstanding the other provisions of this Rule K, the parties shall be at liberty to agree the appointment of a single arbitrator in which case Rule K shall be interpreted on the basis that the Tribunal comprises a single arbitrator who shall undertake the duties of both the Tribunal and the chairman of the Tribunal.
 - (e) Each arbitrator must be, and remain, impartial and independent of all the parties to the arbitration at all times. Each arbitrator must be resident in England.
 - (i) Any arbitrator may be challenged if circumstances exist that give rise to justifiable



doubts as to the arbitrator's impartiality or independence. A party who intends to challenge an arbitrator shall send to the other party or parties a notice of challenge setting out the reasons for its challenge within 14 days after notification of the appointment of the challenged arbitrator, or within 14 days from the date when the party making the challenge is informed of the facts and circumstances upon which the challenge is based if such date is subsequent to the receipt of such notification. A copy of the notice shall be sent at the same time to the arbitrator who is challenged and the other members of the Tribunal and The Association or the President of the Chartered Institute of Arbitrators (in the event that either appointed the arbitrator challenged). The notification shall be in writing and shall state the reasons for the challenge.

- (ii) If the other party or parties do(es) not agree to the challenge or the challenged arbitrator does not withdraw, the decision on the challenge will be made, in a dispute in which The Association is not a party, by the Chairman of the FRA, or in a dispute in which The Association is a party, by the President of the Chartered Institute of Arbitrators. If the challenge is sustained, a replacement arbitrator shall be appointed pursuant to Rule K3(f).
- (f) In the event that the procedure for the appointment of any arbitrator fails, upon the application by any party or parties, the Chairman of the FRA (in a dispute to which The Association is not a party) or, the President of the Chartered Institute of Arbitrators (in a dispute to which The Association is a party) shall make such appointments as are necessary.
- (g) If, for any reason, an arbitrator becomes unable to act or refuses to act, a replacement shall be appointed in the same manner as the original appointment.

Procedure

- 4 (a) The periods referred to in this Rule K 4 shall be calculated from the date on which the chairman of the Tribunal has been appointed (referred to hereafter as the Tribunal having been "Fully Constituted").
- (b) Subject to Rule K 4(c) below, the following Standard Directions shall apply to the conduct of an arbitration under these Rules:
 - (i) within 21 days, the Claimant(s) shall serve its (their) Points of Claim;
 - (ii) within 42 days, the Respondent(s) shall serve its (their) Points of Defence;
 - (iii) within 70 days, the parties shall exchange statements of the witnesses they will rely upon;
 - (iv) within 98 days, the parties shall exchange and serve on the Tribunal their written submissions; and
 - (v) within 119 days, the hearing shall take place.
- (c) In the event that any or all of the parties wish to vary the Standard Directions, or wish for any other direction to be given (such as in relation to disclosure or expert evidence), then:
 - (i) the parties shall be free to agree to a variation of the Standard Directions, or for other directions to be given; or
 - (ii) in the event that the parties cannot reach an agreement as to directions, either party may at any time apply in writing to the Tribunal for the directions to be



- varied, or for any other directions to be given.
- (d) In varying the Standard Directions, or making other directions, the Tribunal shall exercise its powers with a view to obtaining a fair resolution of the dispute without unnecessary delay or expense, and shall make its directions as soon as reasonably practicable.
 - (e) Unless otherwise agreed by the parties, the powers of the Tribunal under Rules K 4(c) and K 4(d) shall be carried out by the chairman of the Tribunal on his own.
 - (f) The parties shall be entitled to agree all other procedural and evidential matters, failing which such matters shall be determined by the Tribunal. These matters may include (but are not limited to):
 - (i) whether to apply strict rules of evidence or any other rules as to the admissibility, relevance or weight of any material tendered by a party on any matter of fact or expert opinion and to determine the true manner and form in which material should be exchanged between the parties and presented to the Tribunal; and
 - (ii) whether there should be a hearing or hearings before the Tribunal or whether the dispute should be determined on the basis of written submissions and documents alone.
 - (g) In the event of default by either party in respect of any matter under these Rules or of any order or direction of the Tribunal (or of an Interim Tribunal under Rule K8(c) below), the Tribunal shall have the power, upon application by any party or of its own motion:
 - (i) to debar that party from further participation, in whole or in part, in the arbitration; and/or
 - (ii) proceed with the arbitration and deliver its award; and/or
 - (iii) make such other order as it sees fit.
 - (h) Parties may be represented in an arbitration conducted under these Rules by a Solicitor or Barrister or any other individual of their choice.

The Tribunal's General Powers

- 5 The Tribunal shall have power to:
- (i) determine any question of law or fact arising in the course of the arbitration;
 - (ii) determine any question as to its own jurisdiction
 - (iii) order a stay or adjournment of the arbitral proceedings, provided that it is just and equitable to do so;
 - (iv) summarily determine the claim, including having the power to grant summary award or strike-out if it is just and equitable to do so;
 - (v) order the Claimant to provide security for costs of the arbitration;
 - (vi) allow either party upon such terms (as to costs and otherwise) as it shall think fit to amend any statement of case (including the Notice of Arbitration, Response, Points of Claim and Points of Defence);
 - (vii) give directions in relation to the preservation, custody, detention, disclosure, inspection or photographing of property owned by or in the possession of a party to the arbitration;
 - (viii) give directions as to the preservation of evidence in the custody or control of a party;
 - (ix) direct that a witness be examined on oath;



- (x) require each party to give notice of identity of witnesses it intends to call;
- (xi) require exchange of witness statements and any experts' reports;
- (xii) appoint one or more experts to report to it on specific issues;
- (xiii) require a party to give any such expert any relevant information or to produce or provide access to any relevant document or property;
- (xiv) order that a transcript be taken of the proceedings;
- (xv) extend or abbreviate any time limits provided under Rule K or by the directions ordered by the Tribunal;
- (xvi) require the parties to attend such procedural meetings as it deems appropriate to identify or clarify the issues to be decided and the procedures to be adopted; and
- (xvii) give such other lawful directions as it shall deem necessary to ensure the expeditious, economical, just and final determination of the dispute.

Duties of the Parties

- 6 The parties shall do all things necessary for the proper and expeditious conduct of the arbitration and shall comply without delay with any directions of the Tribunal as to procedural or evidential matters.

Remedies

- 7 The Tribunal shall have the power to:
- (i) make a declaration as to any matter to be determined in the proceedings;
 - (ii) order the payment of a sum of money;
 - (iii) award simple or compound interest;
 - (iv) order a party to do or refrain from doing anything;
 - (v) order specific performance of a contract (other than a contract relating to land); and
 - (vi) order the rectification, setting aside or cancellation of a deed or other document.

Interim Applications

- 8
- (a) Section 44 of The Arbitration Act 1996 shall not apply to the arbitrations commenced under this Rule K.
 - (b) Following the Tribunal having been Fully Constituted, the parties shall make any application for interim relief to the Tribunal, which shall determine any such applications as it sees fit with the Tribunal exercising the powers provided under Rule K5 and Rule K7 above.
 - (c) In the event that a party wishes to seek interim relief prior to the Tribunal being Fully Constituted, then that party shall be entitled to seek such relief in accordance with the following procedure:
 - (i) The party seeking interim relief (the "Applicant") shall serve its application on the other party and file its application (the "Application") with Sports Resolutions (UK), contact details for which can be obtained from the Disciplinary Department at The Association.
 - (ii) Within 2 business days (a "business day" being a day other than a Saturday or a Sunday, on which banks generally are open in London for the transaction of normal banking business) of being served with the Application, Sports Resolutions (UK) shall appoint a single arbitrator, who shall be a Barrister or Solicitor of seven or more years' standing, to hear the Application (the "Interim Tribunal");
 - (iii) The Interim Tribunal shall decide all procedural and evidential matters and shall give directions within 2 business days of its appointment. The directions shall



include without limitation:

- (A) the extent to which there shall be oral or written evidence or submissions;
- (B) whether to have an oral hearing to determine the Application, or whether to determine the Application on paper.
- (iv) In determining the Application the Interim Tribunal shall exercise the powers provided under Rule K5 and Rule K7 above.
- (v) The Interim Tribunal's award shall be in writing and shall be provided to both parties and to the Tribunal.
- (vi) Subject to Rule K 8(c)(vii) below, the Applicant shall be responsible for the costs of the Interim Tribunal.
- (vii) The Interim Tribunal shall have the power but not the obligation to:
 - (A) make such order against one or more of the parties as it considers appropriate
 - as to the costs of the Application, which shall include:
 - (i) the fees and expenses of the Interim Tribunal and any hearings;
 - (ii) the parties' legal and other costs in the Application, including administrative costs (if any); and,
 - (iii) the parties' legal and other costs incurred in any cost assessment or determination under Rule K8(c)(ix) below.
 - (B) order that the costs of the Application be reserved to the Tribunal.
 - (viii) In appropriate cases the Interim Tribunal may award costs on an indemnity basis.
 - (ix) The Interim Tribunal shall have the power to assess or determine the costs of the Application (either summarily or upon detailed representations by the parties) if requested to do so by either party.

Provisional Award

- 9 The Tribunal shall have the power to make provisional awards during the proceedings including without limitation requiring a party to make an interim payment on account of the claim or the costs of the arbitration. Any such provisional award shall be taken into account when the final award is made.

Award

- 10 (a) The Tribunal shall make its award ("the Award") in writing and, unless all parties otherwise agree in writing, shall state the reasons for its decision. The Award shall be dated and signed by the Tribunal. Without prejudice to its obligations under Rule K11, the Tribunal shall inform The Association of its Award and provide The Association with a copy of any written decision.
- (b) Subject to the provisions of sections 67 and 68 of the Arbitration Act 1996, the Award shall be final and binding on the parties from the date that it is made, who shall be deemed to have waived irrevocably any right to appeal, review or recourse to a court of law, arbitral body or any other body of any nature.
- (c) Where there were three arbitrators and the Tribunal fails to agree on any issue, the arbitrators shall decide that issue by a majority. Failing a majority decision on any issue, the chairman of the Tribunal shall decide that issue.

Confidentiality

- 11 (a) The parties shall preserve and respect the confidentiality of the arbitration proceedings, including the issues in the dispute and the evidence and arguments



presented by the parties.

- (b) Subject to Rule K11(c) no disclosure shall be made to any third party of the existence of the proceedings, the contents of any documents or other evidence produced in the arbitration or any procedural decision of the Tribunal or its Award, or any part of them save and to the extent that the disclosure may be required of a party by legal duty, to protect or pursue a legal right or to enforce an award, except with the prior written agreement of the parties to the arbitration.
- (c) Unless otherwise agreed between the parties, where the Association is party to an arbitration, the Award shall be made public, subject to appropriate redaction to protect third party confidentiality.

Costs

- 12 (a) The Tribunal shall have the power but not the obligation to make such order against one or more of the parties as it considers appropriate as to the costs of the arbitration, which shall include:
 - (i) the fees and expenses of the arbitrators and any hearings;
 - (ii) the parties' legal and other costs in the arbitration, including administrative costs (if any); and,
 - (iii) the parties' legal and other costs incurred in any cost assessment or determination under Rule K12(c) below.
- (b) In appropriate cases the Tribunal may award costs on an indemnity basis.
- (c) The Tribunal shall have the power to assess or determine the costs (either summarily or upon detailed representations by the parties) if requested to do so by either party.

Service of Documents

- 13 (a) Any document served under this Rule K (including any Notice of Arbitration or Response) will be deemed to be received by the relevant party on a particular day, if it is received by that body or person (as appropriate) at or before 17:00 hours on a business day. If it is received at any time thereafter, or if it is received during a nonbusiness day, it will be deemed to have been received the next following business day (the "Date of Receipt"). Any time periods stipulated in this Rule K are deemed to commence from the Date of Receipt.
- (b) Any document served under this Rule K shall be deemed to be served:
 - (i) in person: On that day, if it is delivered on a business day before 17:00, failing which it will be deemed to be served on the next following business day after it is delivered;
 - (ii) by first class post or by registered post: On the second business day after the date of posting; or
 - (iii) by facsimile or email transmission: On that day, if it is transmitted on a business day before 17:00, failing which it will be deemed to be served on the next following business day after it is transmitted.
- (c) Where The Association is not a party to the dispute, the Claimant(s) and Respondent(s) must:
 - (i) send a copy of all statements of case (including the Notice of Arbitration, Response, Points of Claim and Points of Defence), applications, evidence and written submissions to The Association at the same time that such documents are sent to the other party or parties to the dispute; and



- (ii) provide The Association with a copy of any decision, order or award of the Tribunal, or of any Interim Tribunal, upon receipt of the same.

Governing Law and Seat of the Arbitration

- 14 (a) These Rules and any arbitration pursuant to them shall be governed by English law. The Tribunal shall apply English law (both procedural and substantive) in determining any dispute referred to arbitration under the Rules.
- (b) The seat of any arbitration under this Rule K shall be England and Wales and, unless otherwise agreed between the parties and The Association, the arbitration shall be conducted in the English language.

L. FAIR PLAY IN FOOTBALL

Fair play in football means that EVERYONE connected with football:

- (a) shows understanding of and respect for the Laws of the Game;
- (b) supports the belief that the game should be played in an entertaining and positive way; and
- (c) behaves on and off the field in a sporting manner towards all others involved, be they players, officials or spectators, irrespective of results.

M. TRANSITIONAL PROVISIONS

- 1 The Rules of The Association and all regulations made thereunder in force immediately prior to the Effective Date shall be applied in relation to all disputes in connection with proceedings which have been commenced on or before the Effective Date until the conclusion of such proceedings.
- 2 All Full Member Clubs, Associate Member Clubs, County Associations and Other Football Associations who are recognised as such immediately prior to the Effective Date shall, for the purposes of Rules A3(c) and A4(a)(i) and (ii), be accorded their respective status by The Association as on the Effective Date.



COMMISSIONS TO DEAL WITH REPORTED PLAYERS AND CLAIMS

Disciplinary Boards are selected from the Disciplinary Committee, authorised and acting in accordance with F. A. Rules. Disciplinary Boards have full powers of Council in connection with Disciplinary Matters - their decisions being subject only to appeal to the F. A.

All reports concerning players and others officially cautioned, dismissed from the field of play or reports of misconduct must be submitted in duplicate to the County Office by the referee on the official forms issued by the County Office or electronically in the approved format.

Receipt of these forms is acknowledged by the County Office. One copy of the report is sent to the Secretary of the Club of which the person is a member. This form must be returned to the Chief Executive completed as required within fourteen days of the date of notification of the alleged offence. Failure to do so will result in the Club being fined £20.00 and further automatic action taken in accordance with the Memorandum of Procedures. If the report is not received by the Secretary of the Club within SEVEN days of the offence, he is required to notify the Chief Executive of the Association immediately. Non-return within the stated period will be treated as an offence.

No further copies of this form will be provided except at the discretion of the W.R.C.F.A. The onus is on the Club and the player to retain for information, if so required, a copy of the completed form returned. Subject to the W.R.C.F.A. exercising discretion to provide a completed copy written notice is required, setting out the reasons why copy reports are required. Where a report has been requested, there will be an administration charge of £25.00.

Where the reported person does not signify that a personal hearing is required, the case will be dealt with on the written reports and the result notified to the person and club concerned.

Where a personal hearing is requested, the player shall pay the deposit fee of £25.00, this fee to be returned to the player if he is found not guilty of the alleged misconduct. In the event the player is found guilty, the deposit fee of £25.00 is forfeited and he may be ordered to pay the whole, or part of, the costs of the hearing. Commissions will meet at such times and place as the WRCFA shall decide. Club secretaries will be informed when and where the reported players must attend and the referees concerned will also be notified.

Players and clubs desiring such personal hearings may be called upon to bear such expenses of the hearing as the Commissions decide. These costs are additional to any fine or administration charge or deposit fee.

Misconduct by a Club, player or official at a Personal Hearing will result in the club, player or official being further charged with bringing the game into disrepute.

Fines and / or administration charges imposed upon players and officials by Personal or Non-Personal Boards must be paid by the club concerned within fourteen days from the date of notification. If payment is not made within the stipulated time an administration charge of £20.00 will be automatically imposed and both the club and player or official will be placed under suspension until such time as the costs are paid.

Where a club has notified the Association in writing that it has not been reimbursed by the player or official and has previously paid the fine to the Association, the player or officials concerned will be placed under suspension until the monies have been paid to the County FA, together with an



administration fee of £8.00. The player will not be free to play until such time as a writtend clearance has been received by him from the West Riding County Football Association. Applications for County suspensions on players or officials for non-reimbursement of fines to clubs must be lodged with the County FA within 14 days of the date of receipt, providing the original fine has been paid within the stipulated time or within 14 days from the completion of any suspension imposed. Any other application will only be considered in accordance with FA Regulations.

Any player who plays whilst under suspension or not having paid an outstanding fine will be charged with misconduct in accordance with FA Rule E1-E3. Any unpaid fines which are not on the list of Outstanding Fines are still on record at the County Office and any players playing whilst under County Suspension will be fined in accordance with Rule.

A club whose player has been cautioned and found guilty will be required to pay an administration charge of £8.00 for each caution so imposed and registered.

In the event of a player having received five cautions in a current season he shall be charged with continuing misconduct.

Any club whose players or officials are persistently found guilty of misconduct will be censured or fined and may have its affiliation suspended or cancelled.

Cheques and Postal Orders should be made payable to the West Riding County FA. An additional administration charge, currently £25.00, will be levied on cheques not honoured by the bank. The Association is not held responsible for cash forwarded through the post.



MEMORANDUM OF PROCEDURES

FOR DEALING WITH MISCONDUCT OCCURRING BEFORE, DURING OR AFTER MATCHES AND COMMITTED BY PLAYERS OF CLUBS DEALT WITH BY COUNTY AND OTHER AFFILIATED ASSOCIATIONS BUT NOT BY THE FOOTBALL ASSOCIATION (Except for Teams playing at Step 5 to 7 of the National League System, The FA Women's Premier League and the 6 Leagues on The FA pilot outside the NLS)

This Memorandum cites procedures as they apply exclusively to Participants who are acting as Players when reported. For offered Standard Punishments, accepted allegations or for Personal Hearings found proved, the outcome will normally entail a Fine and a total or conditional suspension from playing.

Save for serious or repeated proved misconduct, Participants offending in a capacity other than as Players in a match should not be suspended but be subject to any of a reprimand, a warning as to future conduct, a written undertaking not to repeat, a touch-line ban for a period of time, and a Fine (active or suspended for a given period), together with costs in proved guilty cases.

PART I

1. Definitions

- 1.1 In this Memorandum the words "the Association" refer to the appropriate County or other Affiliated Association, the words "the Association Secretary" mean and include any person nominated to discharge a part of the regulatory and disciplinary administration of the Association as well as its actual secretary and Disciplinary Commission means a commission established by the appropriate Affiliated Association.
- 1.2 Wherever gender is referred to in this Memorandum, either shall be inferred, as relevant.
- 1.3 All written communications from a player to the Association Secretary must be sent by the secretary of the player's club unless the player is no longer registered with the club.
- 1.4 Every Association must set out in its rules or regulations a copy of these procedures, which are to be followed after a player has been cautioned or dismissed from the Field of Play while playing in a match for a club or a particular team of a club not dealt with by The Football Association.
- 1.5 (a) A "child" means a person who at the date of the relevant match was under the statutory school-leaving age and throughout these regulations full-time education refers to a child who is of compulsory school age or who is over The school-leaving age but is under the age of 18 and is for the time being attending a school or in full-time education in an establishment of further education.
- 1.5 (b) Financial penalties for misconduct must not be imposed on a child (Sections 5.2, 6.3 & 7.2 and 13.3). Where a Standard Punishment or Regulatory Commission decision includes any financial element then the player's club is liable for the sum imposed.
- 1.6 Wherever "written" or "letter" is referred to in this Memorandum this is deemed to include communication by fax or e-mail. Where an Association chooses to communicate by fax or e-mail it must take all reasonable steps to ensure that the address or fax number used is current.
- 1.7 This Memorandum supersedes all previous versions and is effective from 1st July 2004 until further notice.



- 1.8 The term “suspension” in this Memorandum means the suspension is from playing football ONLY and any other sanction required for the period of suspension must be specified in the decision letter forwarded to the Participant.
- 1.9 Permanent Suspension means no review to be considered under a period of 10 years.

2. **Timing**

Disciplinary procedures shall commence no later than 90 days, and the outcome determined no later than 180 days from receipt of the report of alleged misconduct, or otherwise be void. If deemed reasonable, any period of delay requested or caused by the Participant will not count towards the 90/180 days. The Association must use due diligence to charge and/or finalise cases within that period of time and must conform with the requirements set out in Part I of this Memorandum, subject to the effects of the adoption by the Association of any of the alternative and optional powers set out in Part II.

3. **Administrative Procedures**

An Association may reserve the right not to process a caution if the report is deemed to be invalid for any reason.

4. **General**

- 4.1 Without prejudice to the foregoing provisions of Part I of this Memorandum, an Association shall have the power to delegate to The Football Association or to another Affiliated Association its powers and duties to investigate and/or adjudicate in cases where it may be advantageous so to do.
- 4.2 If a referee omits to show the appropriate card when taking action against a player, this does not nullify the caution or sending-off offence. However, the attention of the referee should be drawn to the correct procedure.
- 4.3 A Participant consents to abide by the Laws of the Game, the Rules and Regulations of The Football Association or an affiliated Association and to reasonable proportionate disciplinary action when playing the game. The issue of a caution is a decision based on a question of fact on the Field of Play upon which the Referee's decision is final.

The recording of the caution and the consequences that flow are both reasonable and proportionate. Cautions not being the subject of appeal do not breach the Human Rights Act 1998.
- 4.4 Recommended punishments are to be used in Sections (5 and 6) below when offering a punishment and as a guide only when dealing with cases under Section 7. When a player is dealt with by a Disciplinary Commission cases must be dealt with on their merits and a punishment awarded consistent with the overall nature and effect of the offence(s); also the player's record of misconduct over the current and previous five seasons.
- 4.5 Associations may, at their discretion, offer suspension periods that are split to avoid suspending players over the summer months. The start and end dates of the time period where players will not be suspended will be the second Sunday in May and the last Monday in August. This clause shall not apply to sine die suspensions.

In any case where a Disciplinary Commission requires any part of a suspension to be served between these dates due to an extension of the season, e.g. due to a fixture postponement, that requirement must be specifically expressed as part of the Commission's decision.



5. Caution Offences

5.1 Subject to the provisions of Part I Section 3, upon receiving a report from a referee that he has cautioned a player for a violation of the Laws of the Game, the Association Secretary must:-

5.2 Send an acknowledgement to the referee and send to the secretary of the club for which the player was playing at the time a written notification that the caution has been recorded. An order must be made for the player or his club to pay an administration charge of £8 within 14 days of the date on the written notification.

Where a child is concerned the club for which he is playing at the time of the offence must pay the £8 charge.

5.3 It is the duty of the club secretary and the player, within 14 days of the date stated on the notification, to ensure that the Association Secretary receives the completed player reply form with such information that includes: -

- (a) The full name and address of the player.
- (b) His date of birth (and other personal identification data requested).
- (c) The name of each club for which he is currently registered and was registered in the previous two seasons.
- (d) The signature of the player concerned.
- (e) The names of any school, college or other educational establishment currently attended.

If the player is not available to sign the pro-forma document, the club should complete and return it indicating the reason for the non-completion together with the administration fee and confirmation as to whether or not the player has been made aware of the contents. Any suspension order resulting from failure to comply with 5.3 (a)–(e) above shall be on the club and the individual player, subject to Section 11 below.

5.4 A player will not be permitted to request a "Review" in respect of an individual caution except in the case of a claim of mistaken identity. Any such claim must be lodged in writing with the Association Secretary within 14 days of the match - by both the club and the player alleging mistaken identity - giving particulars upon which the Claim is founded. The player admitting the offence must agree to the club submitting the claim. If the chairman of the Disciplinary Committee and/or the Association Secretary are satisfied that the claim warrants further investigation, a Disciplinary Commission of not less than three nor more than five members must be appointed to deal with the matter. If the members of the Disciplinary Commission are satisfied that mistaken identity has been proved, the record of the offence will be transferred to the appropriate offender, who may be subject to disciplinary action in accordance with the provisions of the current procedures, if applicable. If the Disciplinary Commission is not satisfied that mistaken identity has been proved the caution will be recorded on the original player's record.

5.5 Recommended Punishments (*Law 12 Caution Offences*)

	<i>Penalty Points</i>
Unsporting behaviour	1
Dissent by word or action	1
Persistently infringe the Laws of the Game	1
Delay the restart of play	1
Fail to respect the required distance when play is restarted with a corner kick or free kick or throw in	1
Enter or re-enter the field of play without the permission of the Referee	1
Deliberately leave the field of play without the permission of the Referee	1



6. Sending Off Offences

- 6.1 Subject as provided by Part I Section 3 of this Memorandum, upon receiving a report from the referee that he has dismissed a player from the Field of Play for misconduct, the Association Secretary must: -
- 6.2 Send an acknowledgement to the referee and send to the secretary of the player's club a copy of the referee's report together with a letter offering a punishment in accordance with section 6.6 (below) and the appropriate fine and the suspension period. Copies of assistant referees' reports need not be sent unless either was a direct witness of the incident concerned.
- 6.3 An order must be made for the player or his club to pay an administration charge of £8, within 14 days of the date on the letter informing him of the offered punishment. Where a child is concerned the club for which he is playing at the time of the offence must pay the £8 charge.
- 6.4 Upon receiving from the Association Secretary a notification that a player of his club has been offered a punishment for an alleged offence the club secretary must convey it with the referee's report to the player concerned. It is the duty of the club secretary and the player to acknowledge receipt of the notification within 14 days of the date stated on it, and to ensure that the Association Secretary receives the acknowledgement form fully completed with such information (that includes):
- The full name and address of the player;
 - His date of birth (and other personal identification data);
 - The name of each club for which he is currently registered and was registered in the previous two seasons;
 - The signature of the player concerned;
 - The names of any school, college or other educational establishment currently attended.
- 6.5 In the event that a player does not accept the offer of the recommended punishment, as determined from time to time by The Football Association, he can (except for cases of a second caution in the same match) :-
- Request a Personal Hearing to rebut the charge. An application for a personal hearing must include written reasons for the personal hearing together with the estimated number of witnesses to attend the hearing for time management purposes. A personal hearing cannot be declined because of the reasons submitted in this instance (see Section 13).
 - Submit a written plea for leniency, setting out any mitigating factors that the player wishes to be considered.
- Option (b) entails acceptance of the report(s) on which the charge is based, and a Commission of not less than three nor more than five members will be appointed to consider the plea for leniency made by the player.

6.6 Recommended Punishments

	<i>Suspension (days)</i>	<i>Fine (£)</i>	<i>Penalty Points</i>
(a) Serious foul play	21	15	3
(b) Violent Conduct	35	25	4
(c) Attempting to kick or strike another player	21	15	3
(d) Kicking or striking another player	35	25	4
(e) Violent head to head butting	112	75	7
(f) Attempting to head butt	21	15	3



	<i>Suspension (days)</i>	<i>Fine (£)</i>	<i>Penalty Points(h)</i>
(g) Head to head contact	42	30	4
(h) Spitting or similar unseemly behaviour directed at an opponent or any other person (not at a match official)	112	50	4
(i) Denying a goal or an obvious goal scoring opportunity by physical means or by deliberately handling the ball	7	15	2
(j) Use of offensive or insulting or abusive language or gestures	14	15	2
(k) Use of offensive or insulting or abusive language or gestures directed at match officials	35	25	4
(l) Receiving a second caution in the same match	7	15	2

7. Breaches of Rules E3 or E4 of The Rules of The Football Association

- 7.1 Upon receiving a referee's report that he has dismissed a player from the Field of Play for misconduct (that is outside the scope of Sections 6.6) for which no recommended punishment is available or is misconduct deemed by the Association to be of a serious nature, and committed before, during or after a match, the Association Secretary must:-
- 7.2 Send an acknowledgement to the referee and send to the secretary of the club for which the player was playing at the time, a copy of the referee's report accompanied by a written notification detailing the offence(s) that the player is alleged to have committed. Copies of assistant referees' reports need not be sent unless either official was a direct witness of the incident concerned. An order must be made for the player or his club to pay an administration charge of £8 within 14 days of the date on the written notification of a charge. Where a child is concerned the club for which he is playing at the time of the offence must pay the £8 charge. (*The administration charge is not applicable in cases of misconduct that have been raised in addition to a standard offer of punishment from a single Referee report.*)
- 7.3 Upon receiving the notification from the Association Secretary that one of the players of his club has been charged with misconduct for an alleged offence the club secretary must convey it with the referee's report to the player concerned. It is the duty of the club secretary and the player to acknowledge receipt of the notification within 14 days of the date stated on it and to ensure that the Association Secretary receives the acknowledgement form fully completed with such information (that includes):
- The full name and address of the player;
 - His date of birth (and other personal identification data);
 - The name of each club for which he is currently registered and was registered in the previous two seasons;
 - The signature of the player concerned;
 - The names of any school, college or other educational establishment currently attended.
- 7.4 In the event that a player does not accept his guilt of an offence as charged by the Association, he can:-
- Request a Personal Hearing to rebut the charge. An application for a personal hearing must include written reasons for the personal hearing together with the estimated number of witnesses to attend the hearing for time management



purposes. A personal hearing cannot be declined because of the reasons submitted in this instance (see Section 13).

- (b) Submit a written plea for leniency, setting out any mitigating factors the player wishes to be considered.

Option (b) entails acceptance of the report(s) on which the charge is based, and (in either case) a Disciplinary Commission of not less than three nor more than five members will be appointed to consider the plea for leniency made by the player.

7.5 Recommended Punishments

Guide to other recommended punishments for further same game offences following charges under Rules E3 and/or E4 of The Rules of The Football Association.

Offences under Rule E3 of The Association

	<i>Suspension (days)</i>	<i>Fine (£)</i>	<i>Penalty Points</i>
(a) Refusing to give name to the referee when ordered to do so or giving a false name	21	£30	4
(b) Refusing to leave the Field of Play when ordered to do so	42	£30	4
(c) and/or causing the match to be abandoned	112	£75	5
(d) causing the match to be abandoned (Club Charge)	Minimum	£50	5
(e) Improper or insulting behaviour towards match officials	112	£75	5

7.6 Offences under Rules E3 or E4 of The Rules of The Football Association

Disciplinary Commissions' Guide to recommended ranges of additional punishments following Charges under Rules E3 and E4 of the Rules of The Football Association.

(a) Not acting in the best interests of the game (b) Acting in a manner that is deemed to be improper (c) Bringing the game into disrepute	Punishment at the discretion of a Disciplinary Commission
(d) Violent conduct or serious foul play – considered to be of a serious nature (e) Use of threatening words/gestures (f) Threatening and insulting behaviour	Each a minimum of 35 days up to a maximum of 84 days suspension and also £75 fine. <i>Penalty Points to be decided by the Disciplinary Commission</i>
(g) Use of abusive words/gestures – considered to be mid-range (h) Abusive behaviour (i) Use of indecent words/gestures (j) Indecent behaviour	Each a minimum of 21 days up to a maximum of 56 days suspension and also £50 fine. <i>Penalty Points to be decided by the Disciplinary Commission</i>
(k) Use of insulting words/gestures – considered to be less serious	Each a minimum of 7 days up to a maximum of 28 days suspension and also £30 fine. <i>Penalty Points to be decided by the Disciplinary Commission</i>



<p>(l) For any offence under 7.6 where an Aggravating Factor* has been accepted or proved.</p> <p>*An Aggravating Factor is defined in Rule E3(2) as where a breach of Rule E3(1) includes a reference to any one or more of a person's:</p> <ul style="list-style-type: none"> (a) ethnic origin (b) colour (c) race (d) nationality (e) faith (f) gender (g) sexual orientation (h) disability 	<p>For a first offence – the suspension and fine to be at least doubled, and for a second offence to be at least trebled, so that in all cases the minimum suspension period shall be 35 days. Any subsequent offence proved should result in a substantial period of suspension from all football and football activities together with a fine of not less than £200.</p>
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7.7 Offences under Rule E4 of The Football Association

<p>Proved guilty of an act of discrimination by reason of:</p> <ul style="list-style-type: none"> (a) ethnic origin (b) colour (c) race (d) nationality (e) faith (f) gender (g) sexual orientation (h) disability 	<p>Any punishment to be imposed for an action that is proved to be one of discrimination must be at the discretion of the Commission dealing with the matter and based on Section 4.4 above.</p>
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8. Continuing (and Club Aggregate) Misconduct

8.1 Continuing Misconduct

8.2 An Association will bring a charge under Rule E3 of The Football Association if a Participant is not acting in the best interests of the game when he has been disciplined for a sending off offence and/or a breach of Rules E3 and/or E4 of The Rules of The Football Association on more than one occasion in the same season (in different matches). The Participant will receive the automatic punishments applicable for the offence as determined by The Football Association. There is no right of appeal or entitlement to enter a plea for leniency for these charges. When dealing with such cases of continuing misconduct a Disciplinary Commission considering what penalty to impose must take into account the punishments that were imposed for the offences.

8.3 (a) A player who has five or ten cautions recorded against him in the same season will receive the automatic punishment applicable for the offence as determined from time to time by The Football Association. There is no right of appeal or entitlement to enter a plea for leniency for these charges.

(b) A player who has already been the subject of disciplinary action as a result of accumulating five and then ten cautions in the season will be subject to a charge under Rule E3 of The Football Association for every additional five cautions recorded in the season, in that he is not acting in the best interests of the game.



8.4 Prior to any punishment imposed in 8.3(b) above, a player has the right to submit a WRITTEN PLEA for leniency to be presented to a Disciplinary Commission.

8.5 Automatic Punishments

		<i>Suspension (days)</i>	<i>Fine (£)</i>	<i>Penalty Points</i>
(a)	5 Cautions in a season – between the opening and last day of the season	7	10	0
(b)	10 Cautions in a season – between the opening and last day of the season.	7	10	0
(c)	After each further 5 Cautions	Charge with Continuing Misconduct		
(d)	2 sending offs and/or breach of FA Rules (E3 and/or E4) in same season in different matches	7	15	0
(e)	3 sending offs and/or breach of FA Rules (E3 and/or E4) in same season in different matches	Charge with Continuing Misconduct and instruct to appear before a commission		
(f)	4 or more sending offs and/or breach of FA Rules (E3 and/or E4) in same season in different matches	Charge with Continuing Misconduct and instruct to appear before a commission		

8.6 Aggregate Misconduct (Clubs)

8.7 Associations may, at their option, use a penalty points based system to punish clubs whose misconduct is deemed excessive. If the Association chooses to punish clubs for Aggregate Misconduct they must use a system that conforms to these Regulations.

8.8 Penalty points for Cautions and Standard Punishments are listed against the relevant offences in these Regulations. Disciplinary Commissions must, if they find the charge proved, allocate an appropriate number of disciplinary points to the case in addition to any fine, costs and suspension.

8.9 These points are effective once the case:

- (a) is reported for Cautions;
 - (b) is accepted or out of time to request a hearing for standard punishments (unless a hearing has been requested);
 - (c) has had a hearing for cases having hearings (unless an appeal is requested);
 - (d) has had an appeal for cases going to appeal;
- Penalty points must not be awarded to charges found not proved.

8.10 Penalty points work on a seasonal basis, with points being included in clubs' totals for offences committed between the first and last days of the season, on an inclusive basis. Points must not be carried forward from one season to the next.

8.11 Misconduct dealt with by The Football Association must not be included in the penalty points totals.

8.12 Sanctions should be imposed at three stages, each incurring an Administration Charge, currently set at £10.

8.13 The number of points allowed for each stage (the Threshold), must be related to the number of teams that each club possesses.

8.14 Associations may make allowances in the number of teams that a club is deemed to have for Aggregate Misconduct, to reflect clubs whose disciplinary cases are handled by The Football Association. This is to prevent such clubs gaining an unfair advantage.



8.15 Recommended Points Allowances per Club per Season

						<i>Each Additional team</i>
<i>No of teams</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Stage I	25	48	69	88	105	20
Stage II	50	96	138	176	210	40
Stage III	75	144	207	264	315	60

8.16 Recommended Fines for Exceeding a Threshold

- (a) For exceeding Stage I £25 plus an Administration Fee
- (b) For exceeding Stage II £50 plus an Administration Fee
- (c) For exceeding Stage III £100 plus an Administration Fee

The final fine of the season imposed will be proportionate to the amount by which a Club has exceeded a threshold.

Associations may vary Fines and Thresholds at their Discretion.

8.17 Clubs that significantly exceed Stage III should be subject to further disciplinary action.

8.18 The Disciplinary Commission shall have the power to impose or recommend as appropriate, any one or more of the following penalties on the offending club:

- (a) a reprimand and/or final warning as to future conduct;
- (b) a further fine;
- (c) suspension from all or any specified football activity from a date that the Disciplinary Commission shall order, permanently or for a stated period or number of matches;
- (d) expulsion from a competition of the appropriate Association;
- (e) expulsion from membership of the appropriate Association;
- (f) such further or other penalty or order as the Disciplinary Commission considers appropriate.

9. Abandoned Matches

When a referee's report indicates that a match has been abandoned due to misconduct of either team, The Football Association or appropriate Affiliated Association shall without delay investigate the official's report. If after such investigation, the chairman and secretary of the Association, or their nominees, are satisfied that a prima facie case can be made out against the Club/participants, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of the date of the charge letter.

10. Assaults on Match Officials

The following Regulations shall apply at all levels of the game (excluding the 6 designated Leagues):

- 10.1 In addition to assisting a match official who has reported an assault against him, The Football Association or appropriate Association shall without delay investigate the match official's report and if, after such investigation, the chairman and secretary of the Association or their nominees are satisfied that a prima facie case can be made out against the alleged offender they shall take such steps as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of (the date of) the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge, until a Disciplinary Commission has heard and adjudicated on the matter.



- 10.2 There shall be three categories of assaults:
- (a) COMMON ASSAULT
 - (b) ASSAULT CAUSING BODILY HARM
 - (c) ASSAULT CAUSING SERIOUS BODILY HARM
- 10.3 The Participant Charged will be instructed to attend before a Disciplinary Commission to answer the charge. Should he accept the charge, the match officials may not be required. Should the charge be denied, the appropriate match officials may be required to attend the Commission.
- 10.4 All assaults on match officials in the above three categories must be reported to The Football Association within 14 days of the completion of a case that has been proved, giving the decision of the Disciplinary Commission together with any reason for variation of the recommended punishments set out in 4 above. (If a match official who has reported a participant for an assault upon his person makes a written request for the decision and punishment awarded such must be made available to him at the earliest opportunity) .
- 10.5 Recommended punishments for a person found guilty of an assault upon a match official are as follows (and cover football at all levels of the game):
- (a)
 - (i) Common Assault 182 days suspension plus a £150 fine
 - (ii) Common Assault by way of spitting at or on a Match Official 1 year suspension plus £150 fine.
 - (b) Assault causing or attempting to cause Sine die suspension with no bodily harm review to be considered under a period of 5 years plus £250 fine
 - (c) Assault causing serious bodily harm Permanent suspension (see Section 1.9)

11. Assaults by Participants on other Participants

- 11.1 When a referee's report indicates that a Participant has perpetrated an assault on another Participant causing serious bodily harm before, during or after a match, The Football Association or appropriate Affiliated Association may, as in cases of assaults on match officials, without delay investigate the official's report. If after such investigation, the chairman and secretary of the Association, or their nominees, are satisfied that a prima facie case can be made out against the alleged offender, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of the date of the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge until a Disciplinary Commission has heard and adjudicated on the matter.
- 11.2 The recommended punishments for such offences are set out below: -

<i>Offender</i>	
(a) Player	A suspension for a minimum of 140 days plus £150 fine for a first offence but, depending on severity, sine die with no review for five years.
(b) Club official	As for (a) above but: <ol style="list-style-type: none"> (i) If on a player or other official but not a match official; suspension from all football and football activities (ii) If on a Match Official – section 10 above will apply.
(c) Match official	As for Match Officials assaulted by a Player. But a recommendation will be made to the relevant Referees' Committee that the registration be removed and no request for reinstatement will be allowed until the suspension has been completed or removed.



12. Failure to Comply

- 12.1 When the provisions above are not complied with, the player's right to a Personal Hearing or to make a plea for leniency is forfeited and the Disciplinary Commission may deal with the reported misconduct on such evidence as is available.
- 12.2 Failure on the part of the player or his club secretary to discharge any of the requirements set out at clauses in Sections 5, 6 and 7 above may constitute misconduct, which may result in a further charge against the player, his club, or both. (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further 7 days given to respond to the charge. Failure to respond within the 7 days will result in a further Late Fine of £20 and the Club and Player being suspended after a further 7 days until the provisions above have been complied with). Any punishment imposed for failure to comply will be limited to a financial penalty if the fault of the club, but may include suspension of the player where it is the player's fault.
- 12.3 When dealing with compliance issues the Association must consider the following:-
 - (a) whether the player has responded to his club;
 - (b) whether the club has failed to pass on his reply;
 - (c) whether the club has informed the Association that the player has failed to respond;
 - (d) whether the player has left the club.

13. Suspension pending Misconduct Hearing

- 13.1 The appropriate (Affiliated) Association shall have the power, in consultation with The Football Regulatory Authority, to order that an Official of a Club affiliated to or a Player registered with that Association, and not one associated with the 6 designated Leagues, shall be suspended from all or any specific activity for such period and on such terms and conditions as agreed by The Football Association and the Association considers appropriate (an "Interim Suspension Order").
- 13.2 The Interim Suspension Order shall apply when the Club Official or Player has been charged by the Affiliated Association in relation to an alleged act of serious misconduct, or with a criminal offence, or by a League sanctioned by the Affiliated Association or The Football Association in connection with disciplinary action pursuant to relevant regulations of the League.
- 13.3 As soon as reasonably practicable notification of an Interim Suspension Order shall be advised to the Player and/or the Club and will be lifted when the charge of misconduct is dealt with by a Disciplinary Commission or the criminal charges are withdrawn or found not to have been proved.

14. Personal Hearing

(See also: General Provisions relating to Inquiries, Commissions of Inquiry, Regulatory Commissions of The Association and Other Disciplinary Commissions and Appeal Boards; and Disciplinary Procedures to be used at Personal Hearings before Disciplinary Commissions requested by Participants of Clubs and Clubs dealt with by County and Other Affiliated Associations).

- 14.1 The notification indicating a charge must inform the player of the right to request a Personal Hearing in respect of the alleged offence and must also indicate that in the event of the charge being proved there will be a liability to be ordered to pay all or part of the costs of the Personal Hearing, which costs may include a part of the overhead expenses of the Association attributable to the hearing. Similarly, in cases where the rules or regulations of the Association require the deposit of a fee for a Personal Hearing, (as determined by the Council - currently £25) at the time of such



- request the player must be informed that the fee is liable to be forfeited in full or in part if the charge is proved, in addition to any fine which may be imposed. In an unproved case neither a fee may be retained, nor may Disciplinary Commission costs be levied, either for a Personal Hearing or for any other "non-Personal Hearing" case. (Disciplinary Commission costs cannot be levied in cases where a player has been instructed to appear before a Disciplinary Commission).
- 14.2 Upon receiving a request for a Personal Hearing in respect of an alleged offence, the Association will appoint a Disciplinary Commission of not less than three nor more than five members to hear and adjudicate upon the charge. In the case of a player under the age of 18 years of age on the date fixed for the hearing, it shall take place either in the presence of a parent or guardian of the player or another appropriate adult.
- 14.3 Fines must not be imposed on children (Section 1.5(b)). Any fine and administration charges arising out of misconduct by a child must be levied on the club.
- 14.4 The player, through his club secretary, must be given the date, time and venue fixed for the Personal Hearing and arrangements made for the attendance before the Disciplinary Commission of any witnesses in support of the charge, in particular the match official(s) on whose report the charge has been brought. At a Personal Hearing of a charge a Disciplinary Commission may adopt such procedures as it considers appropriate and expedient for the just determination of the charge brought before it. A Disciplinary Commission shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.
- 14.5 The person charged and the match official(s) concerned should be given a minimum 14 days' notice of details of the Personal Hearing. Any written request to the Disciplinary Commission for a postponement of the hearing should be given consideration. If the reason submitted is considered valid, then a postponement should be granted, and in such circumstances costs may be charged. A request for a second postponement by the same party should not be granted.
- 14.6 If the charge is found not proved, any record of it will be expunged. If the charge is found proved the Disciplinary Commission will decide what punishment, if any, is to be imposed. In so doing, members of the Disciplinary Commission must consider the overall nature and effect of the offence(s) and the player's previous record and any plea for leniency.
- 14.7 Except when an Appeal has been lodged, any fines or costs that are ordered must be paid before the expiry of 14 days from the date of the order. Failure to pay within such period is deemed to be misconduct punishable by censure, a further late fine and/or suspension as determined by a Disciplinary Commission. (This second Disciplinary Commission shall have the power to consider the matter on 48 hours notice and the power to suspend for continuing non-payment.) (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further 7 days given to respond to the charge. Failure to respond within the 7 days will result in a further late fine of £20 and, after a further 7 days, the Club and Player being suspended until the provisions above have been complied with.) The player and his club are jointly and severally responsible for payment of the fine and costs. The club shall take such action as may be necessary to recover any sum paid on the player's behalf. The rules or regulations of an Association must provide for disciplinary action to be taken against a player who fails to reimburse his club in accordance with the Football Debt Recovery (Section 15) regulations approved by Council.



- 14.8 A Disciplinary Commission shall comprise members appointed by the appropriate Association. The appointed members of such Disciplinary Commissions shall have no previous personal knowledge of the events or any involvement with any of the participants concerned.
- 14.9 Participants shall have the right to appeal decisions of Disciplinary Commissions to an Appeal Board of The Football Association. This right of appeal is limited to offers of punishment in excess of 21 days suspension and a fine of £15. The player and / or the club for which the player was playing at the time may appeal within 14 days of the sending of the decision notification. There shall be no further right of challenge in respect of decisions of Disciplinary Commissions, which are otherwise final and binding.
- 14.10 The decision of the Association will be sent by first-class post or by e-mail to the secretaries of all clubs for whom the player is known to be currently playing and to the player's home address if known. Each of these secretaries is responsible for informing the player of the decision.
- 14.11 The commencement date of any suspension imposed on a player is at the discretion of the adjudicating Disciplinary Commission, subject to the suspension starting on a Monday. Such date must allow for the 14-day period permitted for an appeal.

15. **Football Debt Recovery**

Limited to £50 minimum total claim, except for the recovery of Disciplinary Monies

- 15.1 Associations are required to operate a system to collect football debts on behalf of Affiliated Clubs, Affiliated Leagues and Other Associations. Associations cannot use their football debt recovery system in respect of under 18 players of teams participating in under 18 competitions, but may do so in respect of any adult Club Official of any such team's Club.
- 15.2 Football debts are defined as those costs arising directly from football activity, and as such would include disciplinary costs (e.g. fines), match costs (e.g. Match Fees), and playing expenses (e.g. pitch hire). Incidental costs (e.g. fund raising activities, Club Subscriptions) do not fall within the scope of Football Debt Recovery.
- 15.3 Associations may take action against individuals or groups of individuals. Individuals may be pursued where they are refusing to reimburse an individual club for a qualifying debt. Where a club has folded its qualifying debts may be apportioned against its registered members and officers, and action taken against them individually to recover the club's debt.
- 15.4 Where a club's debts are apportioned to individuals they must then be treated as individuals, and any disciplinary action must not be linked to the recovery of the total debt.
- 15.5 It is incumbent on the creditor to take reasonable steps to recover the debt before asking their parent Association to take action. This would normally include approaching the debtor personally as well as contacting them in writing to seek payment.
- 15.6 The Parent Association should be approached as soon as it is clear there is a problem. In all cases this should be within 28 days of formal payment being requested, and 56 days of the debt being incurred.
- 15.7 Upon receipt the Association must immediately take steps to verify whether the debt is valid and notify the creditor and debtor of its decision.
- 15.8 Upon being satisfied that a qualifying debt exists the Association must apportion the debt on a pro-rata basis and notify the individual or individuals concerned. The Association may add an Administration Fee (not exceeding £8) to each individual's pro-rata debt.



- 15.9 Upon being notified, an individual must pay the debt within 21 days of the issue of the notification letter or appeal in accordance with the appeal procedures. If payment or appeal is not received the individual will be suspended sine die until the debt is paid and he is notified that the suspension has been lifted. This suspension will commence from (and include) the 22nd day after the date the notification was issued.

PART II

An Affiliated Association in formulating its rules and regulations for misconduct may adopt and include some or all of the following powers: -

1. To make an order that a club whose players are persistently found guilty of misconduct
 - (a) Be censured and/or fined in accordance with the approved penalty point process
 - (b) May have its affiliation suspended or cancelled
2.
 - (a) Any other power approved in writing by The Football Association.
 - (b) Any optional or alternative power granted to an Affiliated Association in accordance with Section 2(a) shall continue from year to year until such time as the approval is withdrawn. Such approval may be withdrawn by notice in writing from The Football Association given before 30th April, in any year.



MEMORANDUM OF PROCEDURES

DISCIPLINARY PROCEDURES CONCERNING FIELD OFFENCES

As set out in the Schedule hereto for Players associated with the First Team* of a Club competing at Steps 5 to 7 of the National League System.

*These procedures also apply to a Reserve Team who play at Step 5 to 7 of the National League System of a Club whose First Team compete at Steps 2 to 4, The FA Women's Premier League and County FA Representative Football.

These procedures also apply as a pilot from the 2009/10 season for the following Leagues (all Divisions), which will be known as "The Pilot Leagues":

Bedfordshire and District Sunday League, Cambridgeshire County Football League, Herefordshire Saturday League, North Home Counties Sunday League, Suburban Football League and West Riding Amateur League.

This Memorandum cites procedures as they apply exclusively to Participants who are acting as Players when reported.

Save for serious or repeated proved misconduct, Participants offending in a capacity other than as Players in a match (at all levels) should not be suspended but be subject to any of a reprimand, a warning as to future conduct, a written undertaking not to repeat, a touch-line ban for a period of time, and a Fine (active or suspended for a given period), together with costs in proved guilty cases.

For the purposes of these Procedures any reference to a player's Club means the Club for which the Player was playing when he was cautioned, dismissed or reported for misconduct.

1. Definitions

- 1.1 In this Memorandum the words "the Association" refer to the appropriate County or other Affiliated Association, and the words "the Association secretary" mean and include any person nominated to discharge a part of the regulatory and disciplinary administration of the Association as well as its actual secretary and Disciplinary Commission means a commission established by the appropriate Association.
- 1.2 Wherever gender is referred to in this Memorandum, either shall be inferred, as relevant.
- 1.3 All written communications from a player to the Association secretary must be sent by the secretary of the player's club unless the player is no longer registered with that club.
- 1.4 Every Association must set out in its rules or regulations a copy of these procedures, which are to be followed after a player has been cautioned or dismissed from the Field of Play while playing in a match for a club or a particular team of a club not dealt with by The Football Association.
- 1.5
 - (a) A "child" means a person who at the date of the relevant match was under the statutory school-leaving age and throughout these regulations full-time education refers to a child who is of compulsory school age or who is over the school-leaving age but is under the age of 18 and is for the time being attending a school or in full-time education in an establishment of further education.
 - (b) Financial penalties for misconduct must not be imposed on a child (Sections 5.2, 6.3 & 7.2 and 13.3). Where a Automatic Punishment or Disciplinary Commission decision includes any financial element then the player's club is liable for the sum imposed.



- 1.6 Wherever “written” or “letter” is referred to in this Memorandum this is deemed to include communication by fax or e-mail. Where an Association chooses to communicate by fax or e-mail it must take all reasonable steps to ensure that the address or fax number used is current.
- 1.7 This Memorandum is effective from 1st July 2006 until further notice.
- 1.8 The term “suspension” in this Memorandum means the suspension is from playing football ONLY and any other sanction required for the period of suspension must be specified in the decision letter.
- 1.9 Any reference to cautions in this Memorandum refers only to those received playing at Steps 5 to 7. Cautions received playing for a Club outside of Steps 5 to 7 will be separate and not added to the total received under this Memorandum (see also paragraph 11.3).
- 1.10 Permanent Suspension means no review to be considered under a period of 10 years.

2. **Timing**

Disciplinary procedures shall commence no later than 90 days, and the outcome determined no later than 180 days from receipt of the report of alleged misconduct, or otherwise be void. If deemed reasonable, any period of delay requested or caused by the Participant will not count towards the 90/180 days. The Association must use due diligence to charge and/or finalise cases within that period of time and must conform with the requirements set out in this Memorandum, subject to the effects of the adoption by the Association of any of the alternative and optional powers set out in paragraph 20.

3. **Administrative Procedures – Match Official Reports**

An Association may reserve the right not to process a caution if the report is deemed to be invalid for any reason.

4. **General**

- 4.1 Without prejudice to the foregoing provisions of this Memorandum, an Association shall have the power to delegate to The Football Association or to another Affiliated Association its powers and duties to investigate and/or adjudicate in cases where it may be advantageous so to do.
- 4.2 If a referee omits to show the appropriate card when taking action against a player, this does not nullify the caution or sending-off offence. However, the attention of the referee should be drawn to the correct procedure.
- 4.3 A Participant consents to abide by the Laws of the Game, the Rules and Regulations of The Football Association or an affiliated Association and to reasonable proportionate disciplinary action when playing the game. The issue of a caution is a decision based on a question of fact on the Field of Play upon which the Referee's decision is final. The recording of the caution and the consequences that follow are both reasonable and proportionate. Cautions, not being the subject of appeal, do not breach the Human Rights Act 1998.
- 4.4 When a player is dealt with by a Disciplinary Commission cases must be dealt with on their merits and a punishment awarded consistent with the overall nature and effect of the offence(s); also the player's record of misconduct over the current and previous five seasons.
- 4.5 Associations will impose split suspension periods where matches have to be carried over to the following season. The last day of the first suspension period shall be the Player's team's last competitive match of the season. The suspension will



recommence with that same team's start of the following season. Competitive matches are defined in paragraph 11.3.

5. Reporting Offences By Match Officials

(a) Caution Offences

Referees must submit to the relevant Association within two days of the match (Sundays not included) a Report stating the offence. Referee reports for all County representative football must be sent to The Football Association. All FA County Youth Cup matches will be dealt with by The Football Association. All other reports will be returned to the relevant County Football association to administer.

(b) Sending Off Offences

Referees and Assistant Referees must submit to the relevant Association within two days of the match (Sundays not included) a Report stating the offence(s) and giving a description of the incident(s). Referee reports for all County representative football must be sent to The Football Association. All FA County Youth Cup matches will be dealt with by The Football Association. All other reports will be returned to the relevant County Football Association to administer.

(c) If a Referee omits to show the appropriate card when taking action against a player this does not nullify the caution or the sending off offence. However, the attention of the Referee should be drawn to the correct procedure.

6. Caution Offences

A player who has been cautioned in a match, will be notified through his Club by the Association of the offence reported by the Referee. At the same time he will be advised of the total number of cautions recorded during the current season and, any punishment resulting from their accumulation. An administration fee of £8.00 will be charged for the processing of each report. For each caution received a player will be subject to one penalty point. Any such punishment will take effect regardless of whether or not the notification of it from The Association is received before it is due to take effect in accordance with these Disciplinary Procedures.

7. Sending Off Offences

A player who has been sent off in a match under the provisions of Law 12 will be notified through his Club by the Association of the offence reported by the Referee, and at the same time advised that he will be subject to the agreed automatic punishment (see paragraph 11). An administration fee of £8.00 will be charged for the processing of each report. Any such punishment will take effect regardless of whether or not the notification of it from The Association is received before it is due to take effect in accordance with these Disciplinary Procedures.

8. Claims of Mistaken Identity

In the case of a claim of alleged mistaken identity concerning a player cautioned or sent off in a match, the PLAYERS concerned and the CLUB must within three working days of the match submit in writing to the Association particulars upon which the claim is founded, including the right to claim Wrongful Dismissal. If the Chief Executive of the Association, or his nominees, are satisfied that the claim warrants further investigation, a Disciplinary Commission shall be convened and will meet within the 21 days before any automatic penalty is due to take effect. If the members of the appointed Disciplinary Commission are satisfied that mistaken identity has been proved in a case, the record of the offence will be transferred to the appropriate offender, who will be subject to disciplinary action in accordance with the provisions of the current Procedures.



The relevant fee which **MUST** be included with the evidence is £100 (£25 for Pilot Leagues), which may be retained if the claim is deemed to be unfounded and be used in full or in part to cover any costs incurred by a Disciplinary Commission. In the event of the fee not covering the amount of costs charged, an additional amount may be charged by the Disciplinary Commission.

9. **Claims of Wrongful Dismissal**

In the case of a claim of wrongful dismissal for offences with a penalty imposed under the Laws of the Game of an immediate dismissal (excluding Law S6, the use of offensive or insulting or abusive language / gestures), evidence upon which the claim is founded, which must include a video cassette recording/DVD showing the incident, must be submitted by the player concerned and his Club, together with the relevant fee and **MUST** be received by The Association by the close of business of the third working day following the match (as below*). An indication by fax or e-mail ([discipline@\[insert name of county\]fa.com](mailto:discipline@[insert name of county]fa.com) e.g discipline@essexfa.com) on the first working day following the game is required to alert the Disciplinary Departments of the Association that a claim is to be submitted.

* **Saturday or Sunday game by Wednesday**

Monday/Thursday

Tuesday/Friday

Wednesday/Monday

Thursday/Tuesday

Friday/Wednesday

(If Bank Holidays fall within the period, the appropriate number of extra days will be made available.)

Once the claim is lodged with the Association and it is confirmed that the video shows the incident as reported by the Referee / Assistant Referee and the claim has conformed with the criteria, the Club will then be advised whether the claim has been accepted or not. An accepted claim will be placed before a Disciplinary Commission within the 21 days before an automatic penalty is due to take effect. The Club, the player and Match Officials will **NOT** be invited to attend. The Disciplinary Commission will be dealing with the level of punishment only. The dismissal from the Field of Play will always remain on the record of the Club and the player and be the subject of the administration fee and the appropriate number of penalty points for a sending off.

The only decisions available to the Members of the Disciplinary Commission are:-

- (i) The punishment will remain with the fee being retained;
- (ii) The punishment will be withdrawn, the fee returned and that paragraph 11.5(e) of the procedure will not be invoked if the player is sent off again following the offence.

The relevant fee is £100 (£25 for Pilot Leagues) and will be retained if the case is deemed to be unfounded and returned if any alterations are made to the offence or punishment.

10. **Non-First Team Matches**

A player who has been sent off or is to be the subject of a charge under the provisions of Rule E3 of The Football Association will be dealt with by the Association to which the Club is affiliated in accordance with the Disciplinary Procedures relating to Clubs dealt with by the Associations. A Player will have the right of Appeal against the decision reached by the Association, in accordance with the provisions of the Regulations for Football Association Appeals.



11. Punishments

- 11.1 Any period of suspension automatically imposed for a dismissal from the field of play will commence 21 days from the date of the offence. The suspension will be complete once the Player's team has completed the appropriate number of matches, in approved competitions, according to the suspension as defined below under 11.3. In respect to County FA representative football, any suspensions will be from representative football only and not any other level of football.
- 11.2 Any period of suspension automatically imposed as a result of cautions under 11.4 will commence 21 days from the date of the last offence. The suspension will be complete once the Player's team has completed the appropriate number of matches, in approved competitions, according to the suspension as defined below under 11.3.
- 11.3 The first team matches that can be used to clear a player of suspension are those to be played in a domestic competition organised by the Football Association (including the FA Challenge Cup and the FA Vase), the League in which the team play (including their League Cup(s)) and the Team's Parent County Senior Cup Competition. During the whole period of suspension the player is suspended from playing all football (including friendly matches and other Cup Competitions). Where a player has to serve more than one suspension at the same time the following criteria will apply:
- (i) Any suspensions awarded under the provisions of these procedures and due to commence on the same date will result in the total number of matches involved running consecutively.
 - (ii) Any suspensions that overlap, in that the next one starts before the previous one ends will also run consecutively as above.
 - (iii) Matches cannot be used more than once to cover two or more suspensions.
 - (iv) Any suspension imposed under the provisions of these procedures that is or will be affected by a period based suspension will automatically commence 21 days from the date of the offence. The matches to be used in relation to this suspension may be before and/or after the period based suspension. The two suspensions cannot run concurrently.
- 11.4 **Cautions Administered On The Field Of Play**
- (a) (i) If a player accumulates five cautions in any Competition, but receives the 5th caution between the opening day of the Playing Season and the last day in February in the same Season, he will be suspended automatically for a period covering **One First Team Match plus a fine of £15.**
 - (ii) If a player accumulates five cautions in any Competition between the opening day of the Playing Season and the last day of the same Season, he will be Warned as to his Future Conduct.
 - (iii) A player who has already been subject to disciplinary action as a result of five cautions and then goes on to receive a further five cautions during the same Season, will be subject to the following punishments: -
 - (iv) If a player accumulates ten cautions in any Competition between the opening day of the Playing Season and the second Sunday of April in the same Season, he will be suspended automatically for a period covering **Two First Team matches plus a fine of £15.**
 - (v) If a player accumulates ten cautions in any Competition between the opening day of the Playing Season and the last day of the same Season, he will be **Severely Censured and Warned as to his future Conduct.**



- (vi) If a player accumulates fifteen cautions in any Competition between the opening date of the Playing Season and the last day of the same Season, he will be suspended automatically for a period covering **Three First Team matches plus a fine of £15.**
- (vii) A player who has already been subject to disciplinary action as a result of receiving five, ten and fifteen cautions, and who goes on to receive 20 cautions in the same Season, shall be required to attend a meeting of a Disciplinary Commission, within 21 days of the date of the last caution. The members of a Disciplinary Commission shall have the power to deal with the player in such manner as they deem fit. The same procedure will apply for every further five cautions received by a player.
- (viii) Any period of suspension or part that remains outstanding at the end of a Season must be served at the commencement of the following Season.
- 11.5 (a) **PLAYERS SENT OFF UNDER LAW 12 (7)**
A player who is dismissed from the Field of Play for receiving a second caution in the same match will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Club's First Team has completed one match in an approved competition, as per 11.3, **fined the sum of £20 and be subject to 2 penalty points.**
- (b) **PLAYERS SENT OFF UNDER LAW 12 (4) and (5)**
A player who is dismissed from the Field of Play for denying a goal or an obvious goal-scoring opportunity by physical means or by handling the ball, will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Club's First Team has completed one match in an approved competition, as per 11.3, **fined the sum of £20 and be subject to 2 penalty points.**
- (c) **PLAYERS SENT OFF UNDER LAW 12 (6)**
A player who is dismissed from the Field of Play for using offensive or insulting or abusive language/gestures whether he has previously been cautioned in the match or not, will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Club's First Team has completed two matches in an approved competition, as per 11.3, **fined the sum of £30 and be subject to 2 penalty points.**
- (d) **PLAYERS SENT OFF UNDER LAW 12 (1), (2) and (3)**
A player who is dismissed from the Field of Play for Violent Conduct, Serious Foul Play or spitting at an opponent or any other person whether he has previously been cautioned in the match or not, will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Club's First Team has completed **three matches** (six matches for spitting) in an approved competition, as per 11.3, **fined the sum of £40 and be subject to 4 penalty points.**
- (e) **ADDITIONAL SENDINGS OFF.**
Players dismissed from the Field of Play for a second time in the same Season, in addition to the automatic suspension applicable to the offence, will be suspended for one extra match. A player dismissed for a third time in the same Season will be suspended for an extra two matches, and so on. A Disciplinary Commission, when dealing with a Claim of Wrongful Dismissal (paragraph 9) has the power not to invoke a further one match suspension if it so desires.



(f) **OUTSTANDING SUSPENSIONS**

Any suspension or part thereof which remains outstanding at the end of a season, must be served at the commencement of the following season.

(g) **RULE E3 OF THE FOOTBALL ASSOCIATION**

A charge of Misconduct (as defined in and) pursuant to Rule E3 of the Rules of The Football Association may be brought against a player in relation to an incident, notwithstanding that the same incident has been dealt with pursuant to this Memorandum. A Disciplinary Commission considering a charge under Rule E3 of The Football Association in such circumstances, shall have regard to any punishment imposed under this Memorandum when considering any punishment under paragraph 18 of the Disciplinary Procedures to be used at Personal Hearings before Commissions requested by Participants of Clubs and Clubs dealt with by the Associations.

(h) **PAYMENT TO PLAYERS UNDER SUSPENSION**

Clubs must not pay a player more than his basic wage during the period of a suspension.

(i) **RE-ARRANGED MATCHES**

A Disciplinary Commission shall have discretionary power to rule that a match shall not count towards the completion of a suspension if it is satisfied that the game has been arranged by the Club with a view to enabling a player to complete his suspension and thus qualify him to play in a specific match.

12. Aggregate Misconduct (Clubs)

- 12.1 Associations may, at their option, use a penalty points based system to punish clubs whose misconduct is deemed excessive. If the Association chooses to punish clubs or Aggregate Misconduct they must use a system that conforms to these regulations.
- 12.2 Penalty points for cautions and dismissals from the Field of Play are listed against the relevant offences in these Regulations.
- 12.3 These points are effective once the offence:
- (a) is reported for cautions or dismissals;
 - (b) has had a hearing for cases having hearings (unless an appeal is requested);
 - (c) has had an appeal for cases going to appeal.
- Penalty points must not be awarded to charges found not proved.
- 12.4 Penalty points work on a seasonal basis, with points being included in clubs' totals for offences committed between the first and last days of the season, on an inclusive basis. Points must not be carried forward from one season to the next.
- 12.5 Misconduct dealt with by The Football Association must not be included in the penalty points totals.
- 12.6 Sanctions should be imposed at three stages, each incurring an Administration Charge, currently set at £10.
- 12.7 The number of points allowed for each stage (the Threshold), must be related to the number of teams that each club possesses.
- 12.8 Associations may make allowances in the number of teams that a club is deemed to have for Aggregate Misconduct, to reflect clubs whose disciplinary cases are handled by The Football Association. This is to prevent such clubs gaining an unfair advantage.



12.9 Recommended Points Allowances per Club per Season

						<i>Each Additional team</i>
<i>No of teams</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Stage I	25	48	69	88	105	20
Stage II	50	96	138	176	210	40
Stage III	75	144	207	264	315	60

2.10 Recommended Fines for Exceeding a Threshold

(a)	For exceeding Stage I	£25 plus an Administration Fee
(b)	For exceeding Stage II	£50 plus an Administration Fee
(c)	For exceeding Stage III	£100 plus an Administration Fee

The final fine of the season imposed will be proportionate to the amount by which a Club has exceeded a threshold.

Associations may vary Fines and Thresholds at their Discretion.

12.11 Clubs that significantly exceed Stage III should be subject to further disciplinary action.

12.12 The Disciplinary Commission shall have the power to impose, or recommend as appropriate, any one or more of the following penalties on the Offending Club:

- (a) a reprimand and/or final warning as to future conduct;
- (b) a further fine;
- (c) suspension from all or any specified football activity from a date that the Disciplinary Commission shall order, permanently or for a stated period or number of matches;
- (d) expulsion from a competition of the Association;
- (e) expulsion from membership of the Association;
- (f) such further or other penalty or order as the Disciplinary Commission considers appropriate.

13. Disciplinary Action On Clubs For Misconduct By Their Players

13.1 Any Club (excluding any team competing in one of The Pilot Leagues) who has six or more individual Players cautioned or Dismissed from the Field of Play in the same match will be automatically fined the sum of £150 (£75 for Step 7) for the first occasion during the Season. For a second / third / fourth etc. occasion in the same Season, the fine on the Club will be £300 / £450 / £600 etc. (£150/£225/£300 for Step 7).

13.2 Any Club who in respect of any team competing in one of The Pilot Leagues has six or more individual Players cautioned or Dismissed from the Field of Play in the same match will be charged and warned as to their future conduct for the first occasion during the Season. For a second/third/fourth etc. occasion in the same Season, the fine on the Club will be £25/£50/£75 etc.

14. Abandoned Matches

When a referee's report indicates that a match has been abandoned due to misconduct of either team, The Football Association or appropriate Affiliated Association shall without delay investigate the official's report. If after such investigation, the chairman and secretary of the Association, or their nominees, are satisfied that a prima facie case can be made out against the Club/participants, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of the date of the charge letter.



15. Assaults On Match Officials

The following Regulations shall apply at all levels of the game (excluding the 6 designated Leagues):

- 15.1 In addition to assisting a match official who has reported an assault against him, The Football Association or appropriate Association shall without delay investigate the match official's report and if, after such investigation, the chairman and secretary of the Association or their nominees are satisfied that a prima facie case can be made out against the alleged offender they shall take such steps as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of (the date of) the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge, until a Disciplinary Commission has heard and adjudicated on the matter.
- 15.2 There shall be three categories of assaults:
- (a) COMMON ASSAULT
 - (b) ASSAULT CAUSING BODILY HARM
 - (c) ASSAULT CAUSING SERIOUS BODILY HARM
- 15.3 The Participant Charged will be instructed to attend before a Disciplinary Commission to answer the charge. Should he accept the charge, the match officials may not be required. Should the charge be denied, the appropriate match officials may be required to attend the Commission.
- 15.4 All assaults on match officials in the above three categories must be reported to The Football Association within 14 days of the completion of a case that has been proved, giving the decision of the Disciplinary Commission together with any reason for variation of the recommended punishments set out in 4 below. (If a match official who has reported a participant for an assault upon his person makes a written request for the decision and punishment awarded such must be made available to him at the earliest opportunity).
- 15.5 Recommended punishments for a person found guilty of an assault upon a match official are as follows (and cover football at all levels of the game):

(a) (i) Common Assault	182 days suspension plus a £150 fine
(ii) Common Assault by way of spitting at or on a Match Official	1 year suspension plus £150 fine
(b) Assault causing or attempting to bodily harm	<i>Sine die</i> suspension with no cause review to be considered under a period of 5 years plus £250 fine
(c) Assault causing serious bodily harm	Permanent suspension – no review to be considered under a period of 10 years.

16. Assaults By Participants On Other Participants

- 16.1 When a referee's report indicates that a Participant has perpetrated an assault on another Participant causing serious bodily harm before, during or after a match, The Football Association or appropriate Affiliated Association may, as in cases of assaults on match officials, without delay investigate the official's report. If after such investigation, the chairman and secretary of the Association, or their nominees, are satisfied that a prima facie case can be made out against the alleged offender, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within



28 days of the date of the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge until a Disciplinary Commission has heard and adjudicated on the matter.

- 16.2 The recommended punishments for such offences are set out below: -

<i>Offender</i>		
(a)	Player	A suspension for a minimum of 140 days plus £150 fine for a first offence but, depending on severity, sine die with no review for five years.
(b)	Club official	As for (a) above but: (i) If on a player or other official but not a match official; suspension from all football and football activities (ii) If on a Match Official – paragraph 15 above will apply.
(c)	Match official	As for Match Officials assaulted by a Player. But a recommendation will be made to the relevant Referees' Committee that the registration be removed and no request for reinstatement will be allowed until the suspension has been completed or removed.

17. Failure To Comply

- 17.1 When the provisions above are not complied with, the player's right to a Personal Hearing or to make a plea for leniency is forfeited and the Disciplinary Commission may deal with the reported misconduct on such evidence as is available.
- 17.2 Failure on the part of the player or his club secretary to discharge any of the requirements set out in this Memorandum may constitute misconduct, which may result in a further charge against the player, his club, or both. (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further seven days given to respond to the charge. Failure to respond within the seven days will result in a further Late Fine of £20 and the Club and Player being suspended after a further seven days until the provisions above have been complied with). Any punishment imposed for failure to comply will be limited to a financial penalty if the fault of the club, but may include suspension of the player where it is the player's fault.
- 17.3 When dealing with compliance issues the Association must consider the following:-
- whether the player has responded to his club;
 - whether the club has failed to pass on his reply;
 - whether the club has informed the Association that the player has failed to respond;
 - whether the player has left the club.

18. Suspension Pending Misconduct Hearing

- 18.1 The appropriate Affiliated Association shall have the power, in consultation with The Football Regulatory Authority to order that an Official of a Club affiliated to or a Player registered with that Association, and not one associated with the 6 designated Leagues, shall be suspended from all or any specific activity for such period and on such terms and conditions as agreed by The Football Association and the Association considers appropriate (an "Interim Suspension Order")



- 18.2 The Interim Suspension Order shall apply when the Club Official or Player has been charged by the Affiliated Association in relation to an alleged act of serious misconduct, or with a criminal offence, or by a League sanctioned by the Affiliated Association or the Football Association in connection with disciplinary action pursuant to relevant regulations of the League.
- 18.3 As soon as reasonably practicable notification of an Interim Suspension Order shall be advised to the Player and/or the Club and will be lifted when the charge of misconduct is dealt with by a Disciplinary Commission or the criminal charges are withdrawn or found not to have been proved.

19. Personal Hearing

(See also: General Provisions relating to Inquiries, Commissions of Inquiry, Regulatory Commissions of The Association, Other Disciplinary Commissions and Appeal Boards; and Disciplinary Procedures to be used at Personal Hearings before Commissions requested by Participants of Clubs and Clubs dealt with by County and Other Affiliated Associations).

- 19.1 The notification indicating a misconduct charge must inform the player of the right to request a Personal Hearing in respect of the alleged offence and must also indicate that in the event of the charge being proved there will be a liability to be ordered to pay all or part of the costs of the Personal Hearing, which costs may include a part of the overhead expenses of the Association attributable to the hearing. Similarly, in cases where the rules or regulations of the Association require the deposit of a fee for a Personal Hearing, (as determined by the Council - currently £100 for Participants in the National League System and £25 for Participants in The Pilot Leagues), at the time of such request the player must be informed that the fee is liable to be forfeited in full or in part if the charge is proved, in addition to any fine which may be imposed. In an unproved case neither a fee may be retained, nor may Disciplinary Commission costs be levied, either for a Personal Hearing or for any other "non-Personal Hearing" case. (Disciplinary Commission costs cannot be levied in cases where a player has been instructed to appear before a Disciplinary Commission).
- 19.2 Upon receiving a request for a Personal Hearing in respect of an alleged offence, the Association will appoint a Disciplinary Commission of not less than three nor more than five members to hear and adjudicate upon the charge. In the case of a player under the age of 18 years of age on the date fixed for the hearing, it shall take place either in the presence of a parent or guardian of the player or another appropriate adult.
- 19.3 Fines must not be imposed on children [Section 1.5(b)]. Any fine and administration charges arising out of misconduct by a child must be levied on the club.
- 19.4 The player, through his club secretary, must be given the date, time and venue fixed for the Personal Hearing and arrangements made for the attendance before the Disciplinary Commission of any witnesses in support of the charge, in particular the match official(s) on whose report the charge has been brought. At a Personal Hearing of a charge a Disciplinary Commission may adopt such procedures as it considers appropriate and expedient for the just determination of the charge brought before it. A Disciplinary Commission shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.
- 19.5 The person charged and the match official(s) concerned should be given a minimum 14 days' notice of details of the Personal Hearing. Any written request to the Commission for a postponement of the hearing should be given consideration. If the reason submitted is considered valid, then a postponement should be granted, and in such circumstances costs may be charged. A request for a second postponement by the same party should not be granted.



- 19.6 If the charge is found not proved, any record of it will be expunged. If the charge is found proved the Disciplinary Commission will decide what punishment, if any, is to be imposed. In so doing, members of the Disciplinary Commission must consider the overall nature and effect of the offence(s) and the player's previous record and any plea for leniency. If charging costs the Personal Hearing fee must be taken into account.
- 19.7 Except when an Appeal has been lodged, any fines or costs that are ordered must be paid before the expiry of 14 days from the date of the order. Failure to pay within such period is deemed to be misconduct punishable by censure, a further late fine and/or suspension as determined by a Disciplinary Commission. This second Disciplinary Commission shall have the power to consider the matter on 48 hours notice and the power to suspend for continuing non-payment. (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further seven days given to respond to the charge. Failure to respond within the seven days will result in a further late fine of £20 and, after a further seven days, the Club and Player being suspended until the provisions above have been complied with.) The player and his club are jointly and severally responsible for payment of the fine and costs. The club shall take such action as may be necessary to recover any sum paid on the player's behalf. The rules or regulations of an Association must provide for disciplinary action to be taken against a player who fails to reimburse his club in accordance with the Football Debt Recovery (Section 20) regulations approved by Council.
- 19.8 A Disciplinary Commission shall comprise members appointed by the Association. The appointed members of such Disciplinary Commissions shall have no previous personal knowledge of the events or any involvement with any of the participants concerned.
- 19.9 Participants shall have the right to appeal decisions of Disciplinary Commissions to an Appeal Board of The Football Association. The player and / or the club for which the player was playing at the time may appeal within 14 days of the sending of the decision notification. There shall be no further right of challenge in respect of decisions of Disciplinary Commissions, which are otherwise final and binding.
- 19.10 The decision of the Association will be sent by first-class post or by e-mail to the secretaries of all clubs for whom the player is known to be currently playing and to the player's home address if known. Each of these secretaries is responsible for informing the player of the decision.
- 19.11 The commencement date of any suspension imposed on a player is at the discretion of the adjudicating Disciplinary Commission, subject to the suspension starting on a Monday. Such date must allow for the 14-day period permitted for an appeal.

20. Football Debt Recovery

Limited to £50 minimum total claim, except for the recovery of Disciplinary Monies

- 20.1 Associations are required to operate a system to collect football debts on behalf of Affiliated Clubs, Affiliated Leagues and Other Associations. Associations cannot use their football debt recovery system in respect of under 18 players of teams participating in under 18 competitions, but may do so in respect of any adult Club Official of any such team's Club.
- 20.2 Football debts are defined as those costs arising directly from football activity, and as such would include disciplinary costs (e.g. fines), match costs (e.g. Match Fees), and playing expenses (e.g. pitch hire). Incidental costs (e.g. fund raising activities, Club Subscriptions) do not fall within the scope of Football Debt Recovery.



- 20.3 Associations may take action against individuals or groups of individuals. Individuals may be pursued where they are refusing to reimburse an individual club for a qualifying debt. Where a club has folded its qualifying debts may be apportioned against its registered members and officers, and action taken against them individually to recover the club's debt.
- 20.4 Where a club's debts are apportioned to individuals they must then be treated as individuals, and any disciplinary action must not be linked to the recovery of the total debt.
- 20.5 It is incumbent on the creditor to take reasonable steps to recover the debt before asking their parent Association to take action. This would normally include approaching the debtor personally as well as contacting them in writing to seek payment.
- 20.6 The Parent Association should be approached as soon as it is clear there is a problem. In all cases this should be within 28 days of formal payment being requested, and 56 days of the debt being incurred.
- 20.7 Upon receipt the Association must immediately take steps to verify whether the debt is valid and notify the creditor and debtor of its decision.
- 20.8 Upon being satisfied that a qualifying debt exists the Association must apportion the debt on a pro-rata basis and notify the individual or individuals concerned. The Association may add an Administration Fee (not exceeding £8) to each individual's pro-rata debt.
- 20.9 Upon being notified, an individual must pay the debt within 21 days of the issue of the notification letter or appeal in accordance with the appeal procedures. If payment or appeal is not received the individual will be suspended *sine die* until the debt is paid and he is notified that the suspension has been lifted. This suspension will commence from (and include) the 22nd day after the date the notification was issued.

21. Further Disciplinary Action

An Affiliated Association in formulating its rules and regulations for misconduct may adopt and include some or all of the following powers: -

- 21.1. To make an order that a club whose players are persistently found guilty of misconduct
 - (a) Be censured and/or fined in accordance with the approved penalty point process
 - (b) May have its affiliation suspended or cancelled
- 21.2.
 - (a) Any other power approved in writing by The Football Association
 - (b) Any optional or alternative power granted to an Affiliated Association in accordance with Section 2(a) shall continue from year to year until such time as the approval is withdrawn. Such approval may be withdrawn by notice in writing from The Football Association given before 30th April, in any year.



COUNTY FA DISCIPLINARY SYSTEM FOR SMALL-SIDED FOOTBALL

Areas of responsibility

A County FA shall only sanction a Small-Sided Competition if it can be demonstrated that a robust disciplinary procedure is in place. 'Less serious' offences should be dealt with immediately by the organisers of the competition or tournament. However, County FAs should be informed by the Match Official or the Competition Organiser of all offences that would normally carry a 35-day suspension or above:

- Serious Foul Play
- Kicking or striking another player
- Use of offensive or insulting or abusive language or gestures directed at match officials
- Spitting
- Head butting
- Assault
- Refusing to leave the field of play when ordered
- Causing a match to be abandoned
- Any offences where the offender has also acted in a discriminatory manner for reasons of ethnic origin, colour, race, religion, sex, sexual orientation, disability

Reporting of 'serious' Red Card Offences to the County Football Association

In order to promote the reporting of serious offences to the County FA all affiliated competitions should adopt the use of a standardised reporting form which clearly indicates to the Match Official those offences which are the concern of the competition organiser and those which should be referred to the County FA disciplinary process. A copy of this draft form is attached as appendix 'A'.

Remit of Disciplinary Action

County FA disciplinary action arising from such offences applies to both 11-a-side and Small-Sided Football.

Red cards administered in Small-Sided Football for offences, which would normally carry a suspension of less than 35 days are the responsibility of the organiser to deal with according to The FA's recommended tariff of suspensions. Suspension for offences of less than 35 days would only apply to Small-Sided Football.

If a player is suspended from 11-a-side for less than 35 days this suspension only applies to 11-a-side Football.

As County FAs will only be dealing with serious offences that carry a suspension of 35 days and above, County FAs will not take into consideration any disciplinary action that the Small-Sided Competition or Centre may have taken on their own initiative. Operators should administer a 'match' suspension system whereas a County FA will employ a 'suspension period' as disciplinary action will apply to all categories of football.

Issuing of Cautions and Introduction of 'Timed Suspensions'

In Small-Sided Football yellow cards and associated cautions are no longer employed. Referees should instead employ a blue card for a cautionable offence. The issuing of a blue card indicates that the recipient will serve an immediate 'timed suspension' ('sin bin').

The options for disciplining offenders are therefore as follows

1. Player shown a blue card and temporarily suspended from play
2. Player issued with a discretionary second blue card and temporarily excluded from play
3. Player issued with a red card and permanently excluded from play

A blue card offence should always be accompanied by a temporary suspension from play.



The period of timed suspension in Small-Sided Football is a recommended two minutes. The release of players from a temporary suspension should be at the direction of the Referee or a Match Official if one is available.

The only exception to the use of the blue card and temporary suspensions is the situation whereby the suspension of a player cannot be monitored as the playing facility - such as an enclosed sports hall or complex of playing cages - does not allow the suspended player to remain adjacent to the pitch and within the eye line of the Match Official. In such circumstances players should be cautioned with a yellow card and remain on the pitch unless permanently excluded.

Viability of a match

If in a Small-Sided Game (5, 6 or 7-a-side) one team is permanently reduced by more than two players the match shall be abandoned. This does not apply if a team has players that are only temporarily excluded.

Match Suspension Tariff

Organisers should employ the following tariff of suspensions for less serious offences that would normally carry a suspension of less than 35 days.

Offence	Penalty (to be administered by Small-Sided Operator)
Receiving a second 'blue card' in the same match	1 Match suspension
Denying a goal or an obvious goal scoring opportunity	1 Match suspension
Use of offensive, insulting or abusive gestures	2 Match suspension
Attempting to kick or strike another player	3 Match suspension

Personal Liability for Disciplinary Offences

If a player is fined and leaves the club (i.e. no longer plays for the team) the individual should retain responsibility for the payment of a fine, rather than his former team, and should be suspended from all forms of football until the fine is paid.

Implementation of Disciplinary Procedures

A robust disciplinary process can only operate if a record is kept of the identity of participating teams and players.

All organisers should provide details of participating teams, team contact and affiliation 'slot' number to the County FA prior to the beginning of a competition (Form D). Organisers should ensure that these details remain updated

In addition Organisers should identify a system whereby the identity of participating players is recorded prior to a game commencing. These records should be retained by the Organisers and referred to in the event of a serious incident or on suspicion that a player is playing whilst under suspension.

The existence of these systems shall be a requirement before a County FA will provide sanction to a competition taking place.

Working relationships between the FA and Competition or Tournament Organisers

In order for an effective discipline, affiliation and referees appointment procedure to exist a good working relationship should exist between the Competition Organiser and the County FA.

County FA's and Competition Organisers should establish a 'Heads of Agreement' document which identifies the responsibilities of each party in relation to maintenance of discipline and affiliation processes.



SMALL-SIDED FOOTBALL DISCIPLINARY REPORT



How to use;

The Competition Referee should complete this form after a card has been issued. One form should be completed for each card. The first copy of this form should be retained by the competition organiser, the second to be retained by the Referee, in the event of serious misconduct the third copy should be forwarded to the County FA. **Referees must report to the local County Football Association any Red Card Type Two Offence.**

Venue.....

Date

Player.....

Team

Opposition Team

I have disciplined this player for the following Offence

<u>Card Type</u>	<u>Offence</u>	<u>Please Tick</u>
-------------------------	-----------------------	---------------------------

Blue Cards

Red Card Type One

- Denying a goal or an obvious scoring opportunity by physical means or by deliberately handling the ball.
- Use of offensive, insulting or abusive language/gesture (**not to a Referee**)

Red Cards Type Two

- Serious Foul Play
- Kicking or striking another player
- Use of offensive or insulting or abusive language or gestures directed at match officials
- Spitting
- Head butting
- Assault
- Refusing to leave the field of play when ordered
- Causing a match to be abandoned
- Any offences where the offender has also acted in a discriminatory manner for reasons of ethnic origin, colour, race, religion, sex, sexual orientation, disability

Notes of Incident

.....

Referee Name

Signature.....

Date



GENERAL PROVISIONS RELATING TO INQUIRIES, COMMISSIONS OF INQUIRY, REGULATORY COMMISSIONS OF THE ASSOCIATION, OTHER DISCIPLINARY COMMISSIONS AND APPEAL BOARDS

Evidence

- 1.1 A Commission of Inquiry, Regulatory Commission, a Disciplinary Commission and an Appeal Board shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.
- 1.2 A Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission and an Appeal Board may draw such inference from the failure of a Participant or an Alleged Offender or a witness to give evidence or answer a question as it considers appropriate.

Representation

- 2.1 A Participant may be represented by one individual. (For instance, a Player may be represented by a Club Official of a Club with which he is associated or by a representative of the Professional Footballers' Association, and a Referee may be represented by a representative of the Referees' Association).
- 2.2 An Alleged Offender appearing before a Regulatory Commission or an Appellant before an Appeal Board, and any individual or body assisting in any way an inquiry of The Association or a Commission of Inquiry, may be legally represented only with the prior consent of such Commission or Appeal Board, The Association or Commission of Inquiry respectively. Request for consent must be made with at least 7 days' notice.
- 2.3 An individual acting as representative for an Alleged Offender shall not be allowed to give evidence.

Confidentiality/Publication of Proceedings

- 3.1 The proceedings of a Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission and an Appeal Board shall take place in private.
- 3.2 Subject to Rule 3.3 below, all oral or written representations and documents created in the course of any proceedings are confidential between The Association and the individual or body concerned. All evidence and representations shall be privileged.
- 3.3 The Association shall have the power to publish in the public press, on a web site or in any other manner considered appropriate, reports of any hearing, order, requirement, instruction, decision, proceedings, acts, resolution, finding and penalty and any transcript or document prepared in the course of proceedings, or evidence, whether or not this reflects on the character or conduct of a Participant. Each Participant shall be deemed to have consented to any inquiry or Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission or an Appeal Board and to the publication of any report.

Service of Documents

- 4.1 A document may be served by giving it to the person to whom it is addressed or by leaving it at, or sending it by first class post, e-mail or by fax to, the last known address of the addressee or, in the case of an individual, the Club with which he is associated.

Days

- 5.1 Any reference to a day or days in the Regulations shall mean a calendar day or days. Bank Holidays shall not be counted.

Fees

- 6.1 An Appeal fee of £100 is required when a participant requests an appeal against a decision of a Regulatory Commission and £50 for an appeal against a decision of a Disciplinary Commission of an Affiliated Association.

**Concurrent Hearings**

- 7.1 For offences alleged to have been committed in the same match, where there is common Association or defence evidence, the relevant Commission shall hear all parties at the same hearing. Evidence adduced in the defence of a participant shall be capable of constituting evidence against another participant. The relevant Commission shall give appropriate weight to such evidence. Participants or their representatives shall be entitled to cross-examine other participants and their witnesses.

The relevant Commission shall generally hear defence cases in chronological order of the alleged events but shall have complete discretion to take parties and witnesses out of order for timely, efficient and appropriate disposal of the proceedings.



THE DISCIPLINARY PROCEDURES TO BE USED AT PERSONAL HEARINGS BEFORE DISCIPLINARY COMMISSIONS REQUESTED BY PARTICIPANTS OF CLUBS AND CLUBS DEALT WITH BY COUNTY AND OTHER AFFILIATED ASSOCIATIONS.

Personal Hearings before a Disciplinary Commission

- A. Subject to the Rules of The Football Association, a Disciplinary Commission may adopt such procedures at a Personal Hearing of a Charge as it considers appropriate and expedient for the just determination of the Charge brought before it.
- B. A Disciplinary Commission shall not be bound by any enactment or Rule of Law relating to the admissibility of evidence in proceedings before a Court of Law.
 1. The Disciplinary Commission, having assembled shall appoint one of its number as Chairman. The Disciplinary Commission may appoint a person to act as Secretary to the Disciplinary Commission whose duty shall be to call the evidence to be submitted in support of the Charge and generally assist the Disciplinary Commission in its determination of the Charge.
 2. A participant may be represented by one individual. (For instance, a player may be represented by a Club Official of a Club with which he is associated or by a representative of the Professional Footballers' Association, and a Referee may be represented by a representative of the Referees Association except when he is acting as a witness.) A participant appearing before a Disciplinary Commission may be legally represented only with the prior consent of the Disciplinary Commission. Request for consent must be made with at least 7 days notice. An individual acting as representative for a participant shall not be allowed to give evidence at a Disciplinary Commission.
 3. The person charged and any representative shall be admitted to the hearing. The Disciplinary Commission shall satisfy itself that the person charged has had details of the Charge.
 4. Evidence (including witness evidence) in support of the Charge shall be received by the Disciplinary Commission. In cases concerning a report from a Match Official, that report shall be received in evidence first and shall be read out to the hearing. This report may have been submitted by email or through a web-site, in accordance with accepted FA procedures.
 5. The person charged or his representative shall have the right to ask questions relevant to the matters in issue of any witness in support of the Charge.
 6. After evidence in support of the Charge has been received by the Disciplinary Commission, any written statement made by the person charged shall be read out to the Disciplinary Commission.

The person charged may then give evidence on his own behalf and in such event he may have questions asked of him by the Disciplinary Commission. The person charged or his representative may then submit evidence and call witnesses.
 7. At any time the chairman and, through him, members of the Disciplinary Commission, may ask questions of any witness or any representative. The Disciplinary Commission may draw such inferences as it considers appropriate from the failure of the person charged to give evidence or answer a question put to him.
 8. In the event of the evidence submitted in answer to the Charge disclosing a point which the Disciplinary Commission considers was not covered in the evidence of, or not put to, any witness in support of the Charge, the Commission may recall any witness and ask questions of such witness. The person charged or his representative may also ask questions as at 5 above.



9. The evidence having been completed to the satisfaction of the Disciplinary Commission, the person charged or his representative shall be entitled to make closing submissions based upon the evidence, but this may not include reference to facts not disclosed in the evidence presented to the Disciplinary Commission.
10. At the conclusion of the closing submissions, all persons shall withdraw whilst the Disciplinary Commission considers the evidence and submissions presented to it and determines whether the Charge has been proved or not. After reaching its decision, the Disciplinary Commission shall recall the person charged and his representative. The chairman shall announce whether the Charge has been found proved or not proved.
11. If the Charge is found not proved the hearing will be declared closed.
12. If the Charge is found proved details of the Misconduct (as defined in and pursuant to the Rules of The Football Association) record of the person charged shall be received by the Disciplinary Commission. The person charged, or his representative, may then make a plea in mitigation.
13. At the conclusion of the plea in mitigation the person charged and his representative shall again withdraw and the Disciplinary Commission shall determine what order or orders, if any, shall be made under the provisions of Regulation 6.1 of the Regulations for Football Association Disciplinary Action.
14. The person charged and his representative shall then be re-admitted and informed of the decision of the Disciplinary Commission. This shall subsequently be confirmed in writing. (In cases of an Assault on a Match Referee, the findings of the Disciplinary Commission will be sent to the Match Official if requested by the Match Official in writing).
15. As an alternative to the above, a Disciplinary Commission may, where it considers it appropriate, not announce its decision at the meeting but inform the person charged that such decision will be communicated to him in writing through his Club Secretary.

Board Hearings

Appeal hearings shall be conducted how, when and where the Appeal Board considers appropriate. Reasonable notice shall be given by the Appeal Board of the date, time and venue of the appeal. An Appeal Board shall not be bound by any enactment or Rule of Law relating to the admissibility of evidence in proceedings before a Court of Law.

Appeals against the decisions of Affiliated Associations or Competitions are allowed on one or more only of the grounds listed below in that the relevant body whose decision is appealed against:-

- (a) Failed to give the Appellant a fair hearing.
- (b) Failed to comply with the Disciplinary Procedures relevant to the hearing of the charge.
- (c) Came to a decision on the facts of the case, which no reasonable body could have reached.
- (d) Imposed a punishment, without reasons, not conforming with the Schedule Guide to recommended punishment.
- (e) Imposed an award, order or any other sanction that is excessive.

It must be noted that appealed decisions of such bodies are NOT automatically set aside on the acceptance of an appeal. Any request for the setting aside of a decision must be made by the APPELLANT in writing. The appellant must not assume that the request has been agreed. Therefore, prior to playing or officiating contrary to a written order of the body appealed against, the appellant must be in receipt of a notification from The Football Association that such a decision has been set aside.



Where an application to present new evidence has been made, the party making the application shall address the Appeal Board in support of the application and the other party may respond; the Appeal Board shall then determine whether or not it will receive the new evidence. The following procedures shall be followed at an appeal hearing unless the Appeal Board thinks it appropriate to amend them:

- (1) The Appellant to address the Appeal Board, summarising its case;
- (2) Any new evidence to be presented by the Appellant;
- (3) The Respondent to address the Appeal Board, summarising its case;
- (4) Any new evidence to be presented by the Respondent;
- (5) Each party to be able to put questions to any witness giving new evidence;
- (6) The Appeal Board may put questions to the parties and any witness giving new evidence at any stage;
- (7) The Respondent to make closing submissions;
- (8) The Appellant to make closing submissions;
- (9) The Appeal Board shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend and shall do so in such manner as it considers appropriate.

The Appeal Board may, in the event of a party failing to comply with an order, requirement or instruction of the Appeal Board, take any action it considers appropriate, including an award of costs against the offending party.

Appeal Board Decisions

A decision, order, requirement or instruction of the Appeal Board shall (save where to be made under the Rules of The Football Association by the chairman of the Appeal Board alone) be determined by a majority. Each member of the Appeal Board shall have one vote, save that the chairman shall have a second and casting vote in the event of deadlock.

A decision of the Appeal Board shall be final and binding and there shall be no right of further challenge.

The Appeal Board shall have power to:

- (1) allow or dismiss the appeal;
- (2) exercise any power which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed;
- (3) remit the matter for re-hearing;
- (4) order that any deposit be forfeited or returned as it considers appropriate;
- (5) make such further or other order as it considers appropriate, generally or for the purpose of giving effect to its decision.

Costs

The Appeal Board shall have the power to make such order as to the costs of the original hearing and the appeal as it considers appropriate.

Announcement of Decision

The Appeal Board shall announce its decision to the parties as soon as practicable in such a manner as it considers appropriate; and unless it directs otherwise, its decision shall come into effect immediately.



Written Decision

As soon as practicable after the hearing, the Appeal Board shall publish a written statement of its decision, which shall state:

- (1) The names of the parties, the decision(s) appealed against and the grounds of appeal;
- (2) Whether or not the appeal is allowed; and
- (3) The order(s) of the Appeal Board.

The written statement shall be signed and dated by the chairman of the Appeal Board and be the conclusive record of the decision.

The Appeal Board shall, upon the request of the Appellant / Respondent (such request to be received at The Association within 5 days of the date of the announcement of the decision), give written reasons for the decision.



REGULATIONS FOR FOOTBALL ASSOCIATION APPEALS

Commencement of Appeal

- 1.1 An appeal shall be commenced by lodging a notice of appeal (“the Notice of Appeal”) with The Association.
- 1.2 The Notice of Appeal shall be lodged within 14 days of the date of notification of the decision appealed against. In the case of an appeal from a decision of a Regulatory Commission, the date of notification of the decision shall be the date of the written decision or, if applicable, the date of the written reasons for the decision. In relation to any other decision, the relevant date shall be the date on which it was first announced.
- 1.3 The Notice of Appeal must:
- (1) identify the specific decision(s) being appealed;
 - (2) set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision;
 - (3) set out a statement of the facts upon which the appeal is based;
 - (4) save for where the Appellant is The Football Association, in which case no deposit will be payable, be accompanied by any deposit prescribed by the relevant Rules of The Association or Regulations. Where an appeal is lodged by fax, the deposit must be received not later than the third day following the day of despatch of the fax (including both the day of despatch and receipt);
 - (5) where appropriate, apply for leave to present new evidence under 2.6 below.
- 1.4 The grounds of appeal, available to Participants and The Association, shall be that the body whose decision is appealed against:
- (1) misinterpreted or failed to comply with the rules or regulations relevant to its decision; and/or
 - (2) came to a decision to which no reasonable such body could have come.
- 1.5 In addition:
- (1) Participants only, may appeal on the grounds that the penalty, award, order or sanction imposed is excessive;
 - (2) The Association only, may appeal on the grounds that the penalty, award, order or sanction imposed was so unduly lenient as to be unreasonable.
- Where an appeal is brought against a decision of a Regulatory Commission by FIFA, UK Sport or WADA pursuant to the Doping Regulations, any or all of the appeal grounds set out at Regulations 1.4 and 1.5 above may be relied upon.
- 1.6 Once an appeal has been commenced, it shall not be withdrawn except by leave of the Appeal Board, with such order for costs as the Appeal Board may consider appropriate.

Appeal Proceedings

A deposit of £100 is required for appeals against decisions of Regulatory Commissions of The Association and the Safeguarding Review Panel, and £50 for appeals against decisions of Disciplinary Commissions of Affiliated Associations.

- 2.1 An Appeal Board shall proceed as set out below.
- 2.2 Reference to a party or parties means:
- (1) the appellant (the “Appellant”); and
 - (2) the respondent (the “Respondent”), which shall be either the Participant and/or The Association in the case of an appeal against a decision of the Regulatory Commission, or the Affiliated Association or Competition whose decision is appealed against (the “Respondent”).



- 2.3 The Association, whether acting as Appellant or Respondent, shall nominate an individual or individuals to represent it before the Appeal Board.
- 2.4 The Respondent shall serve a written reply to the Notice of Appeal (the "Reply") on an Appellant and the Appeal Board within 21 days of the lodging of the Notice of Appeal. Where appropriate, the Reply must include any application for leave to present new evidence under 2.6 below.
- 2.5 The parties shall be entitled to make oral submissions to the Appeal Board but an appeal shall be by way of a review on documents only, without oral evidence, except where the Appeal Board gives leave to present new evidence under 2.6 below.
- 2.6 The Appeal Board shall hear new evidence only where it has given leave that it may be presented. An application for leave to present new evidence must be made in the Notice of Appeal or the Reply, setting out the nature and the relevance of the new evidence, and why it was not presented at the original hearing. Save in exceptional circumstances, the Appeal Board shall not grant leave to present new evidence unless satisfied with the reason given as to why it was not, or could not have been, presented at the original hearing and that such evidence is relevant. The Appeal Board's decision shall be final.
- 2.7 The chairman of an Appeal Board may upon the application of a party or otherwise, give any instructions considered necessary for the proper conduct of the proceedings, including but not limited to:
- (1) extending or abridging any time limit;
 - (2) amending or dispensing with any procedural steps set out in these Regulations;
 - (3) instructing that a transcript be made of the proceedings;
 - (4) ordering parties to attend a preliminary hearing;
 - (5) ordering a party to provide written submissions. The decision of the chairman of the Appeal Board shall be final.
- 2.8 The Appeal Board may adjourn a hearing for such period and upon such terms (including an order as to costs) as it considers appropriate.
- 2.9 The Appellant shall prepare a set of documents which shall be provided to the Appeal Board and Respondent at least seven days before the hearing and which shall comprise the following (or their equivalent):
- (1) the Charge;
 - (2) the Answer;
 - (3) any documents or other evidence referred to at the original hearing relevant to the appeal;
 - (4) any transcript of the original hearing;
 - (5) the notification of decision appealed against and where they have been given the reasons for the decision;
 - (6) any new evidence;
 - (7) The Notice of Appeal;
 - (8) The Reply.
- Where the Regulatory Commission or other body appealed against has not stated the reasons for its decision, either
- (i) the Appellant shall request written reasons from that body which shall be provided to the Appeal Board; or
 - (ii) the Appeal Board shall require that a member of the body that made the decision shall attend (in which case, questions may be put by the Appeal Board at a hearing to satisfy itself as to the reasons for the decision. Cross-examination by the Appellant or Respondent shall not be permitted. Representations may be made by the parties to the



Appeal Board who may then put questions to the member of the body that made the decision).

- 2.10 Appeal hearings shall be conducted how, when and where the Appeal Board considers appropriate. Reasonable notice shall be given by the Appeal Board of the date, time and venue of the appeal.
- Where an application to present new evidence has been made, the party making the application shall address the Appeal Board in support of the application and the other party may respond; the Appeal Board shall then determine whether or not it will receive the new evidence. The following procedures shall be followed at an appeal hearing unless the Appeal Board thinks it appropriate to amend them:
- (1) The Appellant to address the Appeal Board, summarising its case;
 - (2) Any new evidence to be presented by the Appellant;
 - (3) The Respondent to address the Appeal Board, summarising its case;
 - (4) Any new evidence to be presented by the Respondent;
 - (5) Each party to be able to put questions to any witness giving new evidence;
 - (6) The Appeal Board may put questions to the parties and any witness giving new evidence at any stage;
 - (7) The Respondent to make closing submissions;
 - (8) The Appellant to make closing submissions.
- 2.11 The Appeal Board shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.
- 2.12 The Appeal Board may, in the event of a party failing to comply with an order, requirement or instruction of the Appeal Board, take any action it considers appropriate, including an award of costs against the offending party.

Appeal Board Decisions

- 3.1 A decision, order, requirement or instruction of the Appeal Board shall (save where to be made under the Rules of The Association by the chairman of the Appeal Board alone) be determined by a majority. Each member of the Appeal Board shall have one vote, save that the chairman shall have a second and casting vote in the event of deadlock.
- 3.2 A decision of the Appeal Board shall be final and binding and there shall be no right of further Challenge, save for only in relation to appeals to CAS brought only by FIFA or WADA pursuant to the Doping Regulations..
- 3.3 The Appeal Board shall have power to:
- (1) allow or dismiss the appeal;
 - (2) exercise any power which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed;
 - (3) remit the matter for re-hearing;
 - (4) order that any deposit be forfeited or returned as it considers appropriate;
 - (5) make such further or other order as it considers appropriate, generally or for the purpose of giving effect to its decision.



Costs

- 3.4 Any costs incurred in bringing, or responding to, an appeal shall be borne by the party incurring the costs. Any costs incurred in relation to the Appeal Board, including travel, accommodation and room hire, may be ordered by the Appeal Board to be paid by either party.

Announcement of Decision

- 3.5 The Appeal Board shall announce its decision to the parties as soon as practicable in such a manner as it considers appropriate; and unless it directs otherwise, its decision shall come into effect immediately.

Written Decision

- 3.6 As soon as practicable after the hearing, the Appeal Board shall publish a written statement of its decision, which shall state:
 - (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
 - (2) whether or not the appeal is allowed; and
 - (3) the order(s) of the Appeal Board.The written statement shall be signed and dated by the chairman of the Appeal Board and be the conclusive record of the decision.
- 3.7 The Appeal Board shall, upon the request of the Appellant or the Respondent (such request to be received at The Association within five days of the date of the announcement of the decision), give written reasons for the decision.



**REGULATIONS FOR THE SANCTION AND
CONTROL OF COMPETITIONS
EXCEPT THOSE UNDER THE
DIRECT JURISDICTION AND CONTROL
OF THE FOOTBALL ASSOCIATION**

1. A Competition consisting of clubs, all of which are Members of 1 Affiliated Association only, shall make application for sanction to, and the Competition shall be sanctioned by, and be under the jurisdiction of that Association.
2. A Competition consisting of clubs within the area of, or affiliated to, 2 or 3 Affiliated Associations shall make application for sanction to, and may be affiliated with, the Association which has the majority of the Competition's clubs in affiliation. The Association to which application has been made shall, within 14 days of its receipt, submit the application to the other Association(s) concerned. The Competition shall be sanctioned by, and be under the jurisdiction of a Committee of not less than 2 representatives of each of the Affiliated Associations.

*Competitions forming the National League System as designated by The Football Association from time to time will be sanctioned under Regulation 3.

(* Competitions designated by The Football Association are Essex Senior League, Kent League, Northern League, Sussex County League and Midland Football Alliance.)

3. A Competition consisting of clubs within the area of more than 3 Affiliated Associations shall make application for sanction to, and the Competition shall be sanctioned by and be under the jurisdiction of The Football Association unless it directs that the Competition may be sanctioned under Regulation 2. An annual sanction fee will be determined by The Association.
4. A competition may be used for advertising and/or sponsorship purposes and the name of the donor of a Trophy or any other presentation may form part of the title of a Competition only with the prior consent of The Association or appropriate Affiliated Association.
5. If a Competition is discontinued for any reason a Trophy or any other presentation shall be returned to the donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association(s) may decide.
6. The sanctioning Association(s) may not allot a club to a Competition but may permit it to make provision in its Rules to restrict the number of Competitions, except F.A. and County Cup Competitions, in which its clubs take part. An exception to the Regulation shall be in Competitions that form part of the National League System, as determined from time to time by The Association.
7. Players without a written contract are not restricted as to the clubs for which they may play provided they comply with the Rules and Regulations of any Competition in which their club(s) may be engaged.
8. (a) Application for sanction of a Competition (other than a Charity Competition) shall be submitted in the format of a completed form marked "D" as scheduled to the Rules of The Football Association. 2 copies of the proposed Competition Rules must accompany the application together with 2 copies of the Articles, if applicable.

(b) A Competition may promote and manage other Competitions restricted to the clubs



isted on form "D" in which case only 2 copies of the Competition Rules are required.

9. Application for sanction of a Charity Competition shall be submitted in the format of a completed form marked "E" as scheduled to the Rules of The Football Association. 2 copies of the proposed Rules must accompany the application.
10. When an application for sanction is made by a new or youth Competition under Regulations 1 and 2, the Affiliated Association(s) concerned may require that the Competition Rules provide that representation of the Association(s) be by the inclusion of non-voting member(s) of the Management Committee. This arrangement is for the guidance of the Competition.
11. The sanctioning Association(s) may approve modifications of the Laws of the Game defined by the International Association Football Board in Competitions for players under the age of 16, women's football, veterans' football (over 35 years of age) and players with disabilities.
12. Competitions shall not allow matches to be played until their member clubs and Rules or Rule changes are approved by the sanctioning Association(s).
13. If a difference of opinion arises between Affiliated Associations having the right of sanction and jurisdiction under Regulation 2, any of the Association(s) may appeal to The Football Association in accordance with F.A. Rule H and the Regulations for Football Association Appeals.
14. In the event of a Competition being refused sanction or affiliation by an Affiliated Association the applicants have the right of appeal to The Football Association in accordance with F.A. Rule H and the Regulations for Football Association Appeals.
15. A Competition shall consist of member clubs the voting rights of which shall be determined by the Rules of the Competition subject to the approval of the sanctioning Association(s).
16.
 - (a) A Competition is not allowed to alter its Constitution, Rules or clubs without the consent of The Football Association or the Affiliated Association(s) sanctioning the Competition.
 - (b) Details of the proposed Rule changes must be submitted for approval to The Football Association or the Affiliated Association(s) sanctioning the Competition at least 28 days prior to the date fixed for the holding of the Annual or Special General Meeting of the Competition.
 - (c) Rule changes may not be made after they have been approved by the sanctioning Association(s) giving consent to the Competition, unless such intended alteration has first been submitted to, and approved by, that authority, and subsequently by a General Meeting of the Competition.
17. Applications to The Football Association for the formation of new Competitions, or for the approval of alterations in the Constitution, Rules or clubs of existing Competitions should be made by 1st August annually.

Applications to Affiliated Associations for alterations in the Constitution, Rules or clubs of existing Competitions should be made by 1st August, and applications for formation of new Competitions should be made by 1st September.

Competitions submitting amendments to their Rules must set them out in a proper form, side by side with the original Rules affected.



18. All Affiliated Associations sanctioning Competitions and all Competitions shall observe the Rules and Regulations of The Football Association. Any rule, regulation or practice of any such Association or Competition that is inconsistent with the Rules and Regulations of The Football Association shall be void and unenforceable. For further avoidance of doubt, the fact that a Competition has been sanctioned whether directly or indirectly by The Football Association shall not render enforceable any such rule, regulation or practice which would otherwise be void and unenforceable under the Rules of The Football Association.
19. Competitions (other than Charity Competitions) already sanctioned and which are not altering their Constitution, Rules or Clubs should, before the 1st September in each year, forward completed Form "D" together with a copy of the Rules to the Affiliated Association from which sanction was received. Charity Competitions shall in like manner forward completed Form "E" together with a copy of the Rules.
20. The permission of The Football Association or of the Affiliated Association(s) concerned is required in respect of either a Competition conducted by a club or for a match in which a Trophy, presentation or any reward is given.
21. If a club is required to do so by its parent Affiliated Association, a club must enter a suitable Cup Competition of that Association. However, in the absence of any existing suitable County Cup Competition, women's clubs may enter a Competition jointly organised by a neighbouring Affiliated Association. Only the matches of such Competition(s) will take precedence over other Competitions in which the club competes, except The Football Association Premier League, The Football League and The Football League Cup Competition.

With the consent of its parent Affiliated Association, a club may enter suitable Cup Competition(s) of other Affiliated Association(s). Ties in The F.A. Youth Challenge Cup Competition will take precedence with the exception of ties in other F.A. Competitions and 1st team League fixtures.

Affiliated Association(s) Cup Competition games which involve the Reserve or Youth teams of a club do not take precedence over arranged first team League fixtures of The Football Conference, Northern Premier, Isthmian and Southern Leagues.

22.
 - (a) A club may not withdraw or resign unless it has complied with the obligations set out in the Rules of the Competition, in so far as such Rules are consistent with the following provisions of this Regulation and the other Rules and Regulations of The Football Association.
 - (b) A Competition may require a club to give written notice of an intention or provisional intention to resign or withdraw at the end of a season. Where such notice has been submitted a club must either confirm or rescind the notice, in writing by 31st March in that season.
 - (c) A Competition may not, in its Rules and Regulations, adopt or give effect to any Rule, Regulation or practice whereby:
 - (i) a club intending or having a provisional intention to resign or withdraw at the end of a season is required to give notice of such intention before 31st December in that season;
 - (ii) any penalty or other obligation is imposed upon a club intending to resign or



- withdraw at the end of a season for not having given notice of such intention prior to 31st December;
- (iii) any club is or can be required to give notice of an intention or provisional intention to resign or withdraw before being able to apply for membership of another Competition.
 - (d) Subject to the provisions of this Regulation, a club shall be permitted to resign or withdraw from a Competition at the end of a season.
 - (e) For the avoidance of doubt and without prejudice to the generality of Regulation 19, any Rule, Regulation or practice in breach of this Regulation shall be void and unenforceable.
 - (f) Without at least 7 days written notice to a Competition, a Participant (F.A. Rule A2) may not make an approach to or have contact with a club still in membership of that Competition with regard to the club becoming a member or another Competition.
23. (a) A Competition must make provision in its Rules for right of appeal to the sanctioning Association, as provided for in F.A. Rule B1(b). The Rules of Competitions sanctioned by The Football Association must make provision for the payment of a minimum fee of £50.
- (b) No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the ground of unconstitutional conduct.
24. Without the prior consent of the sanctioning Association a Competition must not permit matches other than those incidental to it.
25. In Charity Competitions:
- (a) conducted on a league principle, not less than 1/10th of the gross gate receipts of each match must go to Charity. If the receipts are insufficient to cover ground expenses of the match the percentage may not be taken. Expenses must not include those of the competing clubs;
 - (b) conducted as a knock-out cup, of the gross gate receipts at least 1/10th of the Preliminary Round(s) and at least 1/3rd of the Semi-Final and Final Ties must go to Charity.
 - (c) a salary or honorarium must not be paid to any official;
 - (d) at the close of each Competition an audited Balance Sheet or Financial Statement must be forwarded to the Sanctioning Association together with confirmation from the Charity(ies) of the amount donated.
26. Competitions shall fix the fees to be paid to Match Officials officiating in their matches, within the limits laid down by the Sanctioning Association. Officials shall neither ask for, nor receive a larger fee than that fixed by the Competition.
27. Referees must not be called upon to perform duties extraneous to the Laws of the Game which would bring them into direct contact unnecessarily with participating players, e.g. when match report cards were being signed by players.



28. Competitions must not impose bonds on their member clubs as a guarantee of the goodbehaviour of their players.
29. The Football Association keeps a record of all Competitions. For this purpose on or before the 1st November in each year the Affiliated Associations must transmit to The Football Association lists on the form marked "B" as scheduled to the Rules of The F.A.:
 - (a) of Competitions which are under their jurisdiction, and
 - (b) of Competitions which are jointly under their jurisdiction.
30. The Rules of the Competition must comply with the Standard Code of Rules issued by The Football Association and as altered from time to time for the level at which the Competition competes.
31. The Football Association will appoint as one of its Standing Committees a League Sanction and Registrations Committee and each Affiliated Association is required to make a similar provision.



REGULATIONS FOR THE REGISTRATION AND CONTROL OF REFEREES

Preamble

Pursuant to The Football Association Rule J1(d), the Council is authorised to make regulations with reference to Match Officials as they deem expedient. These 'Regulations for the Registration and Control of Referees' (the Regulations) are the regulations made under that Rule.

Affiliated Associations are responsible for the administration of Referees registered with The Association who reside in their area as determined by The Association. Service Associations have administrative responsibility for Referees who are serving members of the Armed Forces.

Affiliated Associations shall appoint a Referees' Committee to carry out its functions under these Regulations.

For the purpose of these Regulations the terms used will be defined as follows:

Administer means to carry out the administrative procedures relating to the registration and control of Referees as required or determined by The Association from time to time.

Annual Review means the review by a Competition of its List of Match Officials entitled to be engaged for a Match in that Competition, to ascertain the suitability of each Referee to continue to be eligible to be retained on that list. Such a review will take into consideration the Referee's performance on the field of play as defined in these Regulations, as modified by any written instructions to a Competition from The Association from time to time.

Assessments means written appraisals of a Referee's performance on the field of play, carried out by an Assessor, on behalf of The Association, Affiliated Association or Competition and submitted to the appropriate body.

Assessors means those individuals authorised by The Association to carry out Assessments at levels determined by The Association.

Basic Referees Course means a course of instruction as determined by The Association leading to the examination of Referee candidates.

Club Marks means a numerical indication of a Referee's performance on the field of play, reported by competing Clubs after a Match, on a scale defined by The Association.

Contributory Leagues means those nominated divisions, within specific Leagues as determined and considered by The Association, suitable for the advancement of Referees from Level 3.

County Referee means a Referee who has demonstrated to the satisfaction of The Association, Affiliated Association or Service Association, as required by these Regulations, the ability to officiate at Level 6.

Examine means to supervise the written and other form of examination of Trainee Referee candidates to the requirements and standards determined by The Association from time to time.

FIFA List means those Referees, nominated by The Association and selected by FIFA, eligible for appointment to international matches.

Junior Referee means a Referee who has completed successfully the Basic Referees Course, having reached the age of 16 years.

League means a Competition sanctioned under relevant Regulations by The Association or an Affiliated Association.

Marks means a numerical indication of a Referee's performance on the field of play, awarded by an Assessor on completion of an Assessment, on a scale defined by The Association.

National List means those Referees selected by The Association, eligible for appointment to games in the FA Premier League, the Football League and other matches as determined from time to time.

Panel List means those Referees selected by The Association, eligible for appointment to games in the Football Conference, FA Premier League Reserve League, Central League, the Football Combination and other matches as determined from time to time.



Referee means a person registered as qualified under these Regulations who may be engaged as a Match Official.

Registration Period means from 1 June in each year, or the date of successful completion of the Basic Referees Course if later — to the following 31 May.

Senior County Referee means a Referee who has demonstrated to the satisfaction of The Association, Affiliated Association or Service Association, as required by these Regulations, the ability to officiate at Level 5.

Service Association means an Affiliated Association having responsibility for the administration of the game as determined by The Association from time to time in or relating to Her Majesty's Regular Forces (the Royal Navy, the Army, the Royal Air Force).

Supply League means those nominated divisions, within specific Leagues as determined and considered by The Association, suitable for the advancement of Referees from Level 4.

Trainee Referee means a referee candidate who is undergoing the Basic Referees Course, will be recognised and classified as a level 9 referee and as such may be appointed as a Match Official in accordance with these regulations.

Youth Referee means a Referee who has registered between the ages of 14 — 16 years of age.

For the purposes of these Regulations, The Association shall act through the Council, which shall delegate such functions to the Referees' Committee.

1. Registration

- (a) No person shall be appointed as a Match Official in any Match or Competition under the jurisdiction of The Association either directly or indirectly unless registered in accordance with these Regulations.

[Note: A Competition may include in its regulations a provision by which a person who is not a registered Match Official may carry out the duties of a Match Official in a specific Match but only in circumstances where a registered Match Official cannot be appointed to that Match].

- (b) A Referee must be registered with The Association through the Affiliated Association within the area in which the Referee resides. A Referee will be required to pay the standard national registration fee to be determined annually by The Association. Registration will run from the date of registration until the following 31 May. A Referee may become an Associate Referee with another Affiliated Association upon payment of an Associate Fee not exceeding £5 per registration period. The Memorandum attached to these regulations detail the responsibilities of Affiliated Associations in respect of Referees administered by them.
- (c) In cases where the boundaries of Affiliated Associations overlap, the Affiliated Associations concerned may mutually agree about the registration of Referees who reside within the overlapping areas. The Affiliated Association which carries out the initial examination will be responsible for the administration of a Referee. A Referee who changes residence from one administrative area to another will be required to complete a County Transfer Form and be transferred to the new Affiliated Association for administrative purposes but will not be required to pay a further registration fee for that season.
- (d) Referees shall not be registered with The Association until they are able to satisfy the Affiliated Association of their date of birth in such a manner as shall be determined by The Association.
- (e) A person below 14 years of age shall not be registered as a Referee.
- (f) A Referee who has failed to register as a Referee with The Association for two or more seasons shall not be re-registered until an application received in writing has been considered by the Referees' Committee of the Affiliated Association within whose area the Referee resides at the time of application for re-registration.



- (g) Affiliated Associations may re-examine registered Referees administered by them as determined by The Association. The Association must be notified of the names of Referees who do not meet the standard determined by The Association.
- (h) Where considered not to be fit and proper to act as a Referee the registration may be removed or suspended by the Affiliated Association which administers the Referee or by The Association. Affiliated Associations are to notify The Association of any action in this respect. The Association may take any action it deems appropriate. Applications for the re-instatement of a Referee who has previously been disqualified under this Regulation must be referred to The Association for consideration.

2. Recruitment, Basic Referee Training and Initial Examination

- (a) The Association and Affiliated Associations shall be responsible for the recruitment, basic training and initial examination of Referees.
- (b) The requirements and standards for the Basic Referee Course shall be set annually by The Association.
- (c) All candidates shall be examined as to their suitability to be a Referee by an initial examination at the end of a Basic Referees Course. The initial examination shall include a written element as well as any other form of examination as prescribed by The Association for example, but not limited to, an eyesight and colour test. Affiliated Associations must notify the Service Association concerned should they examine a candidate who is a serving member of Her Majesty's Regular Forces at the time of examination.
- (d) The minimum age a candidate may be presented for initial examination is 14 years.
- (e) Candidates who do not reach the standard required by The Association in the initial examination may not be presented for further examination until a period of three months has elapsed.

3. Classification

- (a) On behalf of The Association each Affiliated Association must classify Referees administered by their Association. The classification period runs from 1 June in each year, or the date of successful completion of the initial examination, to the following 31 May.

As at 1 June in each year Referees are to be classified as follows:

International	Referees who are on the FIFA List of Referees.
Level 1	Referees selected by The Association to serve on the National List and who meet the requirements of Regulation 4 below.
Level 2	Referees selected by The Association to serve on the Panel List and who meet the requirements of Regulation 4 below.
Level 3	Referees, other than those on the Panel List, selected to officiate on a Contributory League and who meet the requirements of Regulation 4 below.
Level 4	Referees selected to officiate on a Supply League and who meet the requirements of Regulation 4 below.
Level 5	Senior County Referees. This classification includes referees who have served at a higher level.*

** Where a Referee has achieved a level higher than Level 5 and is then not retained, the Referee is to be classified as a Level 5 Referee, with the option of further promotion in the normal way or until a status of non-active is declared by the individual.*



Level 6	County Referees
Level 7	Junior Referees not in Level 8 or below
Level 8	Youth Referee
Level 9	Trainee Referees
Level 10	Declared non-active Referees

- (b) When a Referee changes residence from one Affiliated Association to another, the classification level will be accepted by the Affiliated Association in to whose area the Referee has moved.
- (c) Referees must apply for promotion in writing. The Affiliated Association must receive this request by no later than 1 March preceding the season in which promotion is sought. Referees considered for promotion in the preceding season, but not advanced, will automatically be included in the promotion scheme for the following season unless they indicate otherwise, in writing, to their Parent Affiliated Association by 1 June following the decision of that Association. Level 7 referees who are being considered for promotion to Level 6 may apply for promotion to Level 5, in accordance with the clause, pending the decision of the Affiliated Association in respect of the promotion to Level 6. Promotion to Level 6 and Level 5 classification shall be based on a Referee's practical performance on the field of play. This will be determined by considering the Marks and Assessments by Assessors on a minimum of three games and the Club reports from Competitions for players over the age of 16 years, over a minimum of 20 games during any one marking period, officiated in as a Referee. Such Marks and Assessments are to be collated by the Affiliated Association from 1 March in any year until the last day of February in the following year. Where there is an opportunity to progress beyond Senior County Referee in accordance with these Regulations a further requirement for promotion to Level 5 is the completion of five games as an Assistant Referee in the promotion season. In addition to their practical performance on the field of play Referees will be required to attend in-service training, as determined by The Association, and successfully complete a written examination set by The Association prior to the promotion being confirmed. On completion of the promotion process the Affiliated Association shall submit details of all promotion candidates to The Association.
- (d) The responsibility of promoting Referees to Level 6 and Level 5 rests with the Affiliated Association in which the Referee resides and who administers the Referee's registration. In accordance with the marking year all selections to Level 5 must be made by 25 March each year and selections to Level 6 by 30 April each year.
- (e) At an interim meeting at the end of September County Associations may:
 - (i) Identify a group of Level 7 referees who are showing promise and consider them for a promotion directly to Level 5 in the March Meeting. In order to gather supporting evidence for this double promotion the Referees Committee should gain further first hand knowledge of performance by providing the referee with more challenging matches eg higher division matches in local leagues, games in later rounds of County Competitions. Referees being considered for this promotion would require an additional 20 games and a further three assessments at the higher level of challenge. The referee must attend an In-service course for Level 6 to 5 and take the appropriate examination.
 - (ii) Review any referee's promotion to either Level 6 or 5 who has been ineligible for consideration in the annual promotion meeting because of shortage of games. Those Referees who now meet the criteria may be promoted to Level 6 or Level 5 with effect from 1 October.
- (f) A Level 7 Referee must serve a minimum of one complete Registration Period or 12 months in that classification, whichever is the shortest, before applying for promotion to



Level 6. After this promotion a Referee can proceed at the rate he is capable. No Affiliated Association may impose any other qualification periods which cause delayed passage through the promotion pyramid.

- (g) Level 8 includes all Referees between the ages of 14 and 16 as at 1 March each season. A Level 8 referee will automatically become a Level 7 referee on reaching the age of 16.
- (h) Trainee Referees undertaking the Basic Referees Course will be registered as Level 9. A Level 9 Referee will automatically become a Level 7 referee on successful completion of the Basic Referees Course and having attained the age of 16.

4. Promotion

- (a) Selection and promotion within Levels 4 and above will be determined as follows:

International Level Annual nomination by The Association to FIFA, selected from those eligible Referees as at the date of nomination determined by FIFA.

Level 1 Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Level 2 for outstanding ability as determined by The Association from time to time.

Level 2 Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Level 3 for outstanding ability as determined by The Association from time to time.

Level 3 Referees who satisfy the criteria established by The Association from time to time and those who have been promoted from Level 4 for outstanding ability as determined by The Association from time to time.

Level 4 Referees who have been selected to act as an Assistant Referee on the National List of Contributory Match Officials, following nomination by an Affiliated Association to The Association, and those Referees who satisfy the criteria established by The Association from time to time.

- (b) Annually, Referees will be required to complete successfully a fitness test and a written examination, as determined by The Association, prior to having their classification confirmed. On initial selection for promotion to a higher level Referees may be required to attend an interview to ascertain their suitability against criteria determined by The Association.
- (c) On initial promotion to Level 4 the Affiliated Association who administer the Referee must allocate the Referee to an appropriate Supply League.
- (d) The Association will determine the acceptable number of matches required for consideration to be selected to Levels 4 and above.

5. Competitions

- (a) Affiliated Associations must advise successful candidates of the result of the initial examination, in writing, as well as providing them with details of local competitions on which they are eligible to officiate.
- (b) Referees under the age of 16 are eligible to officiate only in Competitions for players aged under 16.
- (c) The Association will advise Affiliated Associations annually of those Competitions, and the recognised Leagues and divisions, which have been granted Supply League status.
- (d) Lists of Match Officials shall be determined each season by Competitions and only Match Officials included in such lists may officiate in matches during the season. Changes to such Lists shall be made only as part of the Annual Review, save with the written approval of The Association or Affiliated Association sanctioning the Competition. A Competition may not remove or suspend a Match Official from its List at any time other than at the Annual Review (such power to act otherwise resting solely with The Association, Affiliated Association or Service Association as appropriate under Regulation 7 below).



- (e) The practical performance on the field of play of Match Officials on a List shall be appraised and reviewed each season (for these purposes 1 March to the last day of February). Competitions shall provide annually to The Association or Affiliated Association as appropriate a List of the Match Officials they have engaged with the Marks and Assessments obtained in accordance with the requirements of paragraph 12 of these Regulations. All affiliated football clubs are to mark referees on a scale of 1-100. An example of the marking Guide and form to be used in Supply Leagues is shown at Appendix A. Similarly an example of a marking guide and form for all other affiliated football is shown at Appendix B.
- (f) A Competition may remove a Match Official from its List at the Annual Review as a result of the practical performance on the field of play. Competitions removing a Match Official must notify The Association, together with supporting documentation, and the Affiliated Association who administers the Match Official.
- (g) No appeal of any nature shall be permitted against a decision of a Competition to remove a Match Official from its List, as a result of an annual review of that Official's practical performances on the field of play.
- (h) A Competition shall not have the power to act in relation to the Registration of a Referee. Any allegation of behaviour alleged to constitute a breach under Regulation 7 (a)(i) or (ii) below must be reported to The Association, Affiliated Association or Service Association in accordance with Regulation 7 (c) below.
- (i) Referee Fees and Expenses are set by an Affiliated Association or by Competitions. Referees (or other appointed match officials) may not receive other financial reward or incentive based on their on field of play performances from any Affiliated Association or Competition other than the set fees and expenses.

6. Training

- (a) The Association shall identify the training requirements of Referees at all levels and be responsible for accrediting courses of instruction to meet those requirements.
- (b) Referees will be required to attend accredited training at intervals determined by The Association. Only such training, delivered by accredited instructors, will be valid.
- (c) Training may be delivered, at the appropriate levels, in conjunction with Affiliated Associations, Match Officials associations or the Referees Association by instructors accredited by The Association.

7. Conduct of Referees and Action in Relation to Registration

- (a) The Association, Affiliated Association or Service Association, as appropriate, shall have the power to act at any time in relation to the registration of a Referee who has:
 - (i) less than proficiently applied the Laws of the Game; or
 - (ii) committed a technical irregularity; or
 - (iii) proved to have been concerned as an agent for a Club or a Player in the transfer or attempted transfer and/or engagement of a Player; or
 - (iv) wilfully mis-stated his/her age, or, date of birth; or
 - (v) as a player, violated the Laws of the Game to such a degree that a Regulatory Commission or a Disciplinary Committee subsequently imposes a penalty of suspension from playing; or
 - (vi) been found to have committed an act of Misconduct (as defined in and) pursuant to the Rules of The Association or an Affiliated or Service Association; or
 - (vii) a Football Banning Order imposed on him or her.
- (b) Only The Association, Affiliated or Service Association may act in relation to the Registration of a Referee. Such action may be only through its Referees' Committee.



- (c) Any behaviour alleged to constitute a breach under 7(a) (i) or (ii) above must have been notified to or otherwise come to the attention of The Association, Affiliated Association or Service Association within 14 days of the relevant incident(s) for such to be acted upon under 7(a).
- (d) A technical irregularity under 7 (a)(ii) above shall be any failure by a Referee to meet any requirement imposed on, or notified to, a Referee by The Association, Affiliated or Service Association as appropriate from time to time.

A technical irregularity includes, but is not in any way limited to, any failure to comply with administrative requirements imposed on a Referee such as the requirements to file reports, answer correspondence, attend match venues or disciplinary or regulatory hearings at a particular time, etc or any breach of Regulation 10 or 13.

- (e) Where a Referee is alleged to have breached 7(a) (i) — (vii) above, the Referees' Committee shall advise the Referee, in writing, of the relevant allegation(s) and supporting facts and state that the matter will be considered by the Committee or a duly appointed Commission thereof.

The Referee shall respond within 14 days and may either:

- (i) deny the allegation(s), setting out a statement of his case; or
- (ii) request a personal hearing, in which case a fee of £25 must accompany the request; or
- (iii) admit the allegation(s). A Referee who admits the allegation(s) may set out any submissions which he wishes the Referees' Committee to consider when considering what, if any, action to take. The Referee may also request a personal hearing as above.

In considering any allegation at a personal hearing, a Referees' Committee or Commission thereof, may adopt such procedures as it considers appropriate and expedient for the determination of the matter brought before it; and shall not be bound by any enactment of rule or law relating to the admissibility of evidence in proceedings before a court of law.

As a guide to the procedures to be followed at a personal hearing, the following may be used unless the Referees' Committee or Commission consider it appropriate to amend them:

- (1) The allegation(s) will be read out to the Referee, who will be asked if the allegation(s) are admitted or denied.
- (2) Evidence in support of the allegation(s) to be called.
- (3) Evidence in response to the allegation(s) to be submitted by the Referee, who may, with the permission of the Referees' Committee or Commission, be accompanied by a representative.
(Any such representative shall not be permitted to give evidence as a witness.)
- (4) The Referees' Committee or Commission and the Referee (as appropriate) shall be entitled to ask questions of any witness giving evidence in support of the allegation(s). The Referees' Committee or Commission shall be entitled to ask questions of the Referee, who may give evidence in defence of the allegation(s).

The Referees' Committee or Commission may draw such inferences as it considers appropriate from the failure of the Referee to give evidence or answer a question.

- (5) In the event of evidence submitted in answer to the allegation(s) disclosing a point which the Referees' Committee or Commission considers was not covered in the evidence of, or not put to, any witness in support of the allegation(s), the Referees' Committee or Commission may recall and ask questions of such witness. The Referee or relevant representative may also ask questions.



- (6) After the evidence has been completed to the satisfaction of the Referees' Committee or Commission, the Referee or representative shall be entitled to make submissions based upon the evidence, but this may not include reference to facts not disclosed in the evidence presented to the Referees' Committee or Commission. At the conclusion of the submissions all persons shall withdraw whilst the Referees' Committee or Commission considers the evidence and submissions presented to it and determines whether the allegation(s) have been proved or not. After reaching a decision, the Referees' Committee or Commission shall recall the Referee and any representative, and announce whether the allegation(s) have proved or not proved. The decision shall be subsequently confirmed in writing. As an alternative the Referees' Committee or Commission may, where it considers it appropriate, not announce its decision at the meeting but inform the Referee that such a decision will be communicated in writing.
- (7) Where the Referees' Committee or Commission find the allegation(s) proved, it shall have the power to act in relation to the Registration of the Referee as it considers appropriate. This may include, but is not limited to, censure, a period of remedial training, suspension or removal of Registration.
- (f) A Referee may be dealt with in the normal course as a participant for any alleged Misconduct (i.e. by a Regulatory Commission or an other Disciplinary Commission as appropriate), in addition to having issues relating to the Registration as a Referee considered by The Association, Affiliated Association or Service Association through its Referees' Committee in relation to the same behaviour. In such cases, a charge of Misconduct shall be considered before any matter relating to the issue of Registration is dealt with by the Referees' Committee under Regulation 7 (a)(vi).

Action in respect of the Registration of Match Officials appointed to Competitions of The Association and other Competitions including Contributory League level and above in the Order of Precedence (Section 9) will be considered by the appropriate committee of The Association.

- (g) In circumstances where it is considered appropriate, the Referees' Committee may order that the Registration of a Referee be suspended with immediate effect, pending determination of a charge of Misconduct or pending the determination of a charge under 7(a)(i) or (ii) above and in the latter case the reason for such suspension is to be notified to the Referee in writing and reported to the Commission hearing any resultant charge.

8. Appeals against Decisions of the Referees' Committee

- (a) Where The Association or an Affiliated or Service Association, through its Referees' Committee, makes an order in relation to the registration of a Referee under Regulation 7, then there shall be a right of appeal by the Referee against the decision (other than as set out below).

There shall be no right of appeal against a decision in relation to the registration or classification of a Referee taken as part of the Annual Review by The Association, Affiliated Association or an appointing authority.

- (b) (i) Notice of an appeal against a decision of a Referees' Committee made under Regulation 7 must be lodged with The Association or appropriate Affiliated Association within 14 days of notification of the decision appealed against, accompanied by a fee of £35.
- (ii) An Appeal shall be considered by an Appeals Panel comprising of Members of the Council of The Association or appropriate Affiliated Association established specifically to deal with appeals from decisions under Regulation 7, none of whom shall have been party to the original decision. A decision of the Appeals Panel shall be final and binding.
- (iii) The Notice of Appeal must:
- (1) identify the specific decision(s) being appealed



- (2) set out the grounds of appeal; and
- (3) set out a statement of the facts upon which the appeal is based.
- (iv) The grounds of appeal shall be that the body whose decision is appealed against:
 - (1) misinterpreted or failed to comply with any rules or regulations relevant to its decision; and/or
 - (2) came to a decision to which no reasonable such body could have arrived at; and/or
 - (3) made an order, which is excessive.
- (v) The Appeals Panel may adopt such procedures as it considers appropriate and expedient for the just determination of an appeal brought before it, and shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

The following is set out as a guide to the conduct of a hearing before the Appeals Panel:

- (1) The Appellant to address the Appeals Panel, summarising its case;
- (2) The Respondent to address the Appeals Panel, summarising its case;
- (3) The Appeals Panel may put questions to the parties at any stage;
- (4) The Respondent to make closing submissions;
- (5) The Appellant to make closing submissions;
- (6) The Appellant and the Respondent to withdraw whilst the Appeals Panel considers the submissions and determines the matter.
- (7) The Appellant and the Respondent to be recalled and the decision and any orders consequential to it announced to both parties. Alternatively, where it considers it appropriate, the Appeals Panel may decide not to announce its decision, but make it known at a later date, in writing. In any event, the Appeals Panel shall publicise a written statement of its decision (see 8(b)(ix) below).
- (vi) The Appeals Panel shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.
- (vii) A decision of the Appeals Panel shall be final and binding and there shall be no right of further challenge.
- (viii) The Appeals Panel shall have power to:
 - (1) allow or dismiss the appeal; or
 - (2) remit the matter for re-hearing by the Referees Committee; or
 - (3) exercise any power which the body against whose decision the appeal was made could have exercised; or
 - (4) make any further or other order considered appropriate, either generally, or for the purpose of giving effect to its decision.

Any fee may be returned or forfeited, in whole or in part, at the discretion of the Appeals Panel, who shall also have the power to determine by whom the costs of the appeal shall be borne.

- (ix) As soon as practicable after the hearing, the Appeals Panel shall publish a written statement of its decision, which shall state:
 - (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
 - (2) whether or not the appeal is allowed; and
 - (3) the order(s) of the Appeals Panel.

The written statement shall be signed and dated by the chairman of the Appeals Panel and be the conclusive record of the decision.



9. Appointments

- (a) Registered Referees shall not officiate in any Competition, which is not sanctioned, or Match in which unaffiliated clubs compete.
- (b) The Order of Precedence of appointments, whether as a Referee or Assistant Referee, shall be as follows:
- (1) The FA Challenge Cup Competition;
 - (2) The FA Premier League;
 - (3) The Football League;
 - (4) The FA Challenge Trophy Competition;
 - (5) The FA Challenge Vase Competition;
 - (6) Affiliated Association Cup Competitions

Affiliated Association appointments only take precedence over Panel Leagues, The FA Youth and FA County Youth Challenge Cup Competitions, Contributory League and Supply League appointments if the appointment is in the Affiliated Association's nominated Senior Cup Competition or in the Semi-final and/or Final of any other Affiliated Association Competition whether the appointment is as a Referee or an Assistant Referee.

- (7) The Panel Leagues;
- (8) The FA Youth and FA County Youth Challenge Cup Competitions;
- (9) Contributory Leagues (recognised divisions only) and National League Systems Cup;
- (10) Supply Leagues (recognised divisions only);
- (11) All other Competitions of The Association.

Referees must attend Personal Hearings when required to do so. At Contributory level or above Match Officials appointments already received, take precedence over requests to attend Personal Hearings. On receipt of notification of a Personal Hearing Referees must close the date with all appropriate competitions.

- (c) Where release from an appointment is required to enable a Referee to take a more senior appointment at least four days' notice must be given to the relevant Affiliated Association or Competition by the association or Competition requesting the release.
- (d) Once The Association or an Affiliated Association has appointed a Match Official if, subsequently, the Match is postponed, abandoned or results in a draw and the rearranged fixture is then scheduled to take place less than four complete days from the date of the original match, The Association or Affiliated Association appointment will take priority over any other appointment already accepted by the Referee from a Competition lower in the Order of Precedence, unless The Association or Affiliated Association waive their right to the services of the Match Official so appointed.
- (e) Fourth Officials are appointed to certain rounds of FA Competitions and all FA Premier League and Football League matches and associated Competitions, and the Panel Competitions. The duties and responsibilities of the Fourth Official are detailed in the Laws of Association Football and in the Competition Rules. Such appointments form part of the Order of Precedence within the Competitions listed above.

Standby/Reserve Officials may be appointed to other Competitions but do not form part of the Order of Precedence and are not to be accepted by Referees in preference to an active appointment.

10. Conflicts of Interest

A Referee shall at all times act impartially. Where a Referee believes that there is a material interest conflicting with the duties and obligations of a Match Official and any appointment, then the Referee shall decline to act or officiate and declare it to the appointing authority (whose decision in relation to any dispute or difference in such matters shall be final and binding).



11. Referees' Uniforms

- (a) All Match Officials in Competitions under the jurisdiction of The Association and Affiliated Associations must wear uniforms comprising a plain shirt which shall be almost entirely black with white collar and black shorts. Socks shall be black and may have another colour at the top which must be in accord with the single colour used on the shirt collar. Caps may be worn in extreme heat. Where a cap is worn it must be black in colour, not restrict the peripheral vision of the Match Official. Referee Uniforms must not carry any form of advertising.
- (b) The following Competitions may be excepted from (a) above, on application to The Association subject to the conditions below:
The FA Premier League
The Football League
Competitions of Panel and Contributory League Status
Approval will be considered only of shirts that are almost entirely black, with collars of a single colour. In all such cases prior written approval must be obtained from The Association with confirmation that all Match Officials will be provided with shirts, shorts and socks free of charge. Application for the above Competitions must be submitted annually prior to 1 May for the following season.
- (c) Match Officials appointed to FA Competition Matches are required to wear the FIFA or Football Association badge (where awarded) or the badge of their Affiliated Association. No other competition badge may be worn.
- (d) Advertising and branding on Match Officials' uniforms must be in accordance with The Association's Regulations relating to advertising on the clothing of Players, Club Officials and Match Officials.

12. Returns

- (a) Annually, in accordance with the instructions of The Association from time to time, Competitions shall provide to The Association or appropriate Affiliated Association Lists of Match Officials engaged. Such Lists shall include the marks awarded by Clubs, and assessments where appropriate, during the specified period, together with any other information required.
- (b) Not later than the date decided by The Association, Affiliated Associations shall nominate suitable Referees for consideration by The Association for selection to the Contributory League Assistant Referees List.
- (c) Competitions that are required to administer fitness tests are to submit the results to The Association and the Affiliated Association that administers the Referee.
- (d) Affiliated Associations are to submit by 30 June each year a complete list of registered Referees, by classification, in a format required by The Association.

13. Codes of Conduct

Match Officials shall be bound by Codes of Conduct such as are instructed by The Association from time to time.



APPENDIX A TO THE REGULATIONS FOR THE REGISTRATION AND CONTROL OF REFEREES

Memorandum of Affiliated Association Responsibilities for Registered Referees

Affiliated Associations must provide, as a minimum, the following for Referees administered by them:

Registration

Registrations for Referees must be in accordance with the Regulations for the Registration and Control of Referees as amended by The Football Association from time to time. Affiliated Association will collect the National Registration fee and, where appropriate, any Associate Referee fee levied by them for Referees administered by another Affiliated Association. Affiliated Associations will be responsible for the provision of renewal CRB checks for referees after the initial check has been completed by the individual.

Provision of County Football Association Handbook

Affiliated Associations should provide, as a minimum, the County Cup Competition Rules, details of Club Secretaries and details of grounds/match venues.

Public Liability Insurance

A min/max of £5 million, as recommended by The Association, cover for public liability insurance.

Recruitment and Basic Training of New Referees

The recruitment and training of new referees is an important area which Affiliated Associations have responsibility towards the development of the future of the game. The Football Association supports this with provision of financial and material support.

Promotion and Assessment Scheme

Affiliated Associations are responsible for the promotion of referees up to Senior County Referee (Level 5), in accordance with the Regulations for the Registration and Control of Referees, by ensuring that referees are active at the appropriate level and are regularly assessed. The promotion assessment scheme is part funded by The Football Association. Senior County Referees and below, outside the promotion scheme, who are administered by the Affiliated Association should be regularly assessed for development purposes.

In-Service Training

Referees below Contributory League Referee (Level 3) are provided with in-service training by Affiliated Associations. In-service training for Referees in the promotion scheme is mandatory in accordance with the Regulations for the Registration and Control of Referees and may be coordinated in conjunction with the Regional Manager (Referees). Other in-service training (i.e. Supply League Referees, Pre-Cup Final training, assessor training, etc) should be provided for referees as appropriate. F.A. funding may be accessed to meet some of the training and development needs.

Safeguarding Children Training

In accordance with the Rules of The Association, every participant of the game is required to undergo Safeguarding Children training. The Football Association Referees Department and Child Protection Unit will provide separate guidance on this issue.



Appointments

Affiliated Associations make appointments to its individual Competitions. In addition, it is invited to make nominations in respect of F.A. Competitions at the request of The Football Association Referees Department.

Nominations to the Contributory League List

Affiliated Associations are required to nominate eligible and suitable Referees to join the Contributory League Assistant Referees List from its Senior County Referees on request from The Football Association Referees Department. Those Referees who are nominated for consideration to the Contributory League Assistant Referees List must have successfully completed the required fitness test as determined by The Football Association Referees Committee from time to time.

Allocation to Leagues

Affiliated Associations are responsible for the allocation of Referees promoted to, or serving on, the National List Contributory League Assistant Referees to a suitable Supply League on which to referee. The allocation of Referees to officiate as Assistant Referees in the recognised division of one Supply League only, in which teams from the Affiliated Association operate, is the responsibility of the Affiliated Association to ensure that local football is not deprived of Referees. Referees successfully completing the basic course are to be advised in writing, in accordance with the Regulations for the Registration and Control of Referees, of the leagues on which they may operate.

Legal Advice

Affiliated Associations may assist in the provision of legal advice where appropriate to Referees. This could involve seeking advice from The Football Association on behalf of the Referee in certain circumstances.

General Advice

General advice and guidance on all football related matters should be promulgated by the Affiliated Association to those Referees it administers.

Transfers

Affiliated Associations are responsible for ensuring that Senior County Referees and below who move to another administrative area are notified to the receiving Association. The Football Association Transfer Form is to be used for this purpose, a copy of which is at Annex A to this Memorandum. On receipt of that notification, the receiving Affiliated Association should ensure that the Referee is made aware of the refereeing activities in the County.

Referee Discipline

The Regulations for the Registration and Control of Referees devolve the responsibility for Referee discipline, of those Referees not operating on the National List of Contributory League Officials or above, to the Affiliated Association who administers the Referees registration. A Referee may be dealt with in the normal course as a participant for any alleged misconduct pursuant to the Rules of The Association (i.e. by a Disciplinary Commission), in addition to having issues relating to the Registration as a Referee considered by the appropriate Referees Committee. Referees should be made aware of the process by which any acts of misconduct, or indiscipline in relation to their registration, will be dealt with by the Affiliated Association.

Nominations to Referee Instructor Courses

Affiliated Associations should identify those candidates it considers suitable to attend the Registered Referee Instructors Course and the National Referee Instructors Course in accordance with the criteria notified by The Association from time to time. The Football Association makes financial provision for these courses.

**Liaison with the Regional Manager (Referees)**

Affiliated Associations should make every use of the services of the Regional Manager (Referees) in the support of its responsibilities for registered referees as outlined in this Memorandum.

Monitoring of Financial Provision

Affiliated Associations are required to monitor the financial assistance provided by The Association in respect of Referees to ensure that it is allocated to the purpose for which it was made. Returns are to be submitted to The Association upon request.

In addition Affiliated Associations are encouraged to consider offering the following to Referees administered by them dependent upon the size and make-up of the Affiliated Association:

Schools of Excellence and Referee Academies

Affiliated Associations are strongly encouraged to include a School of Excellence (or Referee Academy) for Referees.

Liaison with the County Referees Association

It is strongly recommended that Affiliated Associations forge a liaison with its Referees Association. A co-opted representative of the County R.A. to the County Referees Committee is encouraged.

Provision of the Laws of the Game to all Referees

All Referees should, in addition to the law amendment bulletin provided by The Football Association, have the Laws of the Game made available each season.

Provision of a County Football Association Badge

The Regulations for the Registration and Control of Referees require Referees to wear the badge of the County F.A. who administers his registration on F.A. Competitions, where such a badge is available. This provides County identity of the match official when operating both within and outside his Affiliated Association boundary. Affiliated Associations are encouraged to make available its County F.A. badge to Referees.

Benevolent Scheme

County Football Associations are encouraged to make available access to any Benevolent Scheme it runs to Referees. They may also access, on behalf of a Referee, The Football Association Benevolent Fund where appropriate.

Personal Accident Insurance

Affiliated Associations are encouraged to investigate the need for Personal Accident Insurance for Referees.



RULE C2 PLAYERS WITHOUT WRITTEN CONTRACTS

(a) **Regulations concerning approaches**

Players who are not under written contract to a Club may be registered with a number of Clubs at any time, subject to the following provisions and those of the Competitions in which they play:

(i) Competitions sanctioned by The Association under Regulation 3 of the "Regulations for the Sanction and Control of Leagues and Competitions" may make their own regulations for the approach of Players between Clubs of the Competition.

(ii) During a current season* any Club wishing to approach a Player known to be registered with or having played for any other Club must give to the Secretary of each such Club seven (7) days formal written notice of the intention to approach the Player.

Formal written notice of approach need be given by:

(A) a Saturday Club only to all Saturday Clubs

(B) a Sunday Club only to all Sunday Clubs

(C) a midweek Club only to all midweek Clubs

(iii) The written notice must be sent by Special Delivery or Recorded Post, or a written acknowledgement otherwise obtained from the Secretary or Chairman of the Club approached. Facsimile or e-mail transmission may be used provided a receipt of acknowledgement is also obtained.

(iv) Following the date of posting of the written notice of approach, or receipt of an acknowledgement: (A) the Player may be registered on or after the eighth (8th) day; (B) the Player must have been registered on or before the twenty-first (21st) day.

(v) The approaching Club:

(A) may not approach the same Player a second time in the same season;

(B) may approach only one (1) Player at a Club at any time subject to (ix) below;

(C) may not approach another Player at the same Club within twentyeight (28) days of an earlier notice of approach or acknowledgement.

(vi) If an approach is made by a Player to another Club during the current season*, that Club shall give the Club(s), for which the Player is known to be registered or has played, seven (7) days notice of approach as set out in (i) to (iv) above before registering the Player.]

(vii) A Club which is the subject of a complaint alleging failure to give notice in accordance with this Rule may be subject to a charge of misconduct under F.A. Rule G2(2).

(viii) A Club proved to have breached the provisions of this Rule may have its current registration of the Player cancelled and be subject to such other penalty as The Association or Affiliated Association deems appropriate, in accordance with Regulation 6.1 of the Regulations for F.A. Disciplinary Action.



- (ix) During the current season* a maximum of two (2) Players may be approached in the manner described above if invited to trial at a licensed Football Association/ F.A. Premier League/Football League Academy or Centre of Excellence.
- (b) **Conditions**
- (i) All payments made to players must be made by the Club and fully recorded in the accounting records of the Club.
- (ii) All salaried payments must be subject to PAYE and National Insurance.
- (iii) Any players paid expenses must be reimbursed via an expense claim form. The Club must retain all expense records in a format acceptable to the Inland Revenue.
- (iv) A currently registered Player shall not be allowed to register with another Club without first satisfying the Club Officials of the intended Club that all reasonable financial and other liabilities have been discharged to the Club or Clubs with which the Player is or was known to be registered in the current* and previous season.
- (v) A player approached on or after the first (1st) May in the current season* may not play in competitive football for the Club making the approach until the commencement of the following season.
- (c) **Service Players**
- (i) While serving in any branch of Her Majesty's Regular Forces, a Player may not hold a contract of employment with any Club under the jurisdiction of The Association or an Affiliated Association.
- (ii) Neither a Club nor any person may attempt to induce a Player of a Club of any branch of Her Majesty's Regular Forces to play for another Club during the current season* without at least fourteen (14) days written notice of approach - in the case of the Army to the Secretary of The Army Football Association, the Royal Navy to the Secretary of the Royal Navy Football Association, and the Royal Air Force to the Player's Commanding Officer. The notice must be forwarded by Special Delivery or Recorded Post, or a written acknowledgement otherwise obtained. Facsimile or e-mail transmission may be used provided a receipt of acknowledgement is also obtained.
- (iii) Players are required to inform Civilian Clubs of their rank and service number, which information must be stated on League or other registration forms.

* a current season runs from first 1st July to the following 31st May.



MATCHES AGAINST FOREIGN CLUBS

Associations, Leagues and Clubs, members of The Association, wishing to play Associations, Leagues or Clubs of another Nationality must apply to The Association for consent at least twenty-eight days (28) before the date of the intended match.

The Association will inform the other Association concerned when consent has been given for matches applied for.

The rules connected with the playing of matches abroad are probably the ones which are broken most. A minimum notice of 28 days should be given, though experience shows that this is not enough. When a request is made for a match to be played against foreign opposition, home or away, the national association of the opponents' club must be approached to see if that club is properly affiliated. This takes time, and at busy periods such as Easter and Whitsuntide, when many junior clubs go abroad, frequently consent is not received until shortly before the match is to be played. More unfortunately, notification is received that the proposed opponents are not affiliated, in which case the match cannot be played. Clubs have been severely punished and banned from foreign touring for periods of time for breaches of this rule.

In the case of senior professional clubs, matches between European clubs may only be arranged by agents who are licensed by the European Federation (U.E.F.A.). Lists of licensed agents are obtainable from The Football Association. It is almost courting disaster to attempt to arrange a match against foreign opposition at short notice, and "short notice" means less than a month.

Responsibility for Behaviour

On the two types of application form for Tours abroad, the F.A. states that - "All clubs given permission to play matches abroad are directed to ensure that, both on and off the field members of the party should uphold the prestige of The Association and of their clubs. It is a condition of permission being granted that a Director or Senior Committee Member of the club must travel with the party and must accept full responsibility for the actions and conduct of the party on tour."

Consent is also conditional upon the Laws of the Game being strictly observed. For example, even in friendly matches up to five substitutes may be used. If the matches are to be played outside Europe, clubs are reminded that in their own interest they should forward details of their visit and the matches to be played to the British Embassy in the countries concerned, and The Association will endeavour to assist in transmitting this information. This procedure is always followed in the case of an England or Representative F.A. side.

Travel Licences for Young Players

Since an increasing number of Junior Clubs are now applying for permission to play matches abroad, the F.A. some time ago, published information relating to young players travelling abroad. Recently appointed or inexperienced secretaries should note carefully the following excerpts on Licences and Passports for certain types of player under the age of 18 years.

Licences

Under the terms of section 25 of the Children and Young Persons Act, 1933 a young person under 18 years of age needs a licence if he or she is to play or perform abroad for profit. Thus it is an offence for a footballer of less than 18 years of age to be sent abroad to play for his team or country unless he has been granted a licence.



The onus for applying for the licence rests with the Club Manager or in cases of an International match with The Football Association.

To obtain a licence the Club Manager or The Football Association should send to the Bow Street Magistrates Court, London WC2:-

1.
 - (a) a completed 'Application for Licence' (form Q1 obtainable from Bow Street Magistrates Court)
 - (b) a completed 'Notice to Police' (form Q10 obtainable from Bow Street Magistrates Court)
 - (c) a copy of the Schedule (obtainable from the Bow Street Magistrates Court)
 - (d) a letter stating that:
 - (i) the player is physically fit to go abroad for the purpose of playing football.
 - (ii) the date of birth of the player is as shown on the 'Application for Licence'.
 - (iii) the 'Application for Licence' is made with the consent of the parent or guardian of the player.
 - (e) details of the Club's visit abroad, i.e. dates of the tour and matches also the financial arrangements in so far as the players are concerned.
2. The Club should also send the following to the Police in whose area the player resides:-
 - (a) a copy of the completed 'Application for Licence' (form Q1).
 - (b) a completed 'Notice to Police' (form Q10 Supplied with form Q1).
3. The arrival of the player/s who is/are on licence must be reported to the local Consul in whose area the player/s will be staying while abroad. Details of the Consul's name and telephone number will be given to you by Bow Street when the licence is issued.
4. The return of the player/s who is/are on licence must be reported to Bow Street in writing immediately after he/they has/have returned to England.

Passports

Applications for passports in respect of footballers of less than 18 years of age going abroad to play football should be sent or taken to the nearest Passport Office. Each application should be accompanied by the Club Manager's written undertaking that the player will not be sent abroad to play for his team without a licence so long as he is under the age of eighteen. These requirements do not apply to players over the age of 18, nor where the passport is required for holiday purposes.



FINANCIAL ASSISTANCE

F.A. LOANS

GENERAL

The Football Association will consider applications for loans from clubs in membership with The Football Association, or an affiliated Association, to acquire the freehold of a ground, or to develop and improve existing facilities. The consideration of applications will also be extended to County Associations who wish to acquire their own freehold offices. Loans will not be considered for cash flow reasons or to consolidate existing outside debts.

DETAILS

Maximum loan

The Maximum loan granted to clubs shall be £25,000. In the case of County Associations requiring assistance towards the cost of either purchasing, or extending premises, the loan may be up to £100,000.

Security

The security required for a loan must be a first mortgage on a freehold ground, or where a ground is leasehold, discretion will be made by the FA'S Committee dependent on suitability. Up to four joint and several personal guarantors may also be considered - the number required will be at the discretion of the FA Committee.

Interest Rates

The rate of interest shall be at the discretion of the Committee, based upon the bank base rate prevailing at the time. The rate currently is 0.5% above Barclays Bank PLC base rate.

Repayment

The period of repayment shall not exceed ten years and shall be repaid in equal monthly instalments. Clubs and County FAs will be asked to make their repayments by direct debit, monthly, commencing one month after drawdown of the loan.

Legal Costs

The Borrower will be liable for all legal costs incurred by The Football Association.

ADMINISTRATION CHARGES

An administration charge of £100 will be made on loans up to and including £5,000 and £200 on loans over £5,000. This payment must accompany the completed application form when it is submitted and is nonrefundable.

Any other applications outside the foregoing shall be dealt with by the FA Council or as it may direct.

For application forms write to:

The Football Association
Football Development Division
25 Soho Square
London



I. FINANCIAL RECORDS

(1) Records to be Kept

- (a) An Affiliated Association, Competition or Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose with reasonable accuracy, at any time, the financial position including the assets and liabilities of the Affiliated Association, Competition or Club.
- (b) Records to be Retained An Affiliated Association, Competition or Club must retain accounting records for six years.
- (c) Corporate Bodies—Accounts
An Affiliated Association, Competition or Club which prepares annual accounts in accordance with the Companies Act 1985 shall, on demand, forward a copy of the annual accounts to The Association.
- (d) Unincorporated Bodies—Financial Statements
An Affiliated Association, Competition or Club which does not prepare annual accounts in accordance with the Companies Act 1985 shall prepare a Financial Statement, in such format as shall be determined by The Association from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant. A copy of any Financial Statement shall, on demand, be forwarded to The Association.
- (e) Bodies Required to Prepare only a Receipts and Payments Statement
An Affiliated Association, Competition or Club not owning gross assets exceeding ten thousand pounds, shall not be required to prepare a Financial Statement under the provisions of Rule 11(d) but instead shall prepare only a Receipts and Payments Statement, which shall be in such format as shall be determined by The Association from time to time. A Receipts and Payments Statement shall, on demand, be forwarded to The Association or the relevant Affiliated Association.
- (f) Errors and Omissions to be Reported
Any material errors or omissions in the accounting records of an Affiliated Association, Competition or Club must be reported by such body to The Association or, in the case of a Competition not sanctioned by The Association, or a Club not being a Full or Associate Member Club, to the relevant Affiliated Association.
- (g) Documentation of loans made to a club
All loans extended to a Club should be documented. Copies of the documentation should be retained by the Club. The loan document should include the following information;
- (i) The value of the loan
 - (ii) The length of the loan
 - (iii) The interest rate charged, and whether this is fixed or variable
 - (iv) Repayment terms



- (v) The full names of the individual or corporate body extending the loan
- (vi) The terms in the event of a default on the loan
- (vii) The document should be signed by two Club Officials or Management Committee Members who are independent of the party extending the loan
- (h) Gate Records to be kept by Clubs
When a Club charges for admission to a match, it is necessary for that club to have a system that enables them to;
 - (i) Record the full gate receipts for each match
 - (ii) Account for the full gate receipts in the Club's accounting records and bank account
 - (iii) Accurately record the number of entrants into the ground for each match
The Club should retain documentation supporting this system for six years



STANDARD CODE OF CLUB RULES

1. Name

The club shall be called _____ (the "Club")

2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

3. Status of Rules

These rules (the "Club Rules") form a binding agreement between each member of the Club.

4. Rules and Regulations

- a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

5. Club Membership

- a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.
- b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- d) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.



- b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. Resignation and Expulsion

- a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

8. Club Committee

- a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary and up to 5 other members, elected at an Annual General Meeting.
- b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the.....or in their absence the..... . The quorum for the transaction of business of the Club Committee shall be three.
- c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- d) Any member of the Club Committee may call a meeting of the Club Committee giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- d) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- e) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from



taking part in any football activity relating to the administration or management of a football club.

9. Annual and Extraordinary General Meetings

- a) An AGM shall be held in each year to:
 - (i) receive a report of the activities of the Club over the previous year;
 - (ii) receive a report of the Club's finances over the previous year;
 - (iii) elect the members of the Club Committee; and
 - (iv) consider any other business.
- b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
- c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- e) The quorum for a General Meeting shall be.....
- f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- g) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

11. Club Finances

- a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.



- c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- e) The Club may also in connection with the sports purposes of the Club:
 - (i) sell and supply food, drink and related sports clothing and equipment;
 - (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - (iii) pay for reasonable hospitality for visiting teams and guests; and
 - (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

- f) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- g) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- h) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- i) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- j) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.



12. Dissolution

- a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.



GUIDANCE NOTES ON WHITE LINE MARKING OF FOOTBALL PITCHES

Various practices have been used in the past for the application of white lines to football pitches. The objectives of such practices has been to both reduce labour and materials costs whilst endeavouring to keep the lines visible for a greater length of time. Some of these practices have lead to injury and subsequent court action being taken against managers and clubs. You are therefore advised to study the following notes carefully.

A. LEGISLATION

The main governing factors for marking out white lines are the same as that for other routine tasks in the workplace.

1. Duty of Care - Under the **Health & Safety at Work Act 1974** every employer has a duty of care to ensure the workplace is safe for their employees, contractors, visitors, players, and spectators.

2. The Control of Substances Hazardous to Health Regulations 1994 (COSHH). Regulations to prevent ill health from exposure to any hazardous substances present in the workplace.

3. Risk Assessment - You are required to carry out assessments on all tasks carried out in the workplace in relation to the nature of hazard, worst outcome, person(s) at risk, current precautions, estimated risk and further precautions.

If all three of the above are addressed satisfactorily this will automatically govern what to use for white line marking, ensure best practice and, above all, safety.

It is the duty of all Managers to ensure that all the regulations are adhered to as they are ultimately responsible in the eyes of the law. If line marking is carried out by contractors then a specification should be drawn up to include all the safeguards outlined in these guidance notes. This could also extend to include specifying a particular product.

B. SUITABLE LINE MARKING COMPOUNDS

1. Permanent paints - Based on pigmented viscous liquid. These "paints" can be applied either in a diluted form or neat.

2. Powders - There are various non-toxic whitening powders available which are based on ground natural calcium carbonate and can be used wet or dry. They are safe to use provided COSHH principles are applied. Under COSHH the user would be required to wear gloves and eye protection and to wash off any contact with the skin as a precautionary measure. Most powders are supplied in a fine form.

Hydrated Lime (Calcium hydroxide) should never be used for line marking. It is toxic and can give rise to chemical skin burns and irritations. It can cause serious damage to the eyes and skin on contact in both its dry or wet form. Its use is not recommended under any circumstances.

C. USE OF HERBICIDES TO REINFORCE LINE MARKING

Until **The Food and Environment Protection Act, 1985 (FEPA)** was introduced many groundsmen and club members used various herbicides mixed in with whitening compounds to keep the lines in longer and more visible during the winter playing season.

It is, however, only permissible to use a herbicide which is approved for use on sports turf, and this is likely to be a total herbicide. COSHH and Risk Assessment must be carried out prior to any application. A further governing factor is that the user must have obtained his-her Certificate of Competence in Use of Pesticides (PA1, PA2A OR PA6A).

Any herbicide product for line marking must be used within the conditions of approval granted



under **The Control of Pesticide Regulations, 1986 (COPR)**, and as outlined on the product label. There should be no risk to players by contact or transfer of the active herbicide to any part of the body.

The addition of herbicides to whitening materials is not a recommended practice unless carried out by a competent, certificated person.

Creosote is another compound used in the past to mark and reinforce line markings but it is not approved for use on sportsturf under COPR. Its use is therefore not recommended under any circumstances.

The use of Hydrated Lime, herbicide additives and creosote can result in serious injury to players, which can ultimately lead to actions against both clubs or individuals. Play safe - use only safe and approved compounds that are currently available on the market. Do not use old compounds.

D. MACHINES AVAILABLE TO MARK WHITE LINES

Marking machines fall into the following categories.

- 1. Dry Line Markers** - As the name implies, these are for applying dry powder compounds.
- 2. Pressure Pump Markers** - A wheel driven pump forces marking fluid through a jet or spout directly onto the turf surface.
- 3. Electric Pump Markers** - These are battery driven to constantly maintain the required pressure and direct the liquid onto the turf surface.
- 4. Belt Feed Markers** - These have a moving belt system which conveys a continual supply of liquid onto the turf surface by contact.
- 5. Wheel Transfer Markers** - These convey the liquid via rotating wheel onto a tray and then via a sponge wheel directly onto the turf surface.

All of the above markers are obtainable from most sportsground suppliers. Before purchasing any marker have a demonstration first, and ensure you get the right marker for your requirements.

E. USEFUL CONTACTS

Institute of Groundsmanship (Training Courses) Tel: 01908 312511 www.iog.org

British Agrochemical Association (Code of Practice) Tel: 01733 349225

Health & Safety Executive Tel: Info Line 0541 545500

HSE Books Tel: 01787 881165

Sports Council (Health & Safety Guidance Notes) Tel: 020 7388 1277

Suppliers of products www.turfpages.co.uk

F. IMPORTANT NOTES

These notes are intended solely to provide helpful guidance for club managers and groundsmen. The information may vary or change from time to time, as a result of directives issued by governing bodies or government departments.

Whilst every effort has been made to ensure accuracy, the Institute of Groundsmanship cannot at any time, or under any circumstances, be held liable in respect of any damage or costs of any nature arising directly or indirectly from information contained herein.

January 2001



GOALPOST SAFETY GUIDELINES

Updated June 2008

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts.

Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future:

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground
 - Portable goalposts must be secured as per the manufacturer's instructions; this is also a requirement for the Laws of the Game.
 - Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts;
 - Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn; and
 - Regular inspections of goalposts must be carried out to check that they are properly maintained.
2. Portable goalposts should not be left in place after use. They should be either be dismantled and removed to a place of secure storage, or placed together and suitable fixings applied to prevent unauthorised use at any time.
3. The use of metal cup hooks on any part of a goal frame was banned from the commencement of season 2007/08 and match officials have been instructed not to commence matches where such net fixings are evident for safety reasons. Nets may be secured by plastic fixings, arrow head shaped plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks.
4. Goalposts which are home made or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
5. There is no BS/CEN standard for wooden goals and it is unlikely that wooden goals will pass a load or stability test. The FA recommends that wooden goals should be replaced when necessary with compliant metal, aluminium or plastic goalposts. All wooden goals previously tested by independent consultants have failed strength and stability tests.

For reference, you should note that The FA and BSI, in conjunction with the industry, have developed two standards for goalposts — BSEN 748 (2004) and BS 8462 (2005). It is strongly recommended that you ensure that all goals purchased comply with the relevant standard. A Code of Practice BS 8461 has also been completed and copies of all of these three standards are available from the British Standards Institution.

Funding for replacement goals is available via the Football Foundation and eligibility criteria and further details can be obtained on their web site — www.footballfoundation.org.uk

The FA together with representatives from the industry, sports governing bodies and Government have prepared guidance notes for pitch users and pitch providers, which summarise the key priorities of the BSI's Code of Practice and provide further details on the information included above. These details are featured within the grassroots section of The FA's website — www.TheFA.com.

REMEMBER TO USE GOALPOSTS SAFELY AT ALL TIMES

Respect



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Lose the game

Report abuse and discrimination

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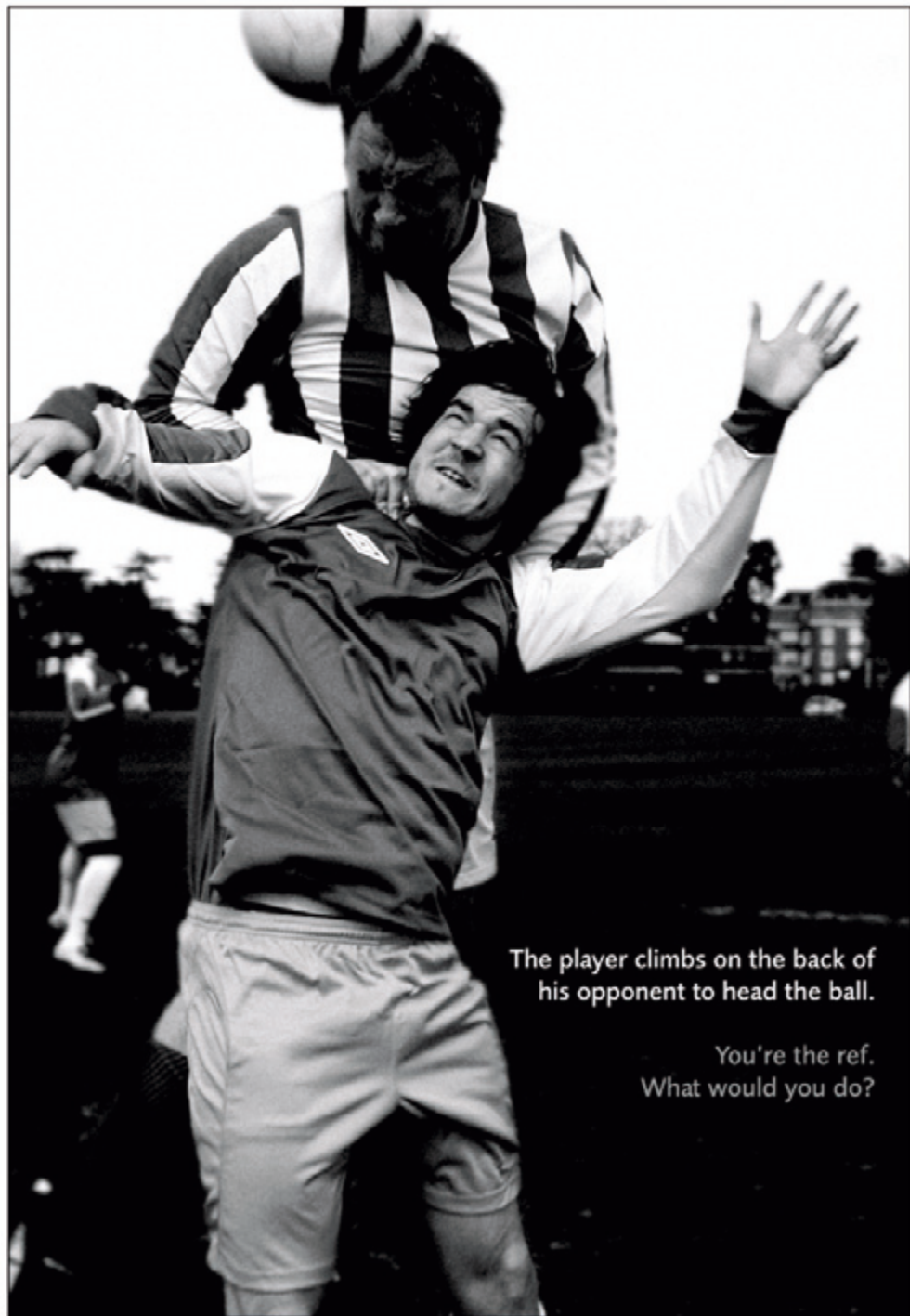


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REGULATIONS RELATING TO ADVERTISING ON THE CLOTHING OF PLAYERS, CLUB OFFICIALS AND MATCH OFFICIALS

Introduction

These Regulations are made pursuant to FA Rule J2 and The Association's Regulations for the Registration and Control of Referees.

All references to a club or clubs in these Regulations include any team, whether or not part of a club.

Clubs participating in International competitions must also comply with the relevant regulations of FIFA, UEFA and other Confederations.

It is recommended that clubs and clothing manufacturers seeking clarification of any of the regulations do so by referring to the specific competition rules and The Football Association.

We would encourage clubs and clothing manufacturers to seek advice at the earliest possible time, in relation to designs and advertising from The Football Association and their specific competition. Clubs and manufacturers are reminded to obtain the necessary permissions before manufacture.

The Football Association have produced an on-line version of these regulations providing a practical guide on how to apply these formal regulations. This can be found at www.TheFA.com/TheFA/RulesandRegulations/KitAdvertising

Definitions and Interpretation

"Advertising" means any designation, message, logo, trademark, name or emblem of any nature.

"Clothing" means the Match clothing of a Player, Club or Match Official and shall include without limitation shirts, shorts, socks, undershorts, t-shirts (or any other item of clothing worn under the shirt), sweat-bands, headbands, caps, tracksuits, gloves, waterproofs, sweat tops, sock tie-ups. Also, any outer garments worn by substitutes and Club Officials in the Technical Area at any time. Save where stated to the contrary, football boots are not considered as clothing.

"Clothing manufacturer" means any undertaking that carries out the business of the manufacture or licensing of football clothing and has been appointed by the Club concerned to supply the clothing.

"Club Officials" in these Regulations includes any Club Official as defined in the Rules who has team duties such as managers, coaches, physiotherapists, and doctors and includes any person who takes up a position in the Technical Area at any time during a Match.

[Note: In calculating the area of any advertising referred to in these Regulations, the usual mathematical formula will be used, and any outlines or box surrounds of the relevant designation, message, name, logo, emblem or mark, and all included space, shall be considered as part of the area of advertising.]

A. General

1. Save as set out in these Regulations, advertising on clothing is prohibited during the period of a Match. This applies to Players, including substitutes, any others in the Technical Area, including Club Officials and to Match Officials. The rules of an Affiliated Association or Competition may provide that for matches under their jurisdiction a Club is obliged to obtain permission for any of the advertising listed in Section C below, subject always to these Regulations.



2. Where the rules of an Affiliated Association or Competition require a Club to obtain permission under A(1), a new application for permission must be made to the appropriate body each time it is proposed to amend the advertising. Subject to the provisions of Section B2 and Section C(5) below, or any relevant provisions of the appropriate Competition, there is no restriction on the number of such applications that may be made during the course of each season.
3. Disciplinary action in accordance with the Rules may be taken against a Club, Player, Club Official or Match Official for any breach of these Regulations.
4. The appearance on, or incorporation in, any item of clothing (including football boots) of any distasteful, threatening, abusive, indecent, insulting, discriminatory or otherwise ethically or morally offensive message, or any political message, is prohibited. The advertising of tobacco products is prohibited.
5. A Club shall observe all recognised advertising standards and in particular those of the Advertising Standards Authority.
6. Advertising entailing the use of numerals is permitted only if such numerals clearly form part of the advertising and cannot in any way be confused with Players' shirt numbers.
7. No colour or design may be used in advertising that might create problems of identification for Match Officials and/or opponents. The colour and design of the clothing of opponents, goalkeepers and match officials must be taken into account.
8. Without limiting the effect of the above, in the case of a team comprising players all under the age of 18 years on 31 August in the current season, the appearance on or incorporation in any item of clothing of any reference whatsoever to a product, service or other activity which is considered by The Association as detrimental to the welfare, health or general interest of young persons, or is otherwise considered inappropriate, having regard to the age of the players, is prohibited.
9. Any issues arising in relation to the interpretation or effect of these Regulations shall be referred to The Association for its determination, which shall be final and binding (subject to provisions relating to Match Officials).
10. A Club shall supply on demand to The Association any item of clothing for consideration as to whether it complies with these Regulations.

B. Permitted advertising (not relating to sponsors)

The following advertising is permitted:

1. Club emblem and name

The officially designated Club emblem, name, initials, nickname or a combination of such may appear:

- (a) once only on the front of the shirt, and once only anywhere on the shorts providing it does not exceed an area of 100 square centimetres; and
- (b) once only on each sock providing it does not exceed an area of 50 square centimetres. An additional officially designated Club emblem, name, initials, nickname or a combination of such may appear on each sock providing it does not exceed an area of 50 square centimetres and it is not visible when wearing a football boot .
- (c) Once only on each sock tie-up providing it does not exceed an area of 100 square centimetres. The sock tie-up may show the Player's name, Player's squad number, Competition name, sponsor designation and date of match or any combination of the same. Clubs must receive the approval of the Competition for the use of sock tie-ups.

The officially designated Club emblem, name, initials, nickname or web site address, may appear once only on the collar or collar zone of a shirt and/or tracksuit, provided such does not exceed an area of 50 square centimetres.



- (d) The club may incorporate one of its types of club identification or parts thereof, in jacquard weave form, as tonal print or by embossing the shirt and/or shorts. There is no limitation as to the number, size and positioning of the type of club identification chosen. The design of such jacquard weave may also be the names of individuals (e.g. club supporter) providing each is limited to 20 square centimetres, with unlimited repeats being acceptable. Clubs must receive the approval of the Competition to apply the names of individuals into a jacquard weave or similar technique.
- The jacquard weave must be incorporated in the main colour and/or in one of the minor colours. It must not dominate, contain a contrasting colour, or affect the distinctiveness of the kit.

2. Clothing Manufacturer

The established mark, logo or name of a clothing manufacturer, or a combination of the same, may appear once only:

- (a) on the shirt and on the shorts provided it is an area no greater than 20 square centimetres;
- (b) on each of a goalkeeper's gloves, and on a goalkeeper's cap, provided such does not exceed an area of 25 square centimetres.
- (c) on each of an outfield player's gloves provided such does not exceed an area of 20 square centimetres.
- (d) on the front and back of any t-shirt or any other item of clothing worn under the shirt provided such does not exceed an area of 20 square centimetres and this is not visible outside the playing shirts during the period of the Match;
- (e) on undershorts worn under playing shorts provided such does not exceed an area of 20 square centimetres and this is not visible outside the playing shorts during the period of the Match;
- (f) (i) The established mark, logo or name of a clothing manufacturer, or a combination of the same, may also appear up to twice on each sock between the top edge and the ankle, provided that it is an area no greater than 20 square centimetres for such mark, logo or name (or combination thereof) where it appears once on each sock or 10 square centimetres where it appears twice on each sock. It may be incorporated into the design of the socks, but must be limited to 10 square centimetres repeats and must be restricted to any turn-over on the socks.
- (ii) An additional established mark, logo or name of a clothing manufacturer, or a combination of the same, may appear once only on each sock providing it does not exceed an area of 50 square centimetres and it is not visible when wearing a football boot.
- (g) (i) An additional established mark, logo or name of the clothing manufacturer may be used once or repeatedly on either/or both sleeves as part of the design on the trim or taping of shirts, shorts and socks. Such trim or taping shall be limited to down the outer seam of the shirt (armhole to the bottom of the shirt), or the length of the sleeve (neck to cuff), or across the bottom of each sleeve (cuffs) and to the bottom edge of the shorts or down the outer seam of the shorts and across the top edge of the socks.
- (ii) The mark, logo or name of the clothing manufacturer which appears once or repeatedly, as part of the design on the trim or taping of the shirts, shorts and socks shall be restricted to a maximum width of 10cm on the shirts and shorts and to a maximum width of 5cm on brand-new (unworn) socks.
- (h) The same established mark, logo or name or combination must appear on all clothing of all Players and Club Officials wherever such advertising appears.



Once submitted to and approved by a Competition, the established mark, logo or name or combination on players' and club officials' clothing may not be modified during the course of that season, without the approval of the Competition.

- (i) In addition to the club identification, the manufacturer may incorporate one of its types of identification in jacquard weave form or by embossing in the shirt and/or shorts. The type of manufacturer identification chosen must not exceed 20 square centimetres. There is no limitation as to the number and positioning of the type of manufacturer identification chosen.

The jacquard weave must be incorporated in the main colour and/or one of the minor colours. It must neither dominate nor affect the distinctiveness of the kit.

3. Product marks and seals of quality

An official licensing product mark or seal of quality is permitted on the outside of the clothing only if Competition rules so allow. However, it may not exceed 20 square centimetres in size. Such shall be placed only on shirts and on an area which is hidden when the shirt is tucked inside the shorts.

A second, smaller licensing mark or seal of quality is allowed on the shirt or shorts in the form of a label which must not exceed 12 square centimetres and must be placed along the torso outer seam.

4. Numbers

Where the Competition rules require a number on the back of the shirt, it should be clearly legible and positioned in the centre of the back of the shirt.

The number should be between 20 cm and 35 cm in height with provision for each competition to set specific criteria.

A number may also appear on the front of the shorts which must correspond with the number on the shirt.

The number should be between 10 cm and 15 cm in height with provision for each competition to set specific criteria.

The officially designated logo or name of the Competition or combination of the same may appear once only on each of the player's shirt numbers providing the logo, name or combination does not exceed an area of 20 square centimetres. No other advertising or any other marking is allowed on players' shirt numbers.

5. Players Names

The name of a player may appear on the back of shirts or tracksuits only if Competition rules so permit. The height of the lettering must not be greater than 7.5 centimetres.

6. Other Logos

The officially designated logo or name of an Affiliated Association or Competition may appear once only on each sleeve of shirts, provided Affiliated Associations or Competition rules so permit. Such mark must appear between the shoulder seam and the elbow and must not exceed 100 square centimetres.

The officially designated logo, name of any awards or titles won in previous seasons or commemorative occasions may appear on shirts, provided such does not exceed an area of 100 square centimetres and permission has been granted from the Competition in which the kit is to be worn.

**C. Sponsor designations**

The following advertising is permitted:

1. Playing kit

- (a) On the clothing of a Player on the field of play, the following areas shall be permitted to be used for advertising:

- One single area not exceeding 200 square centimetres on the front of the shirt
- One single area not exceeding 100 square centimetres on the back of the shirt; and
- One single area not exceeding 100 square centimetres on the back of the shorts
- Once only on each sock tie-up providing it does not exceed an area of 100 square centimetres.

In the event that a Club or Competition elects to have an area of sponsor advertising only on the front of the shirt, and on no other item of playing kit, that area may be increased to a maximum of 250 square centimetres if approved by the Competition.

No other advertising is permitted anywhere on the clothing of a Player on the field of play during a match. Such advertising can be used for advertising one or more companies and, in respect of any company, one or more of their products. The same advertising must appear in the same form on the clothing of all Players and Club Officials wherever such advertising appears, throughout the entirety of the match.

- (b) Any advertising under C(1) must be clearly separated from the items described in B above.

2. Tracksuits and other clothing in the Technical Area

Advertising may appear on tracksuits, and other items of clothing other than the clothing of a Player, on the field of play during a match in accordance with the size and locations set out in C1 .

The advertising carried on the tracksuits and other clothing worn by Players and Club Officials in the Technical Area can be either :

- (i) the same sponsor(s) as worn on the playing kit (home or away strips)
- (ii) be additional to the sponsors as worn on the playing kit
- (iii) a single sponsor that is an official partner of the relevant competition

3. Clubs may conclude sponsorship arrangements with different companies in respect of advertising permitted under C(1) above for both their 'home' and 'away' strips. Where Competition rules allow for a third strip to be worn, this must carry advertising as worn on either the "home" or "away" shirt. The advertising must appear in the same form on the clothing of all Players and Club Officials wherever such advertising appears, throughout the entirety of the match.
4. Where a non-member Club wishes to include the name of a sponsor in its Club title, consent must be received in advance from the relevant Affiliated Association and where such consent is given, advertising on behalf of one company only shall be carried on the Club's match shirts, irrespective of the provisions of B (4) and C (1) above. No Full Member Club or Associate Member Club may include the name of a sponsor in its Club title without the consent of The Football Association.
5. No Club in Membership of the Football Conference, the Isthmian League, Northern Premier League or Southern Football League may include the name of a sponsor in its Club title without the consent of the competition and, in the case of a Full Member Club or Associate Member Club, the consent of The Football Association.



6. Clubs with more than one team may conclude separate shirt advertising agreements on behalf of each team.

D. Match Officials

No advertising of any nature, save as set out below, is permitted on Match Officials' clothing without the consent of The Association.

The following advertising is permitted:

1. The mark, logo or name of a clothing manufacturer or a combination of the same, may appear:
 - (a) once only on the shirt provided it is an area no greater than 20 square centimetres;
 - (b) once only on the shorts provided it is an area no greater than 12 square centimetres;
 - (c) incorporated into the design of the socks, but must be limited to an area no greater than 12 square centimetres.

2. Jacquard Weave

A jacquard weave or similar technique shall be allowed providing each is limited to 20 square centimetres, with unlimited repeats being acceptable. The design of such jacquard weave may be the manufacturer's mark, logo or name. The jacquard weave shading shall be restricted to two shades differing from the base colour, using a standard Pantone reference manual.

3. Sponsor Advertising

Sponsor Advertising in accordance with FIFA Equipment Regulations is permitted only on shirt sleeves and the total surface area of the advertising shall not exceed 200 square centimetres. Any sponsorship contract must be made between the sponsor and The Football Association. Individual Affiliated Associations or Leagues are not permitted to enter into sponsorship contracts.

4. Badges

Match kit shirts may carry the recognised badge of the appropriate Competition once only, which must be on either site of the breast pocket. This badge must not exceed an area of 20 square centimetres and, where it contains the established trademark, trade name or logo of a sponsor of the Competition, must be approved by The Association in advance.

In addition to the recognised competition badge the match kit shirt may carry once only on either site of the breast pocket an officially designated badge of FIFA, The Football Association, the relevant Affiliated Association or the Referees' Association (where relevant).

Sock Tie-Up

Each sock tie-up may show the name and/or badge of appropriate Affiliated Association or the Referees' Association providing it does not exceed an area of 100 square centimetres.

No advertising is allowed.

Enquiry line: 0845 210 8080
TheFA.com/footballsafes



Respect



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training, best practice and
responsible recruitment (CRB)**



THE FOOTBALL ASSOCIATION EQUALITY POLICY

The FA is responsible for setting standards and values to apply throughout football at every level. Football belongs to, and should be enjoyed by, anyone who wants to participate in it. The aim of this policy is to ensure that everyone is treated fairly and with respect and that The FA is equally accessible to them all.

The FA's commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Board of The FA and the Director of Football Governance and Regulation is responsible for the implementation of this policy.

The FA, in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The FA will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

The FA will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The FA will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The FA is committed to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within football.

The FA is committed to a policy of equal treatment of all members and requires all members to abide and adhere to this policy and the requirements of the following (but not limited to) equalities legislation — Equality Act 2006, Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as various amendments to these acts.

The FA commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.



EQUALITY AND CHILD PROTECTION IN FOOTBALL

CHILD PROTECTION WORKSHOPS

What are they?

These are three hour workshops which aim to encourage a safer environment for everyone. You will be encouraged to discuss some of the most important Child Protection issues in football. The aim is to explore what appropriate and inappropriate behaviour looks sounds and feels like. Clear guidance is given on best practice in football and on what actions should be taken if there are worries about the welfare of a child or young person.

Why are they important?

Football, like any activity with children and young people, can and does attract people who wish to abuse their power over children. Sometimes this is sexual and sometimes it is physical or emotional and may include bullying or racist abuse.

Some people will have been coached or trained or brought up to think that shouting and even hitting children is acceptable in football. This workshop confirms that bullying and abuse in any form is unacceptable and we all have a legal and moral responsibility to be aware of and look out for children in our care.

How do I get on one?

Contact your County FA, they have a range of courses running and can direct you to the nearest one. The cost, which includes delivery by an FA accredited Tutor, a comprehensive resource pack and a certificate of attendance, will be in the region of £15-20,

CLUB WELFARE OFFICER

Why are CWOs necessary?

The role is essential, so that we can support clubs to deal with some of the poor practice issues that arise in football clubs. By having appropriate policies, codes of conduct and sanctions etc, clubs can be proactive in raising standards of behaviour in youth football, as well as passing on important information about more serious concerns, to the CFA CPO and The FA.

What do Club Welfare Officers do?

Club Welfare Officers (CWOS) promote best practice with throughout the club. They play a key role in dealing with poor practice concerns in line with the clubs own disciplinary process. More serious concerns are referred by the CWO to the County Child Protection Officer. Contact details for this person can be found on Page X. Club Welfare Officers are also key in the roll-out of CRB checks These checks ensure that we prevent people known to be a risk to children from getting involved in Under 18s football.

Is there any help or support for CWOS?

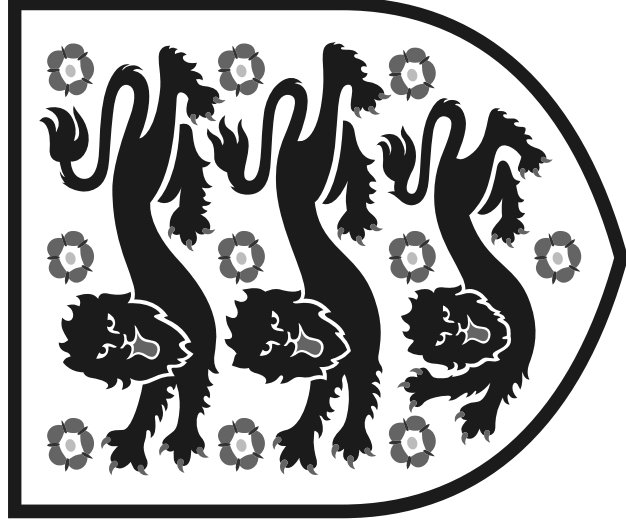
Yes. The FA is developing training for CWOS. For more information contact your County FA. County Child Protection Officers can help and there are more details on The FA.com. Details of the web site and other sources of advice are at the end of this section.

YOUTH LEAGUE WELFARE OFFICER

What is the role?

Youth League Welfare Officers (YLWOS) promote best practice throughout the league and play a key role in developing codes of conduct, which promote the playing of football in a fun and safe environment. YLWOS are key in promoting clubs to get involved with The FAs child protection awareness workshops and CRB checking process.

More information on the role of Club and Youth League Welfare Officers can be found via www.TheFA.com/Goal go to downloads section and access the Policy and Procedures section 4 (Pages 17- 19). For more information on CRB contact crb@TheFA.com or Tel: 0800 085 0506. If you have an urgent concern about a child or young person in football contact the Police or Children's Services.



FA Challenge Cup Final

Saturday 15th May 2010

FA CHALLENGE CUP FINAL TIE APPLICATION FOR TICKETS

The West Riding Football Association, through its Ticket Allocation Committee, is prepared to consider applications from affiliated Clubs and Referees for tickets for the above named game, which is to be played as indicated.

Applications should be made on the form on the next page and forwarded not later than 31st December 2009, to the Chief Executive, West Riding County Football Association, Fleet Lane, Woodlesford, Leeds LS26 8NX.

The number of tickets for disposal will not be known until March 2010, and consequent upon this information applicants will be notified what tickets, if any, they have been allocated and the amount of money they are to send.

The application form is for the use of Clubs and Referees only. District Associations and Leagues will be notified later, the method of application from members of their own Executive or League Committees.

Those who secure tickets are warned to take all possible precautions to prevent them being supplied to any person for re-sale at enhanced prices, or for use as prizes in lotteries or competitions.

Sections A and B **must be completed correctly** by Clubs or Referees **and the entire Form returned** or it will not be accepted. (Duplicate applications will not be considered). **Incomplete Forms will not be accepted.**

FOOTBALL ASSOCIATION TICKETS

Applications should only be made on the appended form if those wanting Tickets are not applying through any other source, e.g. as League Officials, etc., or as a member of a District Association Council. Special Forms are being sent to those organisations.

Duplicated Applications will not be considered

(Please detach this Application form carefully to avoid any mutilation).

FA CHALLENGE CUP

Final Tie to be played on

Saturday 15th

May 2010

Club Code No:

Ref. Club Code No:

TICKET APPLICATION FORM
Tickets required for:- FA Challenge Cup Final Tie
(Please Complete in BLOCK LETTERS and return complete form)

(A) Club Application

(B) Referees Application

Name of Club

Name and Address

Secretary's Name and Address

.....

.....

.....

.....

Date of Registration for 2009/2010 Season

Affiliated through

and Receipt No

District Association

District Association

Amounts of Affiliation Fee Paid

Affiliation No

Number of Teams

Give names of Leagues in which they play:-

1

2

3

(For Official Use)

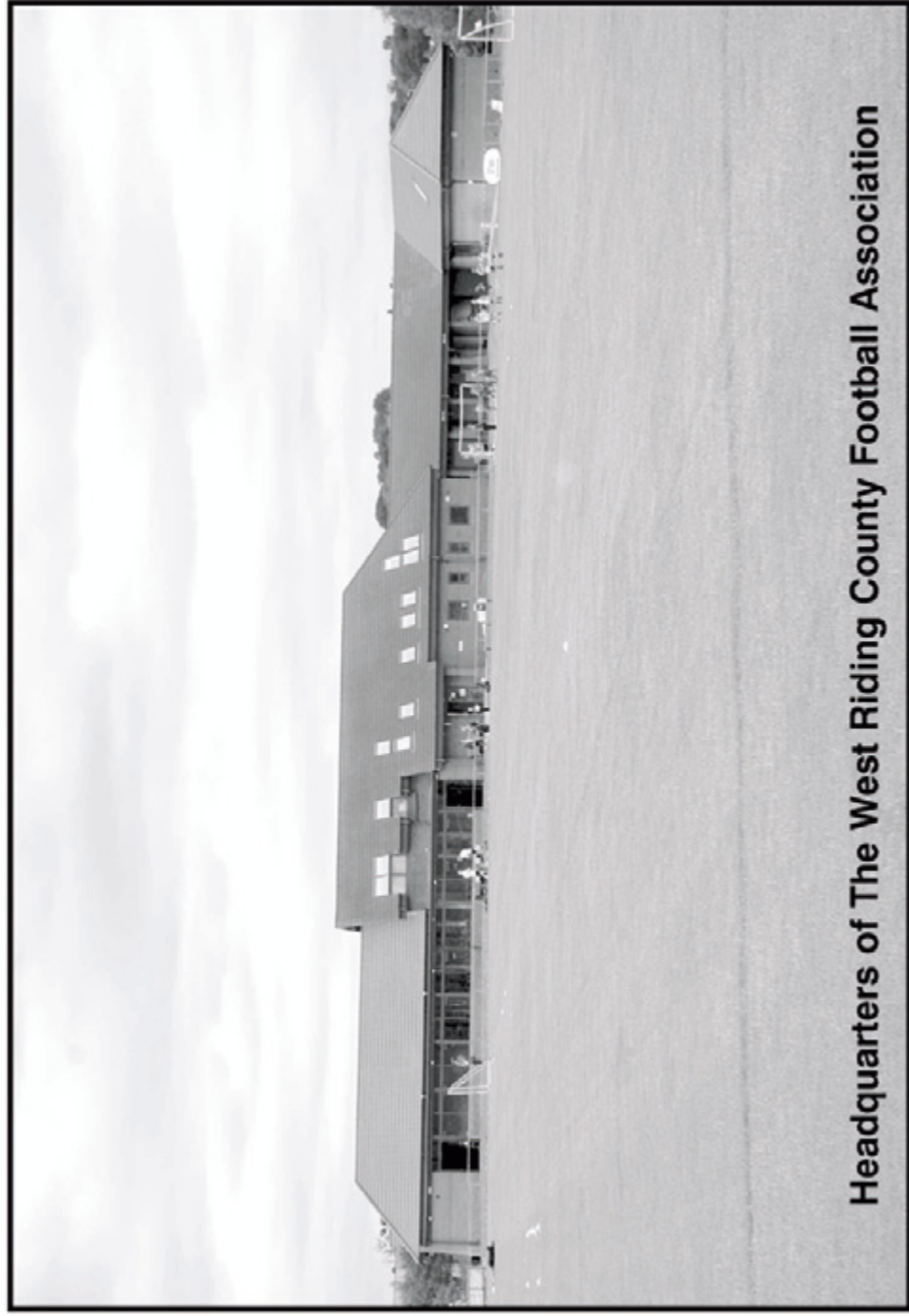
4

Date received

Section A and B must be completed correctly by Clubs or Referees as applicable and the entire Form A and B
returned to the County Office

INCOMPLETE FORMS WILL NOT BE ACCEPTED





Headquarters of The West Riding County Football Association

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