



MEMBERSHIP RULES

Rule One

These rules are made pursuant to the Articles of Association of Bedfordshire Football Association Limited. Where there is any inconsistency between these Rules and the Articles of Association, the provisions of the Articles of Association shall prevail.

Rule Two - Alteration of Rules

These Rules shall not be altered except as provided in the Articles of Association.

Rule Three - Qualification for Membership

All Football Clubs, Leagues, Competitions and Associations playing according to the laws of the game, and the Rules Regulations and Bye-Laws of the Football Association, and having their headquarters, or ground, within the County of Bedfordshire shall be eligible for membership, subject to the discretion of the Directors. No League, Competition, or Association shall be eligible for membership unless all Bedfordshire clubs connected with it are affiliated with this Association. Clubs having more than one team must identify second and subsequent teams.

A Club wishing to affiliate with the Association shall pay a Membership Fee **[see Rule Twenty-Three]** and have its name approved prior to being granted an affiliation number. Saturday and Sunday Clubs who have the same Chairman, Secretary and Treasurer may affiliate as one club.

Rule Four - Council Members

Members of the Council shall be provided annually with a pass, which shall admit them to all grounds and stands at all matches of Clubs, Leagues, Competitions, or Associations affiliated to this Association. The Council may also recognise distinguished service to Council as it deems appropriate.

A member who has served fifteen years (whether continuous or otherwise) on the Council shall be presented with a suitable memento and a further award on completion of 30 years' service.

Rule Five - Particulars to be forwarded by Clubs or Competitions

Each Club shall on or before 31 May in each year shall be affiliated to the Association, providing such information as required.

Each affiliated League and Competition shall on or by 31 August, annually confirm to the Company Secretary of the Association its list of Clubs and a copy of its rules; and each Charity Competition shall at the same time forward a copy of the previous season's balance sheet, duly audited. Any League or Competition proposing to alter its rules or constitution must apply to this Association for sanction of such proposed alterations on or before 1 April in each year. Any changes to details provided to the association by any Club, League or Competition must also be notified to the Association.

Clubs wishing to change their name shall apply on the appropriate form provided by the Association.

A person who completes fifteen years (whether continuous or otherwise) as a Club or League Chairman or Secretary or Referee shall be presented with a suitable memento, and a further award shall be presented on completion of thirty years service.

The Council may also recognise distinguished service to the game (as a Volunteer or Player) as it deems appropriate.

Leagues and Clubs may submit nominations for these awards at any time.

Rule Six – Responsibility of all affiliated Clubs and Competitions (Minute Book and Cash Book)

All affiliated clubs and competitions shall keep:-

- a. A Minute Book of their meetings which must be kept up to date and produced to the Association upon request.
- b. A Cash Book in which all Income & Expenditure is recorded and at the end of their financial year produce a Financial Statement (Income & Expenditure summary together with a Balance Sheet if appropriate) which should be certified correct as follows:-

Annual Income
Not exceeding £3000
£3001 - £10,000
Over £10,000

Signed By
One of Chairman, Secretary, Treasurer
Two of Chairman, Secretary, Treasurer
Two of Chairman, Secretary, Treasurer
& an Independent Auditor (see below)

The Auditor need not be qualified, just someone who is independent of the Club.

Each affiliated club and competition will be required to complete their financial statement by 31 July.

Each Year between 1st August and 30th September the Association will contact a selected number of clubs or competitions and will ask them to submit their financial statement, receipt of which will be acknowledged. NOTE If no acknowledgement is received within 21 days of submission the Association should be contacted.

Upon receipt of the financial statement each club or competition will be required to attend a meeting at a venue to be determined by the Association with the Governance Committee to discuss their statement.

The Association reserve the right to request a club or competition's financial statement at any point during the season.

Failure to comply will result in a fine (**see Rule Twenty-Three**). If still not received by the Association within 30 days of the date of the fine letter a further fine and/or suspension will be imposed. All Books & Vouchers should be kept for at least three years and forwarded to the Association upon request

Rule Seven - Responsibility of Clubs, Misconduct by Members

- a. All Clubs shall be held responsible for the conduct of their members, players, officials and spectators. In the event of any Club, League, Competition, player or official being proved guilty of breach of rules or misconduct, in addition to the power of the directors set out in Articles 7, 8 and 9 of the Association's Articles of Association the Council shall have power to order the offending Club, League, Competition, player or official, to be removed from this Association, suspended or otherwise dealt with. Any affiliated Club, League or player playing with the offending Club, League or player after such removal or during such time of suspension, shall also be dealt with in such manner as the Council may deem fit. No Club, League or player, or member of any Association, so suspended or removed from this Association shall be eligible for membership of any other Association, League or Clubs affiliated to this Association without the permission of the Council. The Council may also order offending Associations, Leagues, Clubs or players to pay all or part of the expenses incurred in hearing and determining the case.

Procedures for dealing with offences committed by players, Club members and/or clubs affiliated to the Association

- b. In accordance with FA Rules, players, club members and/or Clubs shall only be allowed to take part in matches upon the condition that they participate in accordance with the Laws of the Game read and construed in conjunction with the Official Decisions of the International Football Association Board and Rules and Regulations of the Football Association of this Association as amended from time to time and a breach of these conditions as evidenced by the decision and report of a referee or assistant referee shall be misconduct and dealt with as hereinafter provided. Every Competition or club is responsible to the Council for the action of its players, officials and spectators (see FA Rule).

Note: This Rule should be read in conjunction with the Memorandum of Procedures for dealing with Field Offences and the Regulations for the Registration and Control of Referees relative to Disciplinary Procedure as set out in this handbook or subsequent amendments.

Rule Eight - Fines or Costs

- a. The settlement of all financial matters, including the payment of penalties imposed, must, in all cases, unless otherwise ordered, be made within twenty-one (21) days of written notice being sent. Any participant failing to comply may incur additional penalty and / or placed under suspension until such time as payment is made.
- b. Any fine or costs due to the Association from defunct clubs shall be the responsibility of all the registered players of that club on a pro rata basis and subject to the procedures as in 8(a). Clubs unable to collect fines - where a Club is unable to make recovery of Fines imposed by the Association which they have paid on behalf of their Officials or Players, the Club may give notice in writing to the Association, signed by the Chairman and Secretary of the Club, stating the amount of the Fine, the date imposed, the name and address of the person(s) concerned and details of the steps they have already taken to obtain payment. These steps must include notice to the person(s) that the Club intend to report the matter to the Association, which will incur the person(s) additional expense and suspension.
- c. The Association will then notify the Officials or Player concerned that unless the Fine(s) together with an administration fee (**see Rule Twenty-Three**) to cover the Association's costs are paid within 21 days of the notification, they will be placed under suspension until the total sum has been received by the Association. Such Fines that are collected will be remitted to the Club. The Association shall not undertake to attempt recovery of outstanding Fines after a period of 112 days has elapsed from the date the Fine was imposed.

Rule Nine - Clubs may not play Unaffiliated Teams

Any affiliated Club playing another Club not affiliated with this or any other County Association shall be deemed guilty of misconduct, and shall be dealt with as the Council may determine.

Rule Ten - Friendly and Benefit Matches

Clubs, Leagues, Competitions and Associations desirous of playing Friendly and Benefit matches must make application giving particulars of the proposed match, to the Company Secretary of the Association.

Rule Eleven - Protests and Appeals

Except as detailed in Rule 18 (Appeals from Decisions of this Association) any protest or Appeal by a Club or Individual against a decision made by a League or Competition affiliated to this Association shall be in writing and in duplicate and must be sent to the Company Secretary of the Association accompanied by an Appeal Fee (**see Rule Twenty-Three**) Every appeal under this Rule must be made within Fourteen days of receipt of notification of the decision. A Board of Appeal appointed by this Association shall have power to vary, reduce, reverse or increase the penalty imposed by the Affiliated League or Competition and shall determine by whom the expenses of the Appeal shall be borne, and whether the Appeal fee be forfeited or returned. The decision of the Board of Appeal shall be final and binding on all parties concerned and there can be no

Rule Twelve - Publication of Proceedings

The Association shall be entitled to publish in the public press, or in any other manner it shall think fit, reports of its proceedings, acts, resolutions, and also those of the Council whether the same shall or shall not reflect

on the character of any club, official, player or spectator and every such club, official, player or spectator, shall be deemed to have assented to such publication.

Rule Thirteen – Handbooks

All Leagues, Competitions Clubs and Associations will have access to an electronic copy of the County Handbook and receive a hard copy of the County Directory. Additional hard copies of the Directory may be purchased at a price determined by the Directors.

Rule Fourteen - County Matches

The Council shall have power to arrange County matches and shall have first call upon all players under its jurisdiction and a Club affiliated to this Association shall not, without special permission being granted, play a player on the same day as a match played by the Association in the event of that player being a member of that team selected to represent the Association. Failure to comply may result in the Club and the Player being charged with misconduct.

Players representing the County may receive awards at the discretion of Council.
The County colours shall be black and white or yellow.

Rule Fifteen - Players without written Contracts

The Association confirms the adoption of F.A. Rule C2(a) (b) & (c). Clubs are advised to ensure they fully understand, in particular, the Regulations Concerning Approaches to players who are not under written contract, and the Conditions governing any payments made to players.

Rule Sixteen - County Cup Competitions

All Clubs affiliated to the Association shall be required to take part in one of the County Cup Competitions of the Association, provided one is considered by Council to be suitable, and the Council shall decide in which particular Cup Competition a Club shall compete. Clubs may apply to Council for the inclusion of a reserve or any other team in a County Cup Competition and Council shall decide in which Competition the entry shall be included if one is considered suitable. All such entries must be received not later than 30 June.

Rule Seventeen - Availability of Ground

Any affiliated club may be required to place its ground and facilities at the disposal of this Association for County matches and County Cup-ties providing at least 14 days' notice of such intention is given. The Club may charge a fee (**see Rule Twenty-Three**) for the use of such ground.

Rule Eighteen - Appeals from Decisions of this Association

Any 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 (Wembley Stadium, PO Box 1966, London SW1P 9EQ) within 14 days of notification of Council's decision, a notice setting forward the ground of the appeal, together with an Appeal Fee (**see Rule Twenty-Three**) At the same time an exact copy of the notice must be sent to the Chief Executive of this Association. In the case of the Association or Club, the appeal must be signed by the Chairman or his deputy and one member of the Committee. Appeals cannot be made in regard to matters arising out of the competitions of this Association when the rules provide that the decision of this Association shall be final.

The Appeals Board appointed by the Football Association to hear the appeal shall have power to order the appeal fee to be forfeited, if it thinks fit, and may, in addition, order the appellant concerned to play the cost of the hearing of the appeal.

Rule Nineteen - Other Matters

In all matters which are not especially provided for in these Rules, and which the common rules and practices of football are concerned, the Rules, Regulations and Bye-Laws of the Football Association shall apply, and all Club players in membership with this Association, are responsible for the due observance of these Rules, Regulations and Bye-Laws.

Rule Twenty - Replies to Correspondence

Replies to correspondence from this Association are to be made, in writing, within seven days of receipt. Any Club or Competition failing to comply may be fined and on receipt of such notice of such fine be given five days in which to reply to the correspondence, or be further dealt with at the discretion of the Association.

Rule Twenty-One - Accident and Public Liability Insurance

All clubs (except Football League Clubs, occasional small side Clubs and Clubs who only play friendlies or only compete in occasional Competitions) shall be mandatory members of an accident and public liability insurance scheme arranged by The Association, and the Rules of the Accident Scheme shall be binding on all Clubs. Clubs wishing exemption from public liability insurance must submit a copy of their policy at the time premiums are paid.

Rule Twenty-Two

All monetary sums include Value Added Tax where applicable.

Rule Twenty-Three - Tariff for Fines and Costs

RULE	DESCRIPTION	FEE/FINE (£)
3	Membership (Affiliation) Fee.	20
6	Failure to submit copy of current financial statement upon request.	30
8(c)	Administration Fee	10
11	Appeal Fee	50
11	Appeal Fee (Youth Club)	25
17	Fee for use of Club ground	80
17	Fee for use of Club ground with additional use of floodlights	120
18	Appeal Fee	35
18	Appeal Fee (by person of school age)	10

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