

## **STANDARD CODE OF RULES FOR YOUTH FOOTBALL COMPETITIONS**

This document contains the Standard Code of Rules developed by The Football Association for Mini Soccer and Youth Football Competitions (the “Standard Code”). The Standard Code is mandatory for all Mini Soccer and Youth Football Competitions.

Competitions seeking sanction must draft their Rules in conformity with the Standard Code, using the same numbering and standard headings.

The mandatory rules are printed in normal text and the optional rules in italics.

It should be noted that in many cases rules are so printed because they are alternatives and the procedure to apply should be retained and the others omitted.

In all cases where a [ ] is shown the necessary name, address, number or wording to complete that rule must be inserted.

Competitions may add to the core of the Standard Code, which is mandatory, providing the additions are approved by the Sanctioning Authority and do not conflict with the mandatory rules or any relevant principles and policies established by The FA. Guidance from the Sanctioning Authority should be sought in advance if there is any doubt as to the acceptability of additional rules.

### **DEFINITIONS**

#### **1. (A) In these Rules:**

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

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

“Club” means a club for the time being in membership of the Competition.

“Competition” means the Berks & Bucks FA County Youth Cups .

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

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

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

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

“Fees Tariff” means a list of fees approved by the Clubs at a general meeting to be levied by the Football Operations Committee for any matters for which fees are payable under the Rules, as set out at Schedule A.

“Fines Tariff” means a list of fines approved by the Clubs at a general meeting to be levied by the Football Operations Committee for any breach of the Rules, as set out at Schedule A.

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

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

“Match Officials” means the Referee, the Assistant Referees and any fourth official appointed to a Competition Match.

“Mini Soccer” means those participating at ages under 7s to under 10s.

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

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

“Participant” shall have the same meaning as set out in the rules of The FA from time to time.

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

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

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

“Sanctioning Authority” means The Berks & Bucks County Football Association Limited.

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

“Season” means the period of time between an AGM and the subsequent AGM.

“SGM” means a special general meeting held in accordance with the constitution of the Competition.

“Team” means a team affiliated to a Club, including where a Club provides more than one team in the Competition in accordance with the Rules.

“The FA” means The Football Association Limited.

“WGS” means the Whole Game System and the procedures for the operation thereof as determined by The FA from time to time.

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

“Youth Football” means those participating at ages under 11s to under 18s.

- (B) Unless stated otherwise, terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

## **GOVERNANCE RULES**

### **COMPETITION NAME, CONSTITUTION**

2.

- (A) The Competition will be known as “Berks & Bucks County FA County Youth Cups”. The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.
- (B) This Competition shall consist of not more than 1000 Clubs approved by the Sanctioning Authority.
- (C) The geographical area covered by the Competition membership shall be Berkshire & Buckinghamshire and surrounding border counties where appropriate.
- (D) The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Football Operations Committee in accordance with the rules, regulations and policies of The FA.
- (E) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Football Operations Committee in relation thereto, subject to the provisions of Rule 7.
- (F) The Rules are taken from the Standard Code of Rules (the “Standard Code”) determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.
- (G) All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date in a manner prescribed by the Sanctioning Authority and must have a constitution approved by the Sanctioning Authority. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (H) Inclusivity and Non-discrimination
  - (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (to include those contained in the Equality Act 2010).
  - (ii) This Competition and each Club must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.
  - (iii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.
- (I) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including, but not limited to, Charter Standard and RESPECT programmes. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (J) All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The FA from time to time.

### **ENTRY FEE, SUBSCRIPTION, DEPOSIT**

- 3. (A) Applications by Clubs for admission to the Competition or the entry of an additional Team(s) from the same Club must be made via the WGS by 31<sup>st</sup> July and must be accompanied by an Entry Fee per Team as set out in the Fees Tariff, which shall be returned in the event of non-election. Late entries may be accepted at the discretion of the Competitions Coordinator.
- (B) A Club shall not participate in this Competition until the entry fee has been paid.
- (C) The Football Operations Committee may reject the entry of any Team or transfer the entry to another Cup Competition if they deem it desirable.
- (D) A Club intending to withdraw prior to the draw for the Competition shall inform the Competitions Coordinator in writing.

Thereafter, any Club intending to withdraw shall inform the Competitions Coordinator and Council Member in Attendance (if appointed) at least 8 days prior to the scheduled date of match.
- (E) Illness, injury and/or shortage of players shall not be considered as sufficient reason for withdrawal.

(F) Clubs failing to give a satisfactory reason for withdrawing shall be liable to a fine in accordance with the Fines Tariff.

## **POWERS OF MANAGEMENT**

4. (A) The entire control and management of the Competition shall be vested in the Council of the Association. The Council shall have the power to formulate the Rules of the Competition and to alter or add to the Rules as they, from time to time, deem expedient. The Council shall appoint a Football Operations Committee to control and manage the Competition on their behalf and to make decisions on matters arising out of the Competition which, within the Rules laid down by the Council, shall be deemed decisions of the Council. The Football Operations Committee may appoint Sub Committees and delegate such of their powers as they deem necessary.
- (B) Subject to the permission of the Sanctioning Authority having been obtained, the Football Operations Committee may order a match or matches to be played each Season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any club which may have withdrawn during the Season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the Season.
- (C) Each member of the Football Operations Committee shall have the right to attend and vote at all Football Operations Committee meetings and have one vote thereat, but no member shall be allowed to vote on any matters directly appertaining to such member or to the Club so represented or where there may be a conflict of interest. (This shall also apply to the procedure of any Sub Committee). In the event of the voting being equal on any matter, the Chairman of the Football Operations Committee shall have a second or casting vote.
- (D) The Football Operations Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified. With the exception of Rule 4(I) for all alleged breaches of a Rule the Football Operations Committee shall issue a formal written charge to the Club concerned. The Club charged shall be given 7 days from the date of notification of the charge to reply. In such reply a Club may:
- (i) Accept the charge and submit in writing a case of mitigation for consideration by the Football Operations Committee on the papers; or
  - (ii) Accept the charge and notify that it wishes to put its case of mitigation at a hearing before the Football Operations Committee; or
  - (iii) Deny the charge and submit in writing supporting evidence for consideration by the Football Operations Committee on the papers; or
  - (iv) Deny the charge and notify that it wishes to put its case of mitigation at a hearing before the Football Operations Committee.
- Where the Club charged fails to respond within 7 days, the Football Operations Committee shall determine the charge in such manner and upon such evidence as it considers appropriate.
- Where required, hearings shall take place as soon as reasonably practicable following receipt of the reply of the Club as more fully set out above.
- Having considered the reply of the Club (whether in writing or at a hearing), the Football Operations Committee shall make its decision and, in the event that the charge is accepted or proven, decide on the appropriate penalty (with reference to the Fines Tariff where applicable).
- With the exception of Teams playing at Step 7 of the National League System, the maximum fine permitted for any breach of a Rule is £250 and, when setting any fine, the Football Operations Committee must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.
- The maximum fine permitted for a breach of a Rule by a Team playing at Step 7 of the National League System is £500.
- No Participant under the age of 18 can be fined.
- All breaches of the Laws of the Game, or the Rules and Regulations of The FA shall be dealt with in accordance with FA Rules by the appropriate Association.
- (E) All decisions of the Football Operations Committee shall be binding subject to the right of appeal in accordance with Rule 6.

- (F) Decisions of the Football Operations Committee must be notified in writing to those concerned within 7 days.
- (G) 50% of its members shall constitute a quorum for the transaction of business by the Football Operations Committee or any Sub Committee thereof.
- (H) The Council, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur within the Football Operations Committee.
- (I) A Club must comply with an order or instruction of the Football Operations Committee and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Football Operations Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (J) Subject to a Club's right of appeal in accordance with Rule 6 below, all fines and charges must be paid within 14 days of the date of notification of the decision. Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within a further 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.
- (K) A member of the Football Operations Committee appointed by the Competition to attend a meeting or Competition Match may have any reasonable expenses incurred refunded by the Competition.
- (L) The Football Operations Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the AGM or SGM called to decide the constitution and the commencement of the Playing Season.
- (M) The business of the Competition as determined by the Football Operations Committee may be transacted by electronic mail or facsimile.

#### **ELIGIBLE CLUBS**

- 5. (A) All Competitions shall be open to Clubs affiliated to this Association, and shall be competed for annually.
- (B) Entries to all County Cups shall be confined to Clubs who play their matches in a League recognised by the Association.
- (C) A Club that is dual affiliated is permitted to enter another County's Cup Competition with the consent of the parent Association. In the event of a clash of fixtures the tie of the parent Association shall take precedence.
- (D) Any Club not parented to the Berks & Bucks Football Association but duly affiliated and having entered 1 of the Association's Cup Competitions, shall abide by the dates set by the Football Operations Committee.
- (E) In all Cups a Club may enter more than 1 Team in the same Competition.

#### **PROTESTS, CLAIMS, COMPLAINTS, APPEALS**

- 6. (A) (i) All questions of eligibility, qualification of Players or interpretations of the Rules shall be referred to the Football Operations Committee or a Sub Committee duly appointed by the Football Operations Committee.
- (ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Football Operations Committee unless a protest is lodged with the Referee before the commencement of the Competition Match.
- (B) Except in cases where the Football Operations Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged with the Competition Coordinator within 3 days (excluding Sundays) of the Competition Match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Football Operations Committee. A member of the Football Operations Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.
- (C) No protest of whatever kind shall be considered by the Football Operations Committee unless the complaining Club shall have deposited with the Competitions Coordinator a sum in accordance with the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the inquiry or to order that the costs to be shared by the parties.
- (D) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days prior to the protest or complaint being heard.
  - (i) All parties must have received 7 days' notice of the hearing should they be instructed to attend.
  - (ii) Should a Club elect to state its case in person then it should indicate such when forwarding the written response.

- (E) The Football Operations Committee shall also have power to compel any party to the protest to pay such expenses as the Football Operations Committee shall direct.
- (F) Any appeal against a decision of the Football Operations Committee must be lodged with the Sanctioning Authority within 14 days of the posting of the written notification of the decision causing the appeal, accompanied by a fee as set out in the Fees Tariff, which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary. The procedure for the appeal shall be determined by the Sanctioning Authority, in such respect the Sanctioning Authority may (but is not obliged to):
- (i) invite submissions by the parties involved;
  - (ii) convene a hearing to hear the appeal;
  - (iii) permit new evidence; or
  - (iv) impose deadlines as are appropriate
- Any appeal shall not involve a rehearing of the evidence considered by the Football Operations Committee.

## **TROPHY**

7. (A) The following agreement shall be signed on behalf of the winners of the cup or trophy:-
- “We (A) (name) and (B) (name), the Chairman and Secretary of FC (Limited), members of and representing the Club, having been declared winners of cup or trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the cup or trophy to the Competition Coordinator on or before 1<sup>st</sup> February. If the cup or trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.”
- Failure to comply will result in a fine in accordance with the Fines Tariff.
- (B) At the close of each Competition 16 awards shall be made to the winners and runners-up.
- (C) Any Club which wins a Trophy and fails to affiliate with Berks & Bucks FA the following season the Trophy shall be returned to Berks & Bucks FA within 14 days of dissolution.
- Failure to comply will result in a fine in accordance with the Fines Tariff.

## **INSURANCE**

8. (A) All Clubs must have valid public liability insurance cover of at least £10,000,000 at all times.
- (B) All Clubs must have valid personal accident cover for all Players registered with them from time to time. The Players' personal accident insurance cover must be in place prior to the Club taking part in any Competition Match and shall be at least equal to the minimum recommended cover determined from time to time by the Sanctioning Authority. In instances where The FA is the Sanctioning Authority, the minimum recommended cover will be the cover required by the Affiliated Association to which a Club affiliates.
- Failure to comply with Rule 8(A) or 8(B) will result in a fine in accordance with the Fines Tariff.



## MATCH RELATED RULES

### QUALIFICATION OF PLAYERS

9. (A) A Player is one who, being in all other respects eligible, has:
- (i) signed a fully and correctly completed league registration form in ink, countersigned by an Officer of the Club, which is submitted to the league 1 day prior to the Player playing and whose registration has been confirmed by the league prior to that Player playing in a Competition Match;
  - or
  - (ii) registered through WGS.

Any registration form which is sent by either of the means set out at Rules 9(A) (i) or (ii) above that is not fully and correctly completed will be returned to the Club unprocessed. If a Club attempts to register a player via WGS but does not fully and correctly complete the necessary information via WGS, the registration will not be processed.

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

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

- (ii) A Player registered with a Premier League or English Football League Academy under the Elite Player Performance Plan contained within Youth Development Rules will not be permitted to play in this Competition. Details of the Youth Development Rules are published on The FA website. A Player registered with a FA Girls' Regional Talent Club may play in this Competition subject to the FA Programme for Excellence (Female) Regulations.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (C) A child who has not attained the age of 6 shall not play, and shall not be permitted or encouraged to play, in a match of any kind.

The relevant age for each Player is determined by his or her age as at midnight on 31<sup>st</sup> August of the relevant Playing Season i.e. children who are aged 6 as at midnight on 31<sup>st</sup> August in a Playing Season (together with those who attain the age of 6 during the Playing Season) will be classed as Under 7 Players for that Playing Season. Children who are aged 7 as at midnight on 31<sup>st</sup> August in a Playing Season will be classed as Under 8 Players for that Playing Season, and so on.

Notwithstanding the above, a child is permitted to play up in the age group above his or her chronological age group, irrespective of any changes of format or competition structure, save that a child who attains the age of 6 after 31<sup>st</sup> August is permitted to play only in the Under 7 age group, and may not play in the Under 8 age group, for that Playing Season.

The age groups that children are eligible to play in are set out in the table below, along with the permitted football formats for each of those age groups. Children shall not play, and shall not be permitted or encouraged to play, in a match between sides of more than the stated number of players, according to their age group:

Age on 31 August of the relevant Playing Season	Eligible Age Groups	Maximum Permitted Format	Minimum Pitch Sizes		Maximum Pitch Sizes		Recommended Goal Sizes in feet	Ball Size
			Yards	Metres	Yards	Metres		
10	Under 11	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
	Under 12		70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	
11	Under 12	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4

	Under 13	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	
12	Under 13	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
	Under 14		90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	
13	Under 14	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
	Under 15		90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
14	Under 15	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
	Under 16		90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	
15	Under 16	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
	Under 17		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	
	Under 18		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	
16	Under 17	11v11	100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	5
	Under 18		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	
	Open Age		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	

(D) The Football Operations Committee shall decide all registration disputes taking into account the following.

- (i) A Player shall not be permitted to register for more than one Club subject to the exceptions set out in Rule 9 (E)(iii) below.
- (ii) In the event of a Player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the Player shall be registered. The Secretary shall notify the Club last applying to register the Player of the fact of the previous registration subject to the exceptions set out in Rule 9 (E)(iii) below.
- (iii) A Player is only permitted to register for more than one Club provided that:  
The Team(s) in which the Player plays in are not in the same age group

(E) It shall be a breach of these Rules for a Player to:-

- (i) Play for more than one Team in the same age group in the same Competition in the same Playing Season.
- (ii) Having registered for one Club in the Competition, register for another Club in the Competition in that Playing Season, except if the provisions set out in Rule 9 (E)(iii) apply.
- (iii) Submit a signed registration form or submit a registration through WGS for registration that the Player had willfully neglected to accurately or fully complete.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (F) (i) The Football Operations Committee shall have the power to accept the registration of any Player subject to the provisions of Rule 9(F)(ii) and (iii) below.
- (ii) The Football Operations Committee shall have power to refuse, cancel or suspend the registration of any Player, the exercise of such power being without prejudice to the Football Operations Committee's ability to fine a Club at its discretion (in accordance with the Fines Tariff) that has been charged and found guilty of registration irregularities (subject to Rule 6).
- (iii) The Football Operations Committee shall have the power to refuse or cancel the registration of any Player charged and found guilty of undesirable conduct (subject to Rule 6) subject to the right of appeal to the Sanctioning Authority or The FA. Where the Football Operations Committee does not



have enough information to enable it to make a decision pursuant to the above power, it may apply, in its absolute discretion, to the Sanctioning Authority or The FA for further information.

Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a Participant from being involved in this Competition.

- (iv) For a Player who has previously had a registration removed in accordance with Rule 9(G)(iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the Player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of bringing the Competition into disrepute.

(Note: Action under Rule 9(G)(iii) shall only be taken against a Player in cases of the Player bringing the Competition into disrepute and will in any event be subject to an appeal to the Sanctioning Authority or The FA. All decisions must include the period of restriction. For the purpose of this Rule, bringing the Competition into disrepute can only be considered where the Player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in any competition (and is not restricted to the Competition) in a period of two years or less from the date of the first offence.)

- (G) A Club shall keep a list of the Players it registers and a record of all matches in which those Players have played for the Club, and shall produce such records upon demand by the Football Operations Committee.

- (H) A Player shall not be eligible to play for a Team in any final unless the Player has played 1 Match for that Team in the current Playing Season.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (I) Where a Club is found to have played an ineligible Player in accordance with Rule 9, the Football Operations Committee may also, at its discretion:

- (i) Award the game in the Competition Match in question to the opponents, subject to the Competition Match not being ordered to be replayed; or
- (ii) Order that such Competition Match or Matches be replayed (on such terms as are decided by the Football Operations Committee)

Where a player has been found ineligible this may result in a fine in accordance with the Fines Tariff.

The Football Operations Committee may vary the sanction set out at Rule 9(I)(i) only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status.

- (J) Where a match is postponed, drawn or abandoned, only those players who were qualified on the original scheduled date shall be eligible to play in the rearranged fixture except a player who has been suspended may play after the term of suspension has expired.

- (K) The following clause applies to Competitions involving Players in full-time secondary education:-

Priority must be given at all times to school and school organisations activities. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (i) The availability of children must be cleared with the Head Teachers (except for Sunday leagues competitions).
- (ii) To play open age football the player must have achieved the age of 16.

## **CLUB COLOURS**

- 10. Every Club must register the colour of its shirts and shorts with the Association by 31<sup>st</sup> July.

Goalkeepers must wear colours which distinguish them from all other Players and the Match Officials.

No Player, including the goalkeeper, shall be permitted to wear black or very dark shirts.

Any Team not being able to play in its normal colours as registered with the Competition shall notify its opponents the colours in which they will play (including the colours of the goalkeepers jersey) at least 5 days before the Competition Match.

If, in the opinion of the Referee, two Teams have the same or similar colours, the *Home* Team shall make the change. Should a Team delay the scheduled time of kick off for a Competition Match by not having a change of colours they will be fined in accordance with the Fines Tariff.

Shirts must be numbered, failing which a fine will be levied in accordance with the Fines Tariff.

In the Final of the Competition, if the colours are similar, both Clubs shall change. In the event of Clubs not

agreeing upon the colours to be worn by their respective Teams, the Football Operations Committee, or in an emergency, the Council Member in Attendance shall decide in consultation with the Referee.

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 their shirt because of blood injury.

#### **PLAYING SEASON. CONDITIONS OF PLAY, TIMES OF KICK-OFF. POSTPONEMENTS. SUBSTITUTES**

11. (A) All Competition Matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board.

The Football Operations Committee shall decide which Clubs play in the Qualifying Round(s) and which shall be exempt until the Competition Proper. The 2 Finalists from the preceding season's Competition shall be exempt until the First Round Proper. In the Minor Under 12 Saturday Cup, Minor Under 12 Sunday Cup, Minor Under 13 Saturday Cup, Minor Under 13 Sunday Cup, Minor Under 14 Cup and Minor U15 Cup – those Teams in the top two Divisions of the Berkshire Youth Development League, Chiltern Church Junior League, East Berks Football Alliance, Milton Keynes Border Counties League, Milton Keynes & District Development League, Reading & West Berks League, South Bucks Mini Soccer Conference, Thames Valley Development league, Wycombe & South Bucks Minor Football League, shall be exempt until the Second Round.

(B) The Football Operations Committee shall decide the scheduled day and date on which each round shall be played and also the time of the kick-off and for arranging the pairing of Clubs to compete in each round. Clubs shall be notified of the draw not less than 21 days prior to the scheduled date of the round. In each tie, before the Final Tie, the match shall be played on the ground of the Club first drawn, unless otherwise mutually agreed, and the consent of the Committee obtained. The Visiting Club may appeal against the suitability of the Home Clubs ground stating the reasons within 3 days of the intimation of the Draw to the Competitions Coordinator. Any dispute between both Teams on a change of ground to a neutral pitch whereby any increase in the cost of hire of the pitch takes place, the final decision shall be made by the Competitions Coordinator of the suitability of the venue and cost.

(C) In the early stages of the Competitions the draw shall be regionalised by Divisions. At the Quarter Final stage competing Clubs shall be drawn together, not regionalised. All Competition Matches shall have a duration as set out below unless a shorter time is mutually arranged by the two Clubs in consultation with the Referee prior to the commencement of the Competition Match, and in any event shall be of equal halves.

(D) Competition Matches should be played in accordance with the Laws appropriate to the relevant age group, as laid down by The FA, as detailed below.

Age Group	Minimum duration of play per half (minutes)	Maximum duration of play per half (minutes)	Maximum playing time in one day in all organised
Under 12	20	30	80 (if applicable)
Under 13 and Under 14	25	35	100
Under 15 and Under 16	25	40	100
Under 17 and Under 18	25	45	120

(E) Matches shall kick-off at the normal kick-off time for the Home Club except that no match shall kick-off before 10.00am. No match shall kick-off after 3.00pm, or after 1.30pm between November and March, except where floodlights are available, or with the permission of the Competitions Coordinator. Except with the discretion of the Referee, no game shall start 30 minutes after the scheduled kick off time.

(F) Clubs must take all reasonable precautions to keep their Grounds in a playable condition. All Competition Matches shall be played on pitches deemed suitable by the Football Operations Committee. If through any fault of the Home Team a match has to be replayed, the Football Operations Committee shall have power to order the venue to be changed. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. In extreme weather conditions or other unusual circumstances the Home Club shall arrange for the inspection of the ground by at least a Level 5 Referee, not connected with either Club, to determine its

fitness for play at a time earlier than 2 hours prior to the scheduled kick-off. In instances where a grounds person of a Local Authority or of a School has absolute authority over the use of the ground, their decision shall be accepted. Where a ground has been declared unfit by a Referee, Local Authority or School, the HOME CLUB shall inform the Visiting Club, Referee, Assistant Referees, Competitions Coordinator, Council Member in Attendance and Assessor (if appointed) Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (G) The Football Operations Committee shall have power to decide whether a pitch and/or facilities are suitable for Competition Matches and to order the Club concerned to play its Competition Match(es) on another ground.
- (H) Football Turf Pitches (3G) are allowed in this Competition provided they meet the required performance standards and are listed on the FA's Register of Football Turf Pitches. All Football Turf Pitches used must be tested (by a FIFA accredited test institute) every three years and the results passed to The FA. The FA will give a decision on the suitability for use and add the pitch to the Register. The Home Club is also responsible for advising Participants of footwear requirements when confirming match arrangements in accordance with Rule 11(N).
- (I) The times of kick-off shall be fixed by the Football Operations Committee and can only be altered by the mutual consent of the two competing Clubs prior to the scheduled date of the Competition Match with written notification given to the Competitions Coordinator at least 7 days prior.
- (J) Referees must order matches to commence at the appointed time and must report all late starts to the Competition.
- (K) The Home Team must provide goal nets, corner flags and at least two footballs fit for play and the Referee shall make a report to the Football Operations Committee if the footballs are unsuitable. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (L) Except by permission of the Football Operations Committee all Competition Matches must be played on the dates originally fixed. All other matches must be considered secondary. Clubs may mutually agree to bring forward a Competition match with the consent of the Competitions Coordinator. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (M) In the case of a revised fixture date, the Clubs must be given by the Competitions Coordinator 5 clear days' notice of the match (unless otherwise mutually agreed).
- (N) An Officer of the Home Club must give notice of full particulars of the location of, and access to, the Ground and time of kick-off to the Match Officials and an Officer of the opposing Club at least 5 clear days prior to the playing of the match. If not so provided, the Away Club shall seek such details and report the circumstances to the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (O) All matches shall be played within the boundaries of the County Association of Berks & Bucks. Subject to the permission of the Football Operations Committee, matches may be played outside the County boundaries.
- (P) The minimum number of Players that will constitute a Team for a Competition Match is as follows:

FORMAT	MINIMUM
9v9	6
11v11	7

- (Q)
  - (i) In the event of a Club failing to keep its engagement the Football Operations Committee shall have power to impose a fine in accordance with the Fines Tariff, award the game in question to the opponents, order the defaulting Club to pay any reasonable expenses incurred by the opponents or otherwise deal with them except the award of goals. The Football Operations Committee shall have power to order a Competition Match to be played on a neutral ground or on the opponent's Ground if they are satisfied that such action is warranted by the circumstances. The Football Operations Committee shall be empowered to order the match to be played as originally drawn or upon the ground of a neutral Club or upon the ground of the opposing Club. The first drawn Club shall meet the costs. If a match as originally drawn is postponed on 2 occasions, the Football Operations Committee may order the match to be played on the opposing Clubs ground. Any neutral ground costs to be equally shared between both Clubs. The first drawn Club shall pay the ground costs of the original tie. The second drawn Club shall pay the ground costs of the tie should it be postponed twice and moved to their ground.
  - (ii) Any Club unable to fulfil a fixture or where a Competition Match has been postponed for any reason must, without delay, give notice to the Competitions Coordinator, the secretary of the opposing Club and

the Match Officials.

- (iii) In the event of a Competition Match not being played or abandoned owing to causes over which neither Club has control, it should be played in its entirety on the same ground on the following Saturday/Sunday 7 days after the date of the original fixture unless both Clubs mutually agree upon an earlier date. Failing such agreement and notification to the Competitions Coordinator within 2 days the Football Operations Committee shall have the power to order the Competition Match to be played on a named date or on or before a given date. Where it is to the advantage of the Competition and the Clubs involved agree, the Football Operations Committee shall also be empowered to order the score at the time of an abandonment to stand.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (iv) The Football Operations Committee shall review all Competition Matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Football Operations Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Football Operations Committee are satisfied that a Competition Match was abandoned owing to the conduct of one Team or its Club member(s) they shall be empowered to award the game for the Competition Match to the opponent. In cases where a Competition Match has been abandoned owing to the conduct of both Teams and their Club member(s), the Football Operations Committee shall rule that neither Team will be awarded the game for that Competition Match nor it shall not be replayed. No fine(s) can be applied by the Football Operations Committee for an abandoned Competition Match.

- (v) The Football Operations Committee shall review any Competition Match that has taken place where either or both Teams were under a suspension imposed upon them by The FA or Affiliated Association. In each case the Team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 9(I) above. Where both Teams were under suspension the game must be declared null and void and shall not be replayed.

- (R) A Club may at its discretion and in accordance with the Laws of the Game use substitute Players in any Competition Match.

For all Youth competitions – a Club may use up to 5 from 5 substitute Players. A Player who has been substituted becomes a substitute and may replace any Player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

The Referee shall be informed of the names of the substitute Players not later than 15 minutes before the start of the Competition Match and a Player not so named may not take part in that Competition Match.

A Player who has been named as a substitute before the start of the Competition Match but does not actually play in that game shall not be considered to have been a Player in that Competition Match within the meaning of Rule 9 of these Competitions.

- (S) The half time interval shall be of 10 minutes' duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the Referee.

- (T) The Teams taking part in a Competition Match shall identify a Team captain who shall wear an armband and shall have a responsibility to offer support in the management of the on-field discipline of his/her teammates.

- (U) Team Sheets shall be downloaded from the Berks & Bucks FA website. Both competing Clubs shall submit official Team Sheets to the Referee and to a representative of the opposing Club in the presence of the Referee in his dressing room at least 15 minutes prior to the scheduled kick-off time. Players' names shall correspond with the numbers worn by the players.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

Any Club which alters the composition of its Teams or changes the numbers of players after the Team Sheets have been handed over shall receive a fine in accordance with the fines tariff.

- (V) Each Club shall be in possession of their player's Photo Identity Registration Cards, or the form of identification as required by their League, which shall be available for inspection at any match in the Competition in which the Club is involved. Prior to the match each Club shall request to see and verify their opponent's Photo Identity Registration Cards. Failure to produce the Registration Cards shall result in players being deemed ineligible and the Club being dealt with under Rule 9.

- (W) If Teams do not request to see the Photo Identity Registration Cards NO PROTEST regarding any player eligibility shall be considered.

- (X) Should a Club not have their Registration Cards, or form of identification as required by their league, available prior to the start of the match they shall make them available for checking before the completion of the match. Failure to comply shall be deemed a refusal.
- (Y) The "FA Respect Handshake" shall take place prior to the commencement of any match in the Competition. Any Club failing to take part in a handshake without reasonable cause will result in a fine in accordance with the fines tariff.
- (Z) Where a match has resulted in a draw at full time the match shall be decided by the taking of kicks from the penalty mark in accordance with International Board recommended procedures.

## **REPORTING RESULTS**

- 12.(A) The Competitions Coordinator must receive within 2 days of the date played, the result of each Competition Match in the prescribed manner. This must include the forename(s) and surname of the Team Players (in block letters). Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (B) Both Clubs shall SMS/email/notify the result of each Competition Match to the Competitions Coordinator by 2 hours after the conclusion of the match. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (C) The match result notification, correctly completed, shall be signed by an Officer of the Club, or as prescribed by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

## **SPECIFICS OF THE FINAL TIE**

- 13. In addition to the requirements of Rule 11, the following provisions for the Final Tie shall apply:
  - (A) The Committee shall fix the ground, date, time of kick-off and shall have direct control over all arrangements.
  - (B) For the Final tie each Club shall select a squad of players that the Team shall be selected from and sent by Email to their opponents and Competitions Coordinator 7 days prior to which the match is due to take place. Any Club wishing to object to any player on the list shall do so by Email to the Competitions Coordinator not less than 5 days prior to which the match is due to take place.
  - (C) Where a match has resulted in a draw at full time the match shall be decided by the taking of kicks from the penalty mark in accordance with International Board recommended procedures..
  - (D) In all Competitions the Club hosting the Final Tie shall receive payment from Berks & Bucks FA to cover the expenses of the Club for hosting the Final Tie as agreed with the Football Operations Committee prior to the fixture taking place.

## **MATCH OFFICIALS**

- 14.(A) Registered Referees (and Assistant Referees where approved by The FA or County FA) for all Competition Matches shall be appointed in a manner approved by the Football Operations Committee in the following competitions:  
 The Competitions Coordinator shall appoint the Referee, and from the Semi-Finals Assistant Referees and in addition a Fourth Official for the Final Tie.  
 The appointed Officials shall report to the match venue at least 1 hour prior to the scheduled time of kick-off. Appointments as a Referee or Assistant Referee in the Semi-Finals and Final shall take precedence over all appointments except those made by The Football Association, The Football Association Premier League and The Football League.
- (B) In the event of the non-appearance of the appointed Referee the appointed senior Assistant Referee shall take charge and a substitute Assistant Referee appointed by the competing Teams. In cases where there are no officially appointed Match Officials in attendance, the Clubs shall agree upon a Referee. An individual thus agreed upon shall, for that Competition Match, have the full powers, status and authority of a registered Referee. Individuals under the age of 16 must not participate either as a Referee or Assistant Referee in any Competition Match.
- (C) Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) The appointed Referee shall have power to decide as to the fitness of the Ground in all Competition Matches



and that decision shall be final, subject to the determination of the Local Authority or the owners of a Ground, which must be accepted.

- (E) Subject to any limits/provisions laid down by the Sanctioning Authority, Match Officials appointed under this Rule shall be entitled to the following fees. These fees are inclusive of travelling expenses:

COMPETITION	REFEREE FEE	ASSTS & 4 <sup>th</sup> FEE (each to receive)
YOUTH (U18) CUP	£38	£28
GIRLS U18 CUP	£38	£28
MINOR U16 CUP	£33	£28
GIRLS U16 CUP	£33	£28
MINOR U15 CUP	£33	£28
MINOR U14 CUP	£28	£22
GIRLS U14 CUP	£28	£22
MINOR U13 SATURDAY CUP	£28	£22
MINOR U13 SUNDAY CUP	£28	£22
MINOR U12 SATURDAY CUP (9 v 9)	£28	£22
MINOR U12 SUNDAY CUP (9 v 9)	£28	£22

The fees are to be equally shared by both Clubs and to be paid in the Referees Dressing Room at the same time as handing over the official Team Sheet as detailed in Rule 11(U). Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (F) In the event of a Competition Match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to full fee. Where a Competition Match is not played owing to one Club being in default, that Club shall be ordered to pay the Match Officials, if they attend the Ground, their full fee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (G) A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Affiliated Association with which he or she is registered.
- (H) Each Club shall, in a manner prescribed by the Competition, award marks to the Referee for each Competition Match and the name of the Referee and the marks awarded shall be submitted to the Competition on the prescribed form provided. Clubs failing to comply with this Rule shall be liable to be fined in accordance with the Fines Tariff.
- (I) The Referee shall submit a report form, supplied by the Competition, giving the result of the Competition Match and the time of kick-off to the Competitions Coordinator within two days of the Competition Match.
- (J) Referees have choice of colours between, black, turquoise or pink shirts that may be worn in our County Cup. The below conditions must be adopted:
- (i) Where Assistant Referees are appointed, all Match Officials must wear the same colour; if not, they must refer back to black.
  - (ii) The cost of the coloured shirt will sit with the Referee.
  - (iii) If there is a colour clash with the teams in turquoise or pink, the Referee must wear black.

## 15. PROCEEDS OF MATCHES - FINANCIAL ARRANGEMENTS

- (A) Admission - Where 'Gate' receipts are taken all persons shall pay for admission to the Ground, Enclosures and Stand, unless they are players or officials of the Clubs who are playing in or carrying out duties in connection with the match, Council Members of Berks & Bucks Football Association Limited and any of their invited Guests.
- (B) Receipts to be Checked -The Home Club shall make arrangements for an official of the Visiting Club to check and agree the Gate Receipts and Sale of Tickets or collection before the conclusion of the match.
- (C) Gate Receipts - The Gate Receipts, where taken, shall be equally divided between the 2 competing Clubs after deduction of expenses of the match as hereinafter stated. A full Statement of Receipts and Expenditure with a remittance in settlement shall be sent to the Secretary of the Visiting Club within 7 days of the match. A copy of the said Statement shall be sent at the same time to the Competitions Coordinator.



Clubs failing to comply shall incur a fine in accordance with the Fines Tariff.

(D) Match Expenses

(i) The following expenses in connection with the match shall be paid by the Home Club: The Fees of the Referee, Assistant Referees and Fourth Official (if appointed), Advertising, Printing, Postage and Hire of Police and Floodlights (not exceeding £50.00).

(ii) The following expenses in connection with the match shall be paid by the Visiting Club: Their travel and any other associated expenses.

(iii) Matches Arranged by the Association

(E) In all matches arranged by The Association under Rule 13, the whole of the proceeds shall be taken by The Association, who shall be responsible for the payment of the expenses of the match.

(F) The Committee shall decide, in each case where they order a match to be replayed, because of a breach of the Rules, or where a match was not played upon the date fixed because one or both Clubs were at fault, whether to withhold part or the whole of the Gate Receipts of the replayed or re-arranged match from either or both Clubs, and also decide what proportion of the expenses of the match shall be borne by one or both of the Clubs. Where the Committee decides to withhold a part or whole of the Gate Receipts the sum withheld shall be taken by the Association.

**SCHEDULE A**

FEES TARIFF		
RULE NUMBER	DESCRIPTION	MAXIMUM FEE
3 (A)	CLUB/TEAM ANNUAL SUBSCRIPTION	£10
6 (C)	PROTEST/ FEE	£10
6 (F)	APPEAL FEE	£30

FINES TARIFF		
RULE NUMBER	DESCRIPTION	MAXIMUM FINE
2 (G)	FAILURE TO AFFILIATE	£10
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£25
3 (F)	WITHDRAWAL	£50
4 (I)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE FOOTBALL OPERATIONS COMMITTEE	£10
7(A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£25
7 (C)	FAILURE TO RETURN TROPHY WITHIN 14 DAYS OF DISSOLUTION	£50
8 (A) (B)	FAILURE TO HAVE THE REQUIRED INSURANCE	£25
9 (B)(ii)	PLAYING A CONTRACTED PLAYER	£25
9 (E)	PLAYING FOR MORE THAN ONE TEAM IN THE COMPETITION	£25
9 (H)	PLAYING A PLAYER IN ANY FINAL WHO HAS NOT PLAYED AT LEAST ONE GAME FOR THE TEAM IN THE CURRENT SEASON	£25
9 (I)	PLAYING AN INELIGIBLE PLAYER	£100
9 (K)	FAILURE TO COMPLY WITH SCHOOL ACTIVITY	£25
10	DELAYING KICK OFF DUE TO NO CHANGE OF COLOURS	£25
10	FAILURE TO NUMBER SHIRTS	£25
11 (F)	GROUND CONDITION	£25
11 (K)	FAILURE TO SUPPLY ADEQUATE EQUIPMENT	£25
11 (L)	FAILURE TO PLAY FIXTURE ON SCHEDULED DATE	£25
11 (N)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£25
11 (Q) (i)	FAILURE TO PLAY FIXTURE	£50
11 (Q) (ii)	FAILURE TO COMPLY WITH DECISION ON RESULT	£25
11 (U)	FAILURE TO SUBMIT TEAM SHEET	£25
11 (U)	ALTERING TEAM SHEET	£25
11 (Y)	FAILURE TO COMPLETE FA RESPECT HANDSHAKE	£20
12 (A) (B) (C)	FAILURE TO PROVIDE RESULT	£25
14 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£25
14 (E) (F)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£25
14 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£25
15 (C)	FAILURE TO PROVIDE EXPENSE SHEET	£25