

# **BERKS & BUCKS FA ADULT COUNTY CUP 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 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 Berks & Bucks FA 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 Berks & Bucks FA for any breach of the Rules, as set out at Schedule A.

“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.

“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 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 (1) 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.

(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 shall be known as “Berks & Bucks FA County Cups”. The Clubs participating in the Competition shall 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 one-thousand (1,000) Clubs approved by the Sanctioning Authority.
- (C) The geographical area covered by the Competition membership shall be Berkshire & Buckinghamshire (pre 1974 boundaries) and surrounding border Counties where appropriate.
- (D) The administration of the Competition under these Rules shall be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Competitions Coordinator 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 Berks & Bucks FA in relation thereto, subject to the provisions of Rule 6.
- (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 shall 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 shall have a constitution approved by the Sanctioning Authority. Failure to comply with this Rule shall result in a fine in accordance with the Fines Tariff.
- (H) Inclusivity and Non-discrimination
- (i) The Competition and each Club shall 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 shall 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 shall be referred to the appropriate Sanctioning Authority for investigation.
- (I) Clubs shall 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 shall 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 shall be made via the WGS by 31<sup>st</sup> July and shall be accompanied by an Entry Fee per Team in accordance with 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) Any Club wishing to obtain exemption from Rule 3 shall submit an application, giving reasons to the Competitions Coordinator together with the exemption fees in accordance with the Fees Tariff, by 31<sup>st</sup> July.
- (D) The Berks & Bucks FA may reject the entry of any Team or transfer the entry to another Cup Competition if they deem it desirable.
- (E) 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 any Berks & Bucks FA Member in Attendance (if appointed) at least eight (8) days prior to the scheduled date of match.
- (F) Illness, injury and/or shortage of players shall not be considered as sufficient reason for withdrawal.

(G) Clubs failing to give a satisfactory reason for withdrawing shall not be allowed to enter the Competition in the ensuing season and 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 delegate responsibility to the Berks & Bucks FA 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 Berks & Bucks FA 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 Berks & Bucks FA 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 an appointed Sub Committee shall have the right to attend and vote at all Sub Committee meetings and have one (1) 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.
- (D) In the event of the voting being equal on any matter, the Chairman of the Sub Committee shall have a second or casting vote.
- (E) The Berks & Bucks FA 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 shall be taken within twenty-eight (28) days of the Competition being notified.

With the exception of Rule 4 (H) for all alleged breaches of a Rule the Berks & Bucks FA shall issue a formal written charge to the Club concerned. The Club charged shall be given seven (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 Berks & Bucks FA on the papers; or
- (ii) Accept the charge and notify that it wishes to put its case of mitigation at a hearing before the Berks & Bucks FA; or
- (iii) Deny the charge and submit in writing supporting evidence for consideration by the Berks & Bucks FA on the papers; or
- (iv) Deny the charge and notify that it wishes to put its case at a hearing before the Berks & Bucks FA

Where the Club charged fails to respond within seven (7) days, the Berks & Bucks FA 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 Berks & Bucks FA Sub Committee as appointed 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 within the National League System, the maximum fine permitted for any breach of a Rule is £250 and, when setting any fine, the Berks & Bucks FA Sub Committee as appointed shall 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 within the National League System is £500.

No Participant under the age of eighteen (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.

- (F) All decisions of the Berks & Bucks FA Sub Committee as appointed shall be binding subject to the right of appeal in accordance with Rule 6.

Decisions of the Berks & Bucks FA Sub Committee shall be notified in writing to those concerned within seven (7) days.

- (G) Fifty Per Cent (50%) of its members shall constitute a quorum for the transaction of business by the Berks & Bucks FA Sub Committee as appointed.

The Berks & Bucks FA, as it may deem necessary, shall have the power to fill in an acting capacity, any vacancies that may occur within an appointed Sub Committee.

- (H) A Club shall comply with an order or instruction of the Berks & Bucks FA and shall attend to the business and/or the correspondence of the Competition to the satisfaction of the Berks & Bucks FA. Failure to comply with this Rule shall result in a fine in accordance with the Fines Tariff.
- (I) Subject to a Club's right of appeal in accordance with Rule 6 below, all fines and charges shall be paid within fourteen (14) days of the date of notification of the decision. Any Club failing to do so shall be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within a further fourteen (14) days shall result in fixtures being withdrawn until such time as the outstanding fines are paid.
- (J) Any individual formally appointed by the Berks & Bucks FA to attend a meeting or Competition Match as a Member in Attendance may have any reasonable expenses incurred refunded by the Competition.
- (K) The Berks & Bucks FA shall have the power to fill any vacancy that may occur in the membership of the Competition.
- (L) The business of the Competition as determined by the Berks & Bucks FA may be transacted by electronic mail.

## **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 Berks & Bucks FA Affiliated Clubs who play their matches in a League sanctioned by a County Association. The exceptions being Disabled Football, Futsal, Veteran Competitions and Walking Football.
  - (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 one (1) of the Association's Cup Competitions, shall abide by the dates set by the Berks & Bucks FA
  - (E) The Senior Cup, Senior Trophy and Saturday Cups shall be open only to those Clubs who normally play their matches on Saturdays, although matches may be played on other days with the agreement of both Clubs and the Competitions Coordinator.
  - (F) The Sunday Cups shall be open only to those Clubs who play their matches on Sunday, although matches may be played on other days with the agreement of both Clubs and the Competitions Coordinator.
  - (G) The Women's Cups shall be open to those Clubs playing in affiliated Women's Leagues and shall be played on a Sunday, although matches may be played on other days with the agreement of both Clubs and the Competitions Coordinator.
  - (H) The qualification for entry into the Competitions as detailed below:

**Senior Cup:** The Competition shall be restricted to those Teams in membership that compete within the Premier League, English Football League (EFL), and steps 1-5 of the National League System. This is The Premier League, EFL Championship, EFL League One, EFL League Two, National League, National League North, National League South, all Divisions of the Southern and Isthmian Leagues, Combined Counties Premier Division, Hellenic League Premier Division, Spartan South Midlands League Premier Division, United Counties League Premier Division, Wessex League Premier Division. The previous season's winner of the Senior Trophy may be invited to compete if they have relevant floodlight facilities.

**Women's Senior Cup:** Teams who play in a sanctioned Women's League, and The FA Women's Cup and those Teams considered to have the playing strength to compete.

**Senior Trophy:** The Competition shall be restricted to those Clubs in membership of the Association. This shall be the Reserve Teams of Clubs that compete in the Senior Cup, those Teams who in the current season that compete in the Combined Counties League Division One, Hellenic League First Divisions, the Oxford Senior League Premier Division, Spartan South Midlands League Division One, Spartan South Midlands League Division Two, United Counties League Division One, Wessex League Division One, Premier Division of the Thames Valley Premier Football League, selected Teams from the Aylesbury & District League Premier Division, the East Berks League Premier Division, the North Berks League Division One, the North Bucks League Premier Division, and the Thames Valley Premier League Division One. The Team winning the Saturday Intermediate Cup in the preceding season may be invited to compete in the Competition. The Berks & Bucks FA shall then select such other Clubs whom they consider have the necessary status and playing strength to compete and may also reject any application for entry from a Club whom they consider unsuitable.

**Saturday Intermediate Cup:** The Competition shall be restricted to the Reserve, or 'A' Teams of those Clubs in membership of the Association whose First/Reserve Team compete in the Senior Trophy together with the Teams from the Aylesbury & District League Premier Division, the East Berks League Premier Division, the North Berks League Division One, the North Bucks League Premier Division and Thames Valley Premier League

Division One not competing in the Senior Trophy. Other Teams to be included are from the Combined Counties League Division Two, Hellenic League Division Two, Aylesbury & District League Division One, East Berks League Division One, North Berks League Division Two, North Bucks League Intermediate Division, Thames Valley Premier League Division Two, Oxfordshire Senior League Division One. The Team winning the Saturday Junior Cup in the previous season may be invited to compete in the Competition. The Berks & Bucks FA shall then select such other Clubs whom they consider have the necessary status and playing strength to compete and may also reject any application for entry from a Club whom they consider unsuitable.

**Saturday Junior Cup:** The Competition shall be restricted to the Reserve, or 'A' Teams of those Clubs in membership of the Association whose First/Reserve Team compete in the Saturday Intermediate Cup together with other Teams not in the Aylesbury & District League top two Divisions, the East Berks League top two Divisions, the North Berks League top two Divisions, the North Bucks League top two Divisions and the Thames Valley Premier League top three Divisions.

**Sunday Intermediate Cup:** Teams from the top Divisions of The Reading & District Sunday Football League, The Upper Thames Valley League, The High Wycombe Sunday Combination, The Thames Valley Sunday League, The Bracknell & District Sunday League, The Newbury & District Sunday League, The Milton Keynes Sunday League, or those Clubs deemed suitable as recommended by their respective Leagues, and the Club winning the Sunday Junior Cup in the preceding season and those Clubs deemed of suitable strength as recommended by their respective Leagues.

**Sunday Junior Cup:** Teams where their First Team compete in the Sunday Intermediate Cup together with such Teams not in the Sunday Intermediate Cup as recommended by their respective Leagues.

**Women's Junior Cup:** Teams who are Reserve Teams of those Clubs whose First Team compete in the Women's Cup together with the First Teams of all other Clubs

**Sunday Junior Trophy:** Teams where their First Team play in the Sunday Junior Cup Competition together with such Teams not in the Sunday Junior Cup and selected by the Berks & Bucks FA whom they consider do not have the status or playing strength to compete in the Sunday Junior Cup as recommended by their respective Leagues.

**Veterans Cup:** Teams playing in a sanctioned Veterans League or Division, or Teams affiliated to Berks & Bucks FA

**Adult Disability Cups:** Teams playing in a sanctioned Disability League, or Teams affiliated to the Berks & Bucks FA

**Walking Football Cups:** Teams playing in a sanctioned Walking Football League, or Teams affiliated to the Berks & Bucks FA

- (I) Apart from the Adult Disability Cups and Walking Football Cups, a Club may not enter more than one (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 Berks & Bucks FA or a Sub Committee as appointed by the Berks & Bucks FA.
- (ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue shall not be entertained by the Berks & Bucks FA unless a protest is lodged with the Referee before the commencement of the Competition Match.
- (B) Except in cases where the Berks & Bucks FA decide that there are special circumstances, protests and complaints (which shall contain full particulars of the grounds upon which they are founded) shall be lodged with the Competition Coordinator within three (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 Berks & Bucks FA. A member of the Berks & Bucks FA 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 Berks & Bucks FA 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 shall receive a copy of the submission and shall be afforded an opportunity to make a statement at least seven (7) days prior to the protest or complaint being heard.
- (i) All parties shall have received seven (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 Berks & Bucks FA shall also have power to compel any party to the protest to pay such expenses as the Berks & Bucks FA shall direct.

(F) Any appeal against a decision of the Berks & Bucks FA Sub Committee as appointed shall be lodged with the Sanctioning Authority within fourteen (14) days of the posting of the written notification of the decision causing the appeal, accompanied by a fee (in accordance with the Fees Tariff), which may be forfeited in the event of the appeal not being upheld. A copy of the appeal shall 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 Berks & Bucks FA Sub Committee as appointed.

## **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 shall result in a fine in accordance with the Fines Tariff.

(B) At the close of each Competition sixteen (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 fourteen (14) days of dissolution.

Failure to comply shall result in a fine in accordance with the Fines Tariff.

## **INSURANCE**

8. (A) All Clubs shall have valid public liability insurance cover of at least ten (10) million pounds (£10,000,000) at all times.

(B) All Clubs shall have valid personal accident cover for all Players registered with them from time to time. The Players' personal accident insurance cover shall 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 shall be the cover required by the Affiliated Association to which a Club affiliates.

Failure to comply with Rule 8 (A) or Rule 8 (B) shall 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 by 12:00 noon on the 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 Rule 9(A) (ii) above that is not fully and correctly completed shall 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 shall not be processed.

(B)

- (i) Contract players, possessing the necessary qualifications under Rule 9(A) are only permitted to play in this Competition for the Club under which they are contracted or for a Team with which they have a registered loan Agreement in place, in accordance with The FA Regulations.
- (ii) 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 ten (10) and over crossing borders including Wales, Scotland and Ireland.
- (iii) In the Veterans Cup players shall be aged thirty-five (35) or over at time of registration.
- (iv) In the Adult Disability Cups players shall be registered as having a disability at the time of registration as per FA guidelines.
- (v) In the Walking Football Cup players shall be over the age of fifty (50) at the time of registration, although exceptions can be made for disability or health reasons.

(C) A Player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) to any Club(s) shall be permitted to register and play for a Club in Competition Matches, save that the Player may be liable to be suspended from playing for that Club should the Player fail to comply with the terms of the Football Debt Recovery Regulations in respect of that Football Debt.

(D) The Berks & Bucks FA or Sub Committee as appointed shall decide all registration disputes.

In the event of a player signing a registration form or having a registration submitted for more than one (1) Club, priority of registration shall decide for which Club the Player shall be registered. The Competitions Coordinator shall notify the Club last applying to register the player of the fact of the previous registration.

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

- (i) Play for more than one (1) Club in the Competition in the same Playing Season.
- (ii) Having registered for one (1) Club in the Competition, register for another Club in the Competition in that Playing Season except for the purpose of a transfer.
- (iii) Submit a signed registration form or submit a registration through WGS for registration that the Player had fully neglected to accurately or fully complete.

(F) A player although possessing the necessary qualification under Rule 9(B) shall not be allowed to compete in the below Competitions if they have played in any one (1) of the following Competitions:

**Senior Cup** – played for any other Team in the Senior Cup of this Competition in the current season

**Women's Senior Cup** - played for any other Team in this Competition in the current season.

**Senior Trophy** – for another Team in this Competition, or played in the FA Cup after 30<sup>th</sup> September, FA Trophy, Senior Cup of this County Association in the current season.

**Saturday Intermediate Cup** – for another Team in this Competition, or played in the FA Cup, FA Trophy, F.A Vase, Senior Cup or Senior Trophy of this County Association in the current season.

**Saturday Junior Cup** - for another Team in this Competition, or played in the FA Cup, FA Trophy, F.A Vase, Senior Cup, Senior Trophy or Saturday Intermediate Cup in the current season.

**Sunday Intermediate Cup** – for another Team in this Competition in the current season.

**Sunday Junior Cup** - for another Team in this Competition or played in the FA Cup, FA Trophy, FA Vase, Senior Cup, after 1<sup>st</sup> September or Sunday Intermediate Cup in the current season

**Women's Junior Cup** - for another Team in this Competition or played in the FA Women's Cup after 31<sup>st</sup> October, or Women's Senior Cup in the current season

**Sunday Junior Trophy** - for another Team in this Competition or played in the FA Cup, FA Trophy, FA Vase, Senior Cup after 1<sup>st</sup> September, or Sunday Intermediate Cup or Sunday Junior Cup after 1<sup>st</sup> September in the current season.

**Veterans Cup:** for another Team in this Competition. A player may register for a different Team in a different Competition as well as a Team in the Veterans Cup. A Team shall not include more than four (4) players who have taken part in a more Senior Competition. For the purposes of this Rule a more Senior Competition is any other Berks & Bucks FA County Cup Competitions.

- (G) (i) The Berks & Bucks FA shall have the power to accept the registration of any Player subject to the provisions of Rule 9(G) (ii) and Rule 9(G) (iii) below.
- (ii) The Berks & Bucks FA shall have power to refuse, cancel or suspend the registration of any Player or may fine any Player, at their discretion (in accordance with the Fines Tariff) who has been charged and found guilty of registration irregularities (subject to Rule 6).  
Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a Participant from being involved in this Competition.
- (iii) For a Player who has previously had a registration removed in accordance with Rule 9(G)(ii) but has a registration accepted at the expiry of exclusion shall be considered to be under a probationary period of twelve (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) (ii) shall not be taken against a Player for misconduct until the matter has been dealt with by the Sanctioning Authority, and then only in cases of the Player bringing the Competition into disrepute and shall in any event be subject to an appeal to the Sanctioning Authority or The FA. All decisions shall 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 one-hundred and twelve (112) days' suspension, or ten (10) matches in match based discipline, in any Competition (and is not restricted to the Competition) in a period of two (2) years or less from the date of the first offence.)
- (H) 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 Berks & Bucks FA.
- (I) A Player shall not be eligible to play for a Team in any final unless the Player has played one (1) Match for that Team in the current Playing Season and was registered with that Team before 1<sup>st</sup> March.  
Failure to comply with this Rule shall result in a fine in accordance with the Fines Tariff.
- (J) Where a Club is found to have played an ineligible Player in accordance with Rule 9, the Berks & Bucks FA or Sub Committee as appointed 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 Berks & Bucks FA or Sub Committee as appointed)
- Where a player has been found ineligible this may result in a fine in accordance with the Fines Tariff.  
The Berks & Bucks FA or Sub Committee as appointed may vary the sanction set out at Rule 9(J)(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.
- (K) 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.
- (L) The following clause applies to Competitions involving Players in full-time secondary education:-  
Priority shall be given at all times to school and school organisation's activities. Failure to comply with this Rule shall result in a fine in accordance with the Fines Tariff.
- i) The availability of children shall be cleared with the Head Teachers (except for Sunday Leagues Competitions).
  - ii) To play open age football the player shall have achieved the age of sixteen (16).

## **CLUB COLOURS**

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



Goalkeepers shall 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 shall play (including the colours of the goalkeepers jersey) at least five (5) days before the Competition Match.

If, in the opinion of the Referee, two (2) Teams have the same or similar colours, the Home Team shall make the change, except the Senior Cup where it is the responsibility of the Away Team. Should a Team delay the scheduled time of kick off for a Competition Match by not having a change of colours they shall be fined in accordance with the Fines Tariff.

In the Final of the Competition, if the colours are similar, both Teams shall change. In the event of Clubs not agreeing upon the colours to be worn by their respective Teams, the Competitions Coordinator, or in an emergency, a Berks & Bucks FA Member in Attendance shall decide in consultation with the Referee.

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

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, FIFA or The FA.
- (B) The Competitions Coordinator shall decide which Clubs play in the Qualifying Round(s) and which shall be exempt until the Competition Proper. The two (2) Finalists from the previous season's Competition shall be exempt until the First Round Proper.
- (C) The Competitions Coordinator shall decide the scheduled day and date on which each round shall be played and for arranging the pairing of Clubs to compete in each round. Clubs shall be notified of the draw not less than twenty-one (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 Competitions Coordinator obtained. The Visiting Club may appeal against the suitability of the Home Clubs ground stating the reasons within three (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. In the Senior Cup each Club competing shall have a totally enclosed ground and the playing area shall be enclosed by a permanent fixed barrier.
- (D) Apart from the Senior Cup, Women's Senior Cup and Women's Junior Cup, the early stages of the Competitions shall be regionalised. At the Quarter Final stage competing Clubs shall be drawn together, not regionalised. In the Women's Senior Cup and Women's Junior Cup the draws shall be open at all stages, but Teams may be seeded at the discretion of the Competitions Coordinator. In the Senior Cup Clubs playing in the EFL and above shall enter the Quarter Final stage along with the previous season's winners (if applicable). Club playing at Step 4 and above shall enter the First Round, with the remaining spaces to be filled with Clubs competing at Step 5 who have completed a qualifying round if required.
- (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 thirty (30) minutes after the scheduled kick off time.
- (F) In the Senior Cup the matches shall be played wholly under floodlit conditions with a 7.30pm or 7.45pm kick off as mutually agreed between competing Clubs in all rounds (if required), except the qualifying rounds which may be played on a Saturday as requested by competing Clubs.
- (G) Clubs shall take all reasonable precautions to keep their Grounds in a playable condition. All Competition Matches shall be played on pitches deemed suitable by the Berks & Bucks FA. If through any fault of the Home Team a match has to be replayed, the Berks & Bucks FA shall have power to order the venue to be changed. 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 two (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, Berks & Bucks FA Member in Attendance and Observer (if appointed). Failure to comply with this Rule shall result in a fine in accordance with the Fines Tariff.

- (H) The Home Club shall provide suitable dressing room accommodation for both Teams, Match Officials each with suitable washing or showering and toilet facilities. 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.
- (I) At grounds where a designated technical area exists, the number of Players and Officials seated on the Team benches shall not exceed nine (9) per Club.
- (J) Football Turf Pitches 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 shall be tested (by a FIFA accredited test institute) every three (3) years and the results passed to The FA. The FA shall 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(Q).
- (K) Within the National League System ("NLS") all Competition Matches shall have a duration of ninety (90) minutes. All Competition Matches outside of the NLS shall have duration of ninety (90) minutes unless a shorter time (not less than sixty (60) minutes) is mutually arranged by the two (2) Clubs in consultation with the Referee prior to the commencement of the match, and in any event shall be of equal halves.
- (L) The times of kick-off shall be fixed by the Competitions Coordinator and can only be altered by the mutual consent of the two (2) competing Clubs prior to the scheduled date of the Competition Match with written notification given to the Competitions Coordinator at least seven (7) days prior.
- (M) Referees shall order matches to commence at the appointed time and shall report all late starts to the Competition.
- (N) The Home Team shall provide goal nets, corner flags and at least two (2) footballs fit for play and the Referee shall make a report to the Competitions Coordinator if the footballs are unsuitable. Failure to comply with this Rule shall result in a fine in accordance with the Fines Tariff.
- (O) Except by permission of the Competitions Coordinator all Competition Matches shall be played on the dates originally fixed. All other matches shall 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 shall result in a fine in accordance with the Fines Tariff.
- (P) In the case of a revised fixture date, the Clubs shall be given by the Competitions Coordinator five (5) clear days' notice of the match (unless otherwise mutually agreed).
- (Q) An Officer of the Home Club shall give notice of full particulars of the location of, and access to, the Ground and time of kick-off to the Match Officials, an Officer of the opposing Club and the Council Member in Attendance (if appointed) at least five (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 shall result in a fine in accordance with the Fines Tariff.
- (R) All matches shall be played within the boundaries of the County Association of Berks & Bucks. Subject to the permission of the Competitions Coordinator, matches may be played outside the County boundaries.
- (S) Apart from Adult Disability Cups and Walking Football Cups in accordance with the Laws of the Game, the minimum number of Players that shall constitute a Team for a Competition Match is seven (7). Failure to comply with this Rule shall result in a fine in accordance with the Fines Tariff.
- (i) In the event of a Club failing to keep its engagement the Berks & Bucks FA or Sub Committee as appointed 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 Competitions Coordinator 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 Competitions Coordinator 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 two (2) occasions, the Competitions Coordinator 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 shall, without delay, give notice to the Competitions Coordinator, the Secretary of the opposing Club, the Match Officials and any Berks & Bucks FA Member in Attendance (where appointed).
- (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 seven

(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 two (2) days the Berks & Bucks FA or Sub Committee as appointed 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 Berks & Bucks FA or Sub Committee as appointed shall also be empowered to order the score at the time of an abandonment to stand.

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

- (iv) The Berks & Bucks FA or Sub Committee as appointed 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 Berks & Bucks FA or Sub Committee as appointed shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Berks & Bucks FA or Sub Committee as appointed are satisfied that a Competition Match was abandoned owing to the conduct of one (1) 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 or their Club member(s), the Berks & Bucks FA or Sub Committee as appointed shall Rule that neither Team shall be awarded the game for that Competition Match and it shall not be replayed. No fine(s) can be applied by the Football Operations Committee for an abandoned Competition Match.
- (v) The Berks & Bucks FA or Sub Committee as appointed 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(J)(i) above. Where both Teams were under suspension the game shall be declared null and void and shall not be replayed.
- (T) A Club may at its discretion and in accordance with the Laws of the Game use substitute Players in any Competition Match. A Club may name up to five (5) substitute players of whom not more than five (5) may be used.

In the Senior Cup, Women's Senior Cup and Senior Trophy where return substitutes are not allowed, a Club may use up to three (3) from five (5) substitute Players in a Competition Match.

In all other adult Cup Competitions, a player who has been substituted himself becomes a substitute and may replace a player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

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.

- (U) The halftime interval shall be of ten (10) minutes' duration, but it shall not exceed fifteen (15) minutes. The half time interval may only be altered with the consent of the Referee.
- (V) 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.
- (W) 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 thirty (30) minutes prior to the scheduled kick-off time in the Senior Cup, Women's Senior Cup, Senior Trophy and Sunday Intermediate and at least fifteen (15) minutes prior in all other Competitions. Players' names shall correspond with the numbers worn by the players.

Failure to comply shall 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.

- (X) 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 shall result in a fine in accordance with the Fines Tariff.
- (Y) 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 shall receive within two (2) days of the date played, the result of each Competition Match in the prescribed manner. This shall include the forename(s) and surname of the Team Players (in block letters). Failure to comply with this Rule shall 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 two (2) hours after the conclusion of the match. Failure to comply with this Rule shall 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 shall 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 Competitions Coordinator 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 seven (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 five (5) days prior to which the match is due to take place.
- (C) In the event of scores being level after ninety (90) minutes the match shall be decided by the taking of kicks from the penalty mark in accordance with International Board recommended procedures.
- (D) In the Senior Cup a Club on whose ground the match is played shall receive £400.00 or 10% of the gate receipts, whichever is greater, plus any special expenditure on the preparation and equipment of the ground as shall have been previously authorized by the Berks & Bucks FA. In the Women's Senior Cup, Senior Trophy and Sunday Intermediate Cup, a Club upon whose ground the match is played shall receive 10% of the gate receipts plus any special expenditure on the preparation and equipment of the ground as shall have been previously authorized by the Berks & Bucks FA. In all other 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 Berks & Bucks FA 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:

**Senior Cup:** The Competitions Coordinator shall appoint the Referee, Assistant Referees for all rounds and in addition a Fourth Official for the Final Tie.

**Women's Senior Cup:** The Competitions Coordinator shall appoint the Referee, and from the quarter finals shall appoint Assistant Referees and in addition a Fourth Official for the Final Tie.

**Senior Trophy:** The Competitions Coordinator shall appoint the Referee, and from the third round shall appoint Assistant Referees and in addition a Fourth Official for the Final Tie.

**Sunday Intermediate Cup:** The Competitions Coordinator shall appoint the Referee, and from the quarter finals shall appoint Assistant Referees and in addition a Fourth Official for the Final Tie.

**All other Adult Cups:** 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 one (1) hour prior to the scheduled time of kick-off.

Precedence of Appointment in the Competition

**Senior Cup:**

The appointment of a Referee or Assistant Referees to officiate shall take precedence over all appointments except those made by The Football Association, The Premier League and The Football League.

**All other Adult Cups:**

The appointment of a Referee or Assistant Referees to officiate shall take precedence over all appointments except those made by The Football Association, The Premier League, The Football League, Panel Leagues, Contributory Leagues and Supply Leagues.

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 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 sixteen (16) shall 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 shall 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

shall 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.

<b>COMPETITION</b>	<b>REFEREE FEE</b>	<b>ASSTS &amp; 4<sup>th</sup> FEE (each to receive)</b>
SENIOR CUP	£66	£38
WOMENS SENIOR CUP	£44	£33
WOMENS JUNIOR CUP	£38	£33
SENIOR TROPHY	£44	£33
SATURDAY INTERMEDIATE CUP	£38	£33
SATURDAY JUNIOR CUP	£38	£33
SUNDAY INTERMEDIATE CUP	£44	£33
SUNDAY JUNIOR CUP	£38	£33
SUNDAY JUNIOR TROPHY	£38	£33
VETERANS CUP	£38	£33
ADULT DISABILITY CUPS	£50 (DAY)	N/A
WALKING FOOTBALL CUP	£50(DAY)	N/A

In the Senior Cup and Women's Senior Cup, the fees shall be paid in the Referee's Dressing Room within fifteen (15) minutes of completion of the match. In all other Competitions it shall be paid in the Referees Dressing Room at the same time as handing over the official Team Sheet as detailed in Rule 11(W).

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

**Senior Cup:** These sums shall be paid from the Gate Receipts, where taken, or otherwise be borne by the Home Club.

**All other Adult Cups:** When a Referee and Assistant Referees are appointed the Home Club shall pay their fees, but these fees are to be equally shared by both Clubs.

- (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 shall 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 (2) days of the Competition Match.
- (J) Referees have choice of colours between, black, turquoise or pink shirts that may be worn in our Competition Matches. The below conditions shall be adopted:
- Where Assistant Referees are appointed, all Match Officials shall wear the same colour; if they cannot, they shall refer back to black.
  - The cost of the coloured shirt shall sit with the Referee.
  - If there is a colour clash with the Teams in turquoise or pink, the Referee shall wear black.

## **PROCEEDS OF MATCHES - FINANCIAL ARRANGEMENTS**

15. (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) The Berks & Bucks FA or Sub Committee as appointed 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 Berks & Bucks FA or Sub Committee as appointed decides to withhold a part or whole of the Gate Receipts the sum withheld shall be taken by the Association.

(D) Gate Receipts - The Gate Receipts, where taken, shall be equally divided between the two (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 seven (7) days of the match. A copy of the said Statement shall be sent at the same time to the Competitions Coordinator. Failure to comply with this Rule shall result in a fine in accordance to the Fines Tariff.

(E) Match Expenses - **Senior Cup**

i) Admissible Expenses

The following expenses in connection with the match shall be paid from the Gate Receipts. The Expenses of the Visiting Club together with the Fees of the Referee, Assistant Referees and Fourth Official, Advertising, Printing, Postage, Hire of Police and Floodlights (not exceeding £50.00). In all rounds match expenses shall include travel expenses, actually incurred, which shall not exceed £3.00 per coach mile. If private cars are used, then the expenses which can be claimed shall be for a maximum of five (5) cars at £0.40 per mile. Travelling expenses for the Visiting Club are to be calculated on a direct route from the Club Headquarters

ii) Match Expenses not Admissible

The cost of preparing the ground or protecting the ground from inclement weather or the cost of removal of snow or ice shall be borne by the Home Club and shall not be admissible as a deduction from the Gate Receipts of the match.

iii) Gate Receipts Insufficient to Meet Cost of Match

Where the Gate Receipts are insufficient to meet the costs of the expenses of the match, as defined in Rule 15(E)(i)), any deficit shall be equally shared by the 2 competing Clubs. If Gate Receipts are not taken the two (2) competing Clubs shall cover their specific match expenses.

iv) Sale of Tickets Prior to Match

The Home Club may arrange for tickets of admission to be provided for sale prior to the day of the match. The expenses of the distribution and sale of the tickets shall not be admissible as an expense of the match under Rule 15(E)(i).

v) Postponed Match - Expenses to be recovered from a Rearranged Match.

Where a match is postponed for reasons for which neither Club is at fault, any expenses incurred under Rule 15(E)(i) shall be charged against the Match Receipts of the rearranged match.

(F) Match expenses - All other Cups:

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.

f) Matches Arranged by the Association

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.

## SCHEDULE A

FEES TARIFF		
RULE NUMBER	DESCRIPTION	MAXIMUM FEE
3 (A)	TEAM ANNUAL ENTRY	£10
3 (C)	EXEMPTION FEES	
	SENIOR CUP	£750
	WOMENS SENIOR CUP, SENIOR TROPHY	£100
	SUNDAY INTERMEDIATE CUP	£100
6 (C)	PROTEST FEE	£35
6 (F)	APPEAL FEE	£50

FINES TARIFF		
RULE NUMBER	DESCRIPTION	MAXIMUM
2(G)	FAILURE TO AFFILIATE	£10
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£25
3 (H)	WITHDRAWAL FINES	
	SENIOR CUP	£750
	WOMEN'S SENIOR CUP, SENIOR TROPHY, SUNDAY INTERMEDIATE CUP	£100
	ALL OTHER CUPS	£50
4(G)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE BERKS & BUCKS FA COMMITTEE	£10
4(H)	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	£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	
	SENIOR CUP, WOMEN'S SENIOR CUP, SENIOR TROPHY, SUNDAY INTERMEDIATE CUP	£100
	ALL OTHER CUPS	£50
8 (A) & (B)	FAILURE TO HAVE THE REQUIRED INSURANCE	£25
9 (G)(ii)	REGISTRATION IRREGULARITIES	£25
9 (I)	PLAYING A PLAYER IN ANY FINAL WHO HAS NOT PLAYED ONE GAME BEFORE 1 <sup>st</sup> MARCH	£25
9(J)	PLAYING AN INELIGIBLE PLAYER	£100
9 (L)	FAILURE TO FIELD STRONGEST TEAM	
	SENIOR CUP, WOMEN'S SENIOR CUP, SENIOR TROPHY, SUNDAY INTERMEDIATE CUP	£100
	ALL OTHER COMPETITIONS	£50
9 (M)	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 (G)	GROUND CONDITION	£25
11 (N)	FAILURE TO SUPPLY ADEQUATE EQUIPMENT	£25
11 (O)	FAILURE TO PLAY FIXTURE ON SCHEDULED DATE	£25
11 (Q)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£25
11 (S)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£25
11 (S) (i)	FAILURE TO PLAY FIXTURE	£50
11 (S) (iii)	FAILURE TO COMPLY WITH DECISION ON RESULT	£25
11 (W)	FAILURE TO SUBMIT TEAM SHEET	
	SENIOR CUP, WOMEN'S SENIOR CUP, SENIOR TROPHY, SUNDAY INTERMEDIATE CUP	£50
	ALL OTHER COMPETITIONS	£25
11 (W)	ALTERING TEAM SHEET	
	SENIOR CUP, WOMEN'S SENIOR CUP, SENIOR TROPHY, SUNDAY INTERMEDIATE CUP	£50
	ALL OTHER COMPETITIONS	£25
11 (X)	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 (D)	FAILURE TO PROVIDE EXPENSE SHEET	
	SENIOR CUP, WOMEN'S SENIOR CUP, SENIOR TROPHY, SUNDAY INTERMEDIATE CUP	£100
	ALL OTHER CUPS	£50