



**ENGLAND
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Membership Rules

1. Eligibility of Membership

All Clubs, Leagues and Competitions having their headquarters within the County of Cambridge shall be eligible for membership subject to the approval of the Council. Clubs in counties adjoining Cambridgeshire may with the permission of their own County Association apply for entry to the Competition and Leagues of the Association so far as the Rules of the Leagues and Competitions allow.

2. Clubs etc. to be Properly Constituted

(a) Every Club, League and Competition, upon application for affiliation to the Association, and at any time thereafter when so required, shall satisfy the Council that it is properly constituted and plays football according to the Laws of the Game and the Rules, Regulations and Bye-laws of this Association.

(b) Cambridgeshire Football Association has the power to inspect all Clubs to ensure that the safeguarding standards required by the Football Association are in place. These inspections can include pre-arranged or unannounced visits. These inspections may include match days, training nights and club festivals. Failure to co-operate or meet the required standard will be referred to the Safeguarding Board (consisting of the Board Champion, Senior Safeguarding Lead and Designated Safeguarding Officer) who will recommend the appropriate action or sanction to the Board.

(c) Each Youth team must have two named people with an in date DBS and full safeguarding qualifications.

(d) Each Youth club must submit to the County Designated Safeguarding Officer by 1st July a copy of the clubs safeguarding policy and from 1st July 2022 a copy of the clubs safeguarding risk assessment.

(e) All Clubs who are members of this Association must compete in one of the County Cup Competitions unless exempted by the Council. Clubs who have affiliated multiple sections as one club under Rule 2(c) must enter one team from each section in one of the County Cup Competitions. Adult male, adult female, youth male and youth female are all defined as sections for this purpose.

(f) Clubs who have multiple sections under one constitution, one set of club rules and with approval from the Cambridgeshire FA will affiliate as one club.

3. Public and Civil Liability Insurance and Personal Accident Insurance

All affiliated Clubs with the following exceptions will be required to pay on or before 1 July the premium notified for cover to be effected under the Association's block policy:

(a) Small Sided Clubs

(b) Clubs with social facilities who have appropriate existing cover (proof will be required)

(c) Clubs playing at step four of the National League System and above.

(d) All affiliated clubs shall have Personal Accident Insurance cover for all of their members. Such cover shall include a mandatory minimum benefit for accidental death, life cover, and permanent disablement, loss of sight and loss of limb as determined from time to time by Council. Clubs participating in the Association's scheme shall pay the premium notified on or before 1 July in each year.

(e) Clubs not participating in the Association's scheme shall provide proof of cover to at least the mandatory minimum level required by that scheme no later than 1 July each year.



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4. Regulations as to a Club/League and Competition Finances and Returns

All the above Clubs affiliated to the Cambridgeshire Football Association are required to keep the following records. These records can consist of either hard copies or electronic versions, but should be held responsibly in line with data protection and best practice of Club Governance:

1. Meeting records of business and decisions taken at all General and Committee Meetings, with a record of the election of members and officers. Copies of the minutes should be distributed to all relevant Club officials and Members.
2. Financial records with details of club income and expenditure, including the date and nature of the transaction. Receipts should be obtained for all payments where possible.
- 3 A copy of the accounts presented and approved at the Club's last Annual General Meeting must be sent to the Association not later than 1st July.

A fine not exceeding £10 shall be imposed for failing to comply with this Regulation.

An example of a simple statement of accounts acceptable to the Association can be obtained from the Clubs and Competitions Development Manager or downloaded from the County website www.cambridgeshirefa.com.

Clubs:

- a) shall maintain a Register of members, giving a record of all bona-fide Players of the Club.
- b) The Secretary of each affiliated Club shall forward by the 1st July each year to the Chief Executive of the Association the particulars required in Form A (Affiliation Form).
- c) The Council shall call in the books of Clubs each season to accord with the Rules of The Football Association. Clubs failing to attend such a call on the first occasion shall be fined a sum not exceeding £50, unless a satisfactory explanation is received for non-attendance.
- d) If a Club fails to attend a 'call in' for a second time, they will be fined a sum not exceeding £75 which must be paid within 14 days of receipt and shall be suspended until a satisfactory explanation is received by the Association.
- e) Clubs must have duly appointed officers (Chairman, Hon. Secretary and Hon. Treasurer) and a properly constituted Committee of members of the Club.

Auditors should be appointed so that accounts can be examined at the end of each season.



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5. Defunct Clubs

(a) Club (unincorporated association) going defunct with assets:-

(i) Any surplus to go back to the registered Club Members at the time of closure and during the previous season unless the Club Rules or Constitution states to the contrary;

(ii) Members are considered to be current Registered Players, Officers, Management Committee and Members on Club's Register;

(iii) This would not apply to any Members who are under the statutory school leaving age.

(b) Club (unincorporated association) going defunct owing money to Leagues and Competitions:-

(i) Club Members, as set out in (a) (ii) above, to be held responsible for the payment of an equal share of the debt, including new Members;

(ii) Only refers to football related debts i.e. League or Competition fees and Disciplinary fines. Any other debts would be considered to be civil matters;

(iii) Rules of Leagues and Competitions to require Clubs to pay a larger deposit on the day of election. Standard Code of Rules 2(c) to be amended accordingly;

(iv) A member's share of the debt can only be outstanding for the current season and one following season;

(v) Fees and fines cannot be double or be subject to further fines;

(vi) Any costs incurred by a County Association in recovering payment of a debt may be recovered from the League or Competition but must not be any larger than the current administration fee charged for field misconduct;

(vii) Any monies owed to a League or Competition must be notified to a County Association within a maximum period of three months of it becoming payable;

(viii) In youth Clubs the Members, as set out in (a)(ii) above, are responsible for the payment of an equal share of the debt, apart from Registered Players who are of compulsory school age within the meaning of the Education Acts applying in England, or who are over the school leaving age but are, for the time being, attending a school in full time education in an establishment of further education.



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6. Alterations to these Rules

In the event of any alterations being considered necessary to these Membership Rules, Notice of the proposed alterations shall be sent in writing to the Chief Executive, with the name of the Proposer and Seconder on or before 15th April. Notice of such proposed alteration with any alterations proposed by the Council shall be sent to the Affiliated Clubs, Associations or Competitions with the Notice convening the Annual General Meeting.

No alteration shall be made to any of the Membership Rules unless supported by at least 75% of those voting at the aforesaid Annual General Meeting.

7. Long Service Award

An Award will be made by the Council to persons serving as Secretary/Treasurer to a Club or Competition for 20 years. An award will be made to Referees completing 20 years' active service with the Cambridgeshire Football Association.

Awards may be made to other persons for meritorious service at the Council's discretion.

8. Time for, and Manner of Claims and Complaints

A claim or complaint by a Competition, Club or individual against another or against an Officer shall be made in writing and in duplicate within seven days of knowledge of the cause of the claim or complaint and shall be sent to the Chief Executive together with a fee of £25. The Council or Committee shall decide whether the fee shall be forfeited or returned in whole or in part, and by whom the costs of the claim or complaint shall be borne.

Upon the hearing of a claim or complaint, a member Club or Competition may be represented by one or more of its members. A Barrister or Solicitor may represent the Association, League, Competition or Club of which he is a member, only if he be the Chairman or Secretary.

9. Appeals

For Appeals against Decisions of County and other affiliated Associations, please refer to this Handbook.

10. Representatives Who May Not Attend

No Official of any other Club or Competition or a Referee shall sit as a member of a Committee or the Council during the hearing of an Appeal, protest, complaint or business in which such Club, Competition or Referee may be concerned.

11. Payment of Penalties

The settlement of all financial matters, including the payment of penalties imposed, must in all cases, unless otherwise ordered, be made within 14 days of receipt of notification.



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12. Misconduct

In the event of any League, competition, club, director, player, official, referee or assistant referee ("the member") being proved to have been guilty of misconduct as defined by the Rules of The Football Association to the satisfaction of the Council or any committee, it shall be lawful to order the offending member

- (a) to be suspended from football management either permanently, sine die, or for a stated period;
- (b) to be fined (either with or without suspension);
- (c) to be censured;
- (d) to close a ground either permanently or for a stated period;
- (e) to pay all expenses of and incidental to a hearing either with or without any other penalty;
- (f) to be dealt with in such other manner as the Council or Committee may think fit.

In the event of the Council or the Committee deciding when a charge or allegation is made against a member that there is a prima facie case for investigation the member shall be furnished with a copy of such charges or allegation in writing and shall have the right to attend when the case is presented. The member shall have the right to hear all the evidence given in support of such charge or allegation, examining all the witnesses and further to call evidence to rebut such charge or allegation.

If a Referee is assaulted and desires to take civil proceedings against the assailant, the Referee should report it immediately to the Chief Executive of the County Football Association. Accompanying his official report should be a letter stating that he wishes to institute civil proceedings and at the same time ask the Council if it will approve a prosecution being made and whether they will give financial backing towards the same. The matter will then be referred to the County Association's Solicitor who will advise and take any necessary action in accordance with The Football Association's Memorandum relating to the proceedings in Courts of Law following Assaults upon Referees.

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

A standard Administration Charge of £10 shall be imposed upon clubs for each misconduct offence recorded and dealt with by the Disciplinary Committee.

13. Club's Responsibility for Conduct of Members

Every Club shall be held responsible to the Council for the action of its Players, officials, members and spectators and shall be required to take all precautions necessary to prevent spectators threatening or assaulting officials and Players during or at the conclusion of the match.

14. Decisions Published in the Press

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



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or conduct of any club, official, player or spectator and every such club, official, player or spectator shall be deemed to have assented to such publication. The Press shall be allowed to attend all Council Meetings.

15. Entry to Grounds

Members of the Council shall have the right of entry to all grounds and stands at all matches of clubs or Competitions affiliated to this Association on production of a card of membership which shall be issued each year.

16. Grounds Available for the Association

Clubs being members of the Association having private grounds and changing facilities shall place the same at the disposal of the Association three times each season, if required.

17. Players at the Disposal of the Association

17.1 Clubs affiliated to the Association shall place their non-contract Players at the disposal of the Association for County Matches and trials each season, if required. Any player who qualifies and is selected for a County side and for whatever reason fails to play, will not be allowed to play for his Club on the day of the County match or for 48 hours thereafter unless the County Team Manager has given permission. Additionally, when a player has been selected to play for, or attend as a reserve in a representative match, no Club affiliated to this Association shall permit the player to play for them during the 24 hours prior to the time of the kick-off of the representative match. Where two or more Players from the same team are selected for a County team, such teams shall be entitled to postpone the day's fixture.

17.2 Clubs postponing a fixture must notify the Competitions Secretary of their intention at least seven days before the date of the fixture. Failure to do so will result in the standard punishment with regard to late cancellation being implemented by the Association.

18. Qualification of County Players

For inter-County matches the qualifications of non-contract Players shall be:

- (1) birth in Cambridgeshire, or
- (2) be a bona fide playing member of any Club affiliated to the Association.

No player shall be eligible if he has played for any other County Association in the current season.