# *Rules of the Berkhamsted Sunday Football League*

## 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 Berkhamsted Sunday Football League.

"Competition Match" means any match played or to be played under the jurisdiction 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 Management 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 ManagementCommittee 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.

"Management 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.

"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 Hertfordshire 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.

"Secretary" means such person or persons appointed or elected to carry out the administration of the Competition.

"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.

(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 Berkhamsted Sunday Football League (or such other name as the Competition may adopt). 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 **sixty** *Teams* approved by the Sanctioning Authority.

(C) The geographical area covered by the Competition membership shall be within **15 miles (24.1 kilometres) of Berkhamsted.** .

(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 Management 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 Management 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.

This Competition shall apply annually for sanction to the Sanctioning Authority and the constituent Teams of Clubs may be grouped in divisions, *each not exceeding* **12 in** number.

(H) 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.

(K) Clubs shall not enter any of their Teams playing in the Competition in any other competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(L) At the AGM or a SGM called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 22.

(M) Only one Team shall be permitted from any Club to participate in the same division as another Team from the same Club unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. The Competition will obtain the prior approval of the Sanctioning Authority in the event of a division comprising of more than one Team from the same Club. This Competition will ensure that, where permission is given, Teams from a Club operating in the same division are run as separate entities with no interchange of players other than via transfers of registration in accordance with these Rules.

**CLUB NAME**

3. Any Club wishing to change its name must obtain permission from the Sanctioning Authority and from the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

**ENTRY FEE, SUBSCRIPTION, DEPOSIT**

4. (A) Applications by Clubs for admission to the Competition or the entry of an additional Team(s) from the same Club must be made in writing to the Secretary 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.

At the discretion of a majority of the accredited voting members present applications, of which due notice Has been given, may be received at the AGM or an SGM.

When Rule 22(B) is applied or a Team seeks a transfer or, is compulsorily transferred to another division, no Entry Fee shall be payable.

(B) The annual subscription shall be payable in accordance with the Fees Tariff per *Team* payable on or before the AGM of the Competition in each year.

(C) In the event of any issue concerning the membership of any Club with the Competition the Management Committee may require a Deposit to be paid (in accordance with the Fees Tariff) by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(D) A Club shall not participate in this Competition until the entry fee, annual subscription and deposit (if required) have been paid.

(E) Clubs must advise annually to the Secretary in writing by 1st August of its Sanctioning Authority affiliation number for the forthcoming Playing Season. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its headquarters, its Officers and any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(F) Each member club shall conduct its financial affairs through a bank or building society account, with the account being lodged in the name of the club.

**MANAGEMENT, NOMINATION, ELECTION**

5. (A) The Management Committee shall comprise the Officers of the Competition and one member from each club who shall all be elected at the AGM.

(B) Retiring Officers shall be eligible to become candidates for re-election without nomination provided that the Officer notifies the Secretary in writing not later than 1st May in each year.

All other candidates for election as Officers of the Competition or members of the Management Committee shall be nominated to the Secretary in writing, signed by the secretaries of two Clubs, not later than 1st May in each year. Names of the candidates for election shall be circulated with the notice of the AGM. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the AGM.

(C) The Management Committee shall meet as and when required, save that no more than three calendar months shall pass between each meeting.

On receiving a requisition signed by two-thirds (2/3) of the members of the Management Committee the Secretary shall convene a meeting of the Management Committee.

(D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.

(E) All communications received from Clubs must be conducted through their Officers and sent to the Secretary.

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

(F) The Management Committee may elect Life Vice Presidents to the Management Committee.

Only Officers who have completed ten years service in an official capacity shall be eligible.

**POWERS OF MANAGEMENT**

6. (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all sub-committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of The FA or Affiliated Association.

(B) Subject to the permission of the Sanctioning Authority having been obtained, the Management 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 Management Committee shall have the right to attend and vote at all Management 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 Management Committee shall have a second or casting vote.

(D) The Management 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 Rules 6(I), 8(H), and 9, for all alleged breaches of a Rule the Management 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 Management 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 Management Committee; or

(iii) Deny the charge and submit in writing supporting evidence for consideration by the Management 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 Management Committee.

Where the Club charged fails to respond within 7 days, the Management 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 Management 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 Management 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 Management Committee shall be binding subject to the right of appeal in accordance with Rule 7. Decisions of the Management Committee must be notified in writing to those concerned within 7 days.

(F) 50% of its members shall constitute a quorum for the transaction of business by the Management Committee or any sub-committee thereof.

(G) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.

(H) A Club must comply with an order or instruction of the Management Committee and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(I) Subject to a Club's right of appeal in accordance with Rule 7 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.

**(I)(i)** Any club having a cheque returned to the league by the bank because of insufficient funds shall be liable to an administration charge **in accordance** with the Fines Tariff

(J) A member of the Management Committee appointed by the Competition to attend a meeting or Competition Match may have any reasonable expenses incurred refunded by the Competition.

(K) The Management 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.

(L) The business of the Competition as determined by the Management Committee may be transacted by electronic mail or facsimile.

(M) Every club shall be represented at meetings of the League Management Committee. Any club failing to be represented at the League Management Committee Meeting may be fined in accordance with the fines Tariff. After the second offence the club delegate would be written to and after the third, the club delegate would be removed and a new delegate nominated. Should the club's attendance fail to improve after this, the offending club shall be dealt with at the Management Committee's discretion. Note for information: The policy of the Management Committee is to impose a fine of not less than £20.00 for the first offence, not less than £30.00 for the second offence and not less than £40.00 for a fourth offence.

**PROTESTS, CLAIMS, COMPLAINTS, APPEALS**

7. (A) (i) All questions of eligibility, qualification of Players or interpretations of the Rules shall be referred to the Management Committee or a sub-committee duly appointed by the Management 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 Management Committee unless a protest is lodged with the referee before the commencement of the Competition Match.

(B) Except in cases where the Management 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 Secretary within **14** (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 Management Committee. A member of the Management 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 Management Committee unless the complaining Club shall have deposited with the Secretary 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 Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management

Committee shall direct.

(F) Any appeal against a decision of the Management 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 Management Committee.

(G) No appeal can be lodged against a decision taken at an AGM or SGM unless this is on the ground of unconstitutional conduct.

All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee (as set out in the Fees Tariff) which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Management Committee.

All such protests claims complaints and appeals must be received in writing by the Secretary within fourteen days of the event or decision causing any of these to be submitted.

**ANNUAL GENERAL MEETING**

8. (A) The AGM shall be held not later than **30th June** in each year. At this meeting the following business shall be transacted provided that at least 20 members are present and entitled to vote:-

(i) To receive and confirm the minutes of the preceding AGM.

(ii) To receive and adopt the annual report, balance sheet and statement of accounts.

(iii) Election of Clubs to fill vacancies.

(iv) Constitution of the Competition for the ensuing Season.

(v) Election of Officers of the Competition and the Management Committee members.

(vi) Appointment of auditors.

(vii) Alteration of Rules, if any (see Rule 14)

(viii) Fix the date for the commencement of the Playing Season and kick off times applicable to the Competition.

(ix) Fix the date for the end of the Playing Season (save for Step 7 which shall be determined by The FA).

(x) Other business of which due notice shall have been given and accepted as being relevant to an AGM.

(B) A copy of the duly audited/verified balance sheet, statement of accounts and agenda shall be forwarded to each Club at least 14 days prior to the meeting, together with any proposed Rule changes.

(C) A signed copy of the duly audited/verified balance sheet and statement of accounts shall be sent to the Sanctioning Authority within 14 days of its adoption by the AGM

(D) Each Club shall be empowered to send two delegates to an AGM. Each Club shall be entitled to one vote only. 14 days' notice shall be given of any AGM.

(E) Clubs who have withdrawn their membership of the Competition during the Playing Season being concluded or who are not continuing membership shall be entitled to attend but shall vote only on matters relating to the Season being concluded. *This provision will not apply to Clubs expelled in accordance with Rule 12.*

(F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chairman so decides.

(G) No individual shall be entitled to vote on behalf of more than one Club.

(H) Any continuing Club must be represented at the AGM. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(I) Officers of the Competition and Management Committee members shall be entitled to attend and vote at an AGM.

Where a Competition is an incorporated entity, the Officers of the Competition shall ensure that the Articles of Association of the Competition are consistent with the requirements of these Rules.

**SPECIAL GENERAL MEETINGS**

9. Upon receiving a requisition signed by two-thirds (2/3) of the Clubs in membership the Secretary shall call a SGM. The Management Committee may call a SGM at any time.

At least seven (7) days' notice shall be given of a meeting under this Rule, together with an agenda of the businessto be transacted at such meeting.

Each Club shall be empowered to send two delegates to all SGMs. Each Club shall be entitled to one vote only. Any Club failing to be represented at a SGM shall be fined in accordance with the Fines Tariff.

Officers of the Competition and Management Committee members shall be entitled to attend and vote at all SGMs.

**AGREEMENT TO BE SIGNED**

10. Each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the application for membership for the coming Season, or upon indicating that the Club intends to compete.
"We, (A) (name) [ ] of (address) [ ] (Chairman)/(Director)and (B) (name) [ ] of (address) [ ] (Secretary)/(Director)of [ ] Football Club (Limited) have been provided with a copy of the Rules and Regulations of the Berkhamsted Sunday Football League Competition and do hereby agree for and on behalf of the said Club, if elected or accepted into membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 7."
The agreement shall be signed by:

(i) Where a Club is an unincorporated association, the Club chairman and secretary; or

(ii) Where a Club is an incorporated entity, two directors of the Club.

Any alteration of the chairman and /or secretary of the Club on the above agreement must be notified to the County Football Association(s) to which the Club is affiliated and to the Secretary.

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

**CONTINUATION OF MEMBERSHIP, WITHDRAWAL OF A CLUB**

11. (A) Any Club intending, or having a provisional intention, to withdraw a Team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 31st March each season. This does not apply to a Club moving in accordance with Rule 22(B). Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(B) The Management Committee shall have the discretion to deal with a Team being unable to start or complete its fixtures for a Playing Season, including, but not limited to, issuing a fine in accordance with the Fines Tariff.

(C) Notwithstanding the powers of the Management Committee pursuant to Rule 6(I), in the event of a Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee shall be empowered to refer the debt under The FA Football Debt Recovery provisions.

**EXCLUSION OF CLUBS, TEAMS. MISCONDUCT OF CLUBS, OFFICERS, PLAYERS, MANAGEMENT COMMITTEE**

12. (A) At the AGM or SGM called for the purpose in accordance with the provisions of Rule 9, notice of motion having been duly circulated on the agenda by direction of the Management Committee, the accredited delegates present shall have the power to: (i) remove a member of the Management Committee from office; (ii) exclude any Club or Team from membership, both of which must be supported by more than two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A member of the Management Committee or Club which is the subject of the vote being taken shall be excluded from voting.

(B) At the AGM, or at a SGM called for the purpose in accordance with the provisions of Rule 9, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable, which must be supported by more than two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.

(C) Any Officer or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a Player or Players of another Club in the Competition to join them shall be liable to such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of clause (A) and/or (B) of this Rule.

**TROPHY**

13. (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 Secretary on or before31st March.
]. 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 awards may/shall be made to the winners and runners-up if the funds of the Competition permit.*

(C) If the Cup or Trophy is not returned in a clean condition, and? or. If the Cup or Trophy returned after the due date as stipulated in Rule 13 section (A) then the club will be fined in accordance with the Fines Tariff.

**ALTERATION TO RULES**

14. Alterations, for which consent has been given by the Sanctioning Authority, shall be made to these Rules only at the AGM or at a SGM specially convened for the purpose called in accordance with Rule 9. Any alteration made during the Playing Season to these Rules shall not take effect until the following Playing Season.
Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by **1st May** in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 15th May and any amendments thereto shall be submitted to the Secretary by **22nd May**. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if a majority of those present, entitled to vote and voting are in favour.
A copy of the proposed alterations to Rules to be considered at the AGM or SGM shall be submitted to the Sanctioning Authority or The FA (as applicable) at least 28 days prior to the date of the meeting.

**FINANCE**

15. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.

(B) All expenditure in excess of £500 shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.

(C) The financial year of the Competition will end on 31st March.

(D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be *audited/verified* annually by a suitably qualified person(s) who shall be appointed at the AGM.

**INSURANCE**

16. (A) All Clubs must have valid public liability insurance cover of at least ten million pounds (£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 16(A) or 16(B) will result in a fine in accordance with the Fines Tariff.

**DISSOLUTION**

17. (A) Dissolution of the Competition shall be by resolution approved at a SGM by a majority of three quarters (3/4) of the members present and shall take effect from the date of the relevant SGM.

(B) In the event of the dissolution of the Competition, the members of the Management Committee are responsible for the winding up of the assets and liabilities of the Competition.

(C) The Management Committee shall deal with any surplus assets as follows:

(i) Any surplus assets, save for a trophy or any other presentation, remaining after the discharge of the debts and liabilities of the Competition shall be transferred only to another Competition or Affiliated Association or The Football Association Benevolent

Fund or to such other charitable or benevolent object in the locality of the Competition as determined by resolution at or before the time of winding up, and approved in writing by the Sanctioning Authority.

(ii) If a Competition is discontinued for any reason a trophy or any other presentation shall be returned to the donor if the conditions attached to it so provide or, if not, dealt with as the Sanctioning Authority may decide.

## MATCH RELATED RULES

**QUALIFICATION OF PLAYERS**

18. (A) A Player is one who, being in all other respects eligible, has:

(i) signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club, which is submitted to the Competition 1 day prior to the Player playing and whose registration has been confirmed by the Competition prior to that Player playing in a Competition Match;

Or

(ii) signed a fully and correctly completed Competition registration form in ink on a match day prior to playing which is countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club, and submitted to the Competition within two days (Sundays excluded) subsequent to the Competition Match. The Player shall not play again on a subsequent match day until the Club is in possession of the approval of the Competition. A maximum of **three** Players may be registered in accordance with this paragraph 18(A)(ii);

or

(iii) registered through WGS.

Any registration form which is sent by either of the means set out at Rules 18(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.
For Clubs registering Players under Rules 18(A) (i) or (ii), registration forms will be provided in a format to be determined by the Competition. For Clubs registering Players via WGS (under Rule 18 (A) (iii)), Clubs must access WGS in order to complete the registration process.

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

(B)

(i) 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) Each Club must have at least eleven Players registered **seven** days before the start of each Playing Season. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(C)) A Player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) to any clubs 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 A fee as set out in the Fees Tariff shall be paid by each Club/Team for each Player registered.

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(E) The Management Committee shall decide all registration disputes.

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.

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

(i)Play for more than one Club in the Competition in the same Playing Season without first being transferred.

(ii) Having registered for one 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 willfully neglected to accurately or fully complete.

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

(G) The Management Committee shall have the power to accept the registration of any Player subject to the provisions of Rules 18(G) (ii) and (iii) below.

(ii) The Management Committee 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 7).

(iii) The Management Committee shall have power to make application to refuse or cancel the registration of any Player charged and found guilty of undesirable conduct (subject to Rule 7) subject to the right of appeal to the Sanctioning Authority. Application should be made to the parent County of the Club the Player is registered or intending to be registered with.

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 18(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 18(G) (iii) 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 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.)

(H) Subject to compliance with FA Rule C2(a) when a Club wishes to register a player who is already registered with another club it shall submit a transfer form (in a format as determined by the Competition) to the Competition accompanied by a fee as set out in the Fees Tariff. Such transfer shall be referred by the Competition to the club for which the player is registered. Should this club object to the transfer it should state its objections in writing to the Competition and to the player concerned within 3 days of receipt of the notification. Upon receipt of the club's consent, or upon its failure to give written objection within 3 days, the Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date after receipt of such transfer.
In the event of an objection to a transfer the matter shall be referred to the Management Committee for a decision.

(I) A Player may not be registered for a Club nor transferred to another Club in the Competition after 31st March except by special permission of the Management Committee.

(J) 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 Management Committee.

(K) A register containing the names of all Players registered for each Club, with the date of registration, shall be kept by the (*Registrations*) Secretary and shall be open to the inspection of an Officer of the Club at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Playing Season only.
In the event of a Non Contract Player without a written contract changing his status to that of a Contract Player with the same Club, another Club in the Competition or with a club in another competition his registration as a Non Contract Player will automatically be cancelled and
Declared void unless the Club conforms to the exception detailed in Rule 18(B)(i).

(L) A Player shall not be eligible to play for a Team in any special championship, promotion or relegation deciding Competition Match (as specified in Rule 22(A)) unless the Player has played five Competition Matches for that Team in the current Playing Season.

(M) A Team shall not include more than , 3 Players who has/have taken part in two or more senior Competition Matches during the current Playing Season unless a period of 21 days has elapsed since they last played.

For the purpose of this Rule a senior competition is a competition higher that those played by the clubs reserve team..

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

(N)

- Subject to Rule 18(N)(ii), any Club found to have played an ineligible Player in a Competition Match or Matches where points are awarded shall have the points gained from that Competition Match deducted from its record, up to a maximum of 12 points, and have levied upon it a fine (in accordance with the Fines Tariff).

(ii) The Management Committee may vary the sanction as relates to the deduction of points set out at Rule 18(N)(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.

(iii) Where a Club is found to have played an ineligible Player in accordance with Rule 18(N)(i) above, the Management Committee may also, at its discretion:

a) Award the points available in the Competition Match in question to the opponents, subject to the Competition Match not being ordered to be replayed; or

b) Levy penalty points against the Club in default; or

c) Order that such Competition Match or Matches be replayed (on such terms as are decided by the Management Committee).

(O) 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.

(ii) The availability of children must be cleared with the Head Teachers (except for Sunday leagues competitions).

(iii) To play open age football the player must have achieved the age of 16.

(iv)

**CLUB COLOURS**

(H) Every Club must register the colour of its shirts and shorts with the Secretary by the Annual General Meeting who shall decide as to their suitability.

Any Club wishing to change its colours during the Playing Season must obtain permission from the Management Committee.
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 five 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.

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

**20**

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

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 Management Committee. If through any fault of the home Team a match has to be replayed, the Management Committee shall have power to order the venue to be changed.

The Management 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.

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 20(C).

Within the National League System ("NLS") all Competition Matches shall have a duration of 90 minutes. All Competition Matches outside of the NLS shall have duration of 90 minutes unless a shorter time (not less than sixty (60) minutes) is mutually arranged by the two Clubs in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves. Two matches involving the same two Teams can be played on the same day providing the total playing time is not more than 120 minutes.

The times of kick-off shall be fixed at the AGM 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 Competition at least 7 days prior.

Referees must order matches to commence at the appointed time and must report all late starts to the Competition.

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 Competition if the footballs are unsuitable. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

Matches on non-Dacorum Council grounds may only be cancelled by a registered referee and only in the 24 hours preceding the match.

On non Dacorum Council controlled by grounds staff, their decision is acceptable. In both the foregoing, if a game is cancelled, the home club must in the first instance inform the Fixture Secretary in case other venues are available.

Each home team must take a whistle and linesman's flags to every match.

On council pitches where nets and corner flags are not erected by the ground staff, the Home club shall be Responsible foropening up the dressing room and returning the dressing room key to the designated League Officer where applicable. Thekey to the dressing room shall be collected from and returned to the designated League Officer as directed. Any club failing to do this may be fined in accordance with the Fines Tariff.

The referee will report any failure in this respect which causes the start of a game to be delayed.

(B) Except by permission of the Management Committee all Competition Matches must be played on the dates originally fixed but priority shall be given to The FA and parent County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a Competition match with the consent of the (*Fixtures*) Secretary. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

In the case of a revised fixture date, the Clubs must be given by the Competition 5 clear days' notice of the match (unless otherwise mutually agreed).

(C) 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 four 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.

(D) In accordance with the Laws of the Game, the minimum number of Players that will constitute a Team for a Competition Match is seven. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(E) (i) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to impose a fine (in accordance with the Fines Tariff), deduct points from the defaulting Club, award the points from the Competition Match 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. *Notwithstanding the foregoing home and away provision, the Management 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.*

(ii) Any Club with more than one Team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, A Team.

(iii) 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 Fixtures Secretary, the Competition *Referees Appointments* Secretary, the secretary of the opposing Club and the Match Officials.

(iv) 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 a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the Fixture Secretary within 5 days the Management 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 Management 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.

(v) The Management 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 Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management 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 points 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 Management Committee shall rule that neither Team will be awarded any points for that Competition Match and it shall not be replayed. No fine(s) can be applied by the Management Committee for an abandoned Competition Match.

(vi) The Management 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 18(N) above. Where both Teams were under suspension the game must be declared null and void and shall not be replayed.

(vii) Notice of postponement of any match must be given without delay to by the postponing club (or notice of a club being unable to fulfil any match must be given 21 days prior to the match by the club) to the Fixture Secretary, the Referees' Secretary, the Secretary of the opposing club and the match officials. Any club failing to comply shall be dealt with by the Management committee who may inflict any penalty it may deem suitable.

(viii) Any team postponing a Competition fixture with less than twenty four hours notice or failing to fulfil the fixture on the date set for the match shall be considered to have conceded the match to their opponents, unless proven exceptional circumstances, as determined by the Management Committee, prevail. Matches conceded to opponents under this rule shall be awarded with a 0-0 score-line.

(ix) Any club failing to comply will be deemed not to have fulfilled their fixture and shall be dealt with as per Rule 20 section (E).
This includes any club having a match postponed because of a suspension from their Parent county Football Association.

(x) A club may request a free Sunday by submitting the request to the Fixture Secretary twenty one days before the scheduled match date.
Any club requesting more than one free Sunday in a season will have their request discussed by the League Disciplinary Sub-Committee and a decision given.

(F) 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 *5* substitute Players of whom not more than *5* may be used.

*aA Pplayer 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.*

*Where a Competition does allow return substitutes, a Club may use up to 5 from 5 substitute Players in a Competition Match.*

The referee shall be informed of the names of the substitute Players not later than 2 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 18 of this Competition.

(G) The half time interval shall be of **5** minutes' duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the referee.

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

(I) *Each club shall exchange a list of players taking part in a Competition match to a representative of the opposing club and the referee prior to the kick off. Each player must be numbered on the list in accordance with the shirt number he will wear. Failure to comply will result in a fine in accordance with the Fines Tariff. Any club which changes the names or numbers of its players after the lists have been handed over will be subject to any appropriate action decided upon by the Management Committee.*

**REPORTING RESULTS**

*(J)* (A) The Registration Secretary 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) and also the *referee markings required by Rule 23, or any other information required by the Competition.* Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(B) **Both** Clubs shall SMS/email the result of each Competition Match to the Results Secretary by midnight on the day 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.

**DETERMINING CHAMPIONSHIP**

(J) (A) Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for a drawn Competition Match. The Teams gaining the highest number of points in their respective divisions at the end of the Playing Season shall be adjudged the winners. Competition Matches must not be played for double points.

In the event of two or more Teams being equal on points at the end of the Playing Season, rankings shall be determined by goal difference (where the goals scored against each Team shall be deducted from the goals scored by that Team and the Team with the most favourable goal difference shall be placed highest).

In the event of two or more Teams still being equal, the Team which has scored the most goals during the Playing Season shall be placed highest.

In the event of two or more Teams still being equal, the Team that has won the most matches during the Playing Season shall be placed highest.

In the event of two or more Teams still being equal, the Team which has the better playing record against the other Team in their head to head Competition Matches during the Playing Season will be placed highest.

(B) Automatic promotion shall be applied for the first 2 Teams and automatic relegation shall be applied for the last 2 Teams in each division except as provided for hereunder, subject to the provisions of Rule 2(L).

*(i)* Should one or more Teams withdraw from any one division after the Playing Season has commenced an equal number of Teams to those withdrawing in that division shall not be automatically relegated.

*(ii)* Vacancies occurring after the conclusion of the Playing Season may be filled in any of the following ways:

*(a)* retention of otherwise relegated Team(s);or

*(b)* additional promotion of the next ranked Team(s) from the division below; or

*(c)* election.

*(iii)* The last teams in the lowest division shall retire, but be eligible for re-election except as below, and be subject to the conditions of Rule22 (B)(i) above.

*(iv)* When a senior Team is relegated to a lower division of which its reserve Team is a member, or entitled to be a member, such reserve Team must accept relegation to, or retain its position in, the next lower division; and should the senior Team be relegated to the lowest division its reserve Team automatically retires from the Competition.

*(v)* Should either or both of the leading Teams in any of the divisions have its senior Team in the next higher division, promotion shall fall, at the discretion of the General Meeting, to the next highest Team or Teams in the division concerned.

(C) **N/A**

(D) In the event of a Team withdrawing from the Competition before completing 75% of its fixtures for the Playing Season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. For the purposes of this Rule 22(D) a completed fixture shall include any Competition Match(es) which has been awarded by the Management Committee.

(E) **N/A**

(F) If any club has two teams in the League and wishes to withdraw one team after the Annual General Meeting and before the end of the season following, the clubs lowest team must withdraw from the League in preference to the first team.

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**MATCH OFFICIALS**

(K) (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 Management Committee and by the Sanctioning Authority.

(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 paid a match fee in accordance with the Fees Tariff inclusive of travel expenses.

Match Officials will be paid their fees or expenses by the home Club immediately after the Competition Match. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. Where appointed, assistant referees fees shall be born equally by the two competing clubs, with the home club being responsible for payments.

(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 incurred expenses at the rate of 35p per mile or the current Herts FA travel expenses rate, whichever is the higher.

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 from time to time by The FA, 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) or dealt with as the Management Committee shall determine**.** Any club marking a referee lower than sixty shall send a letter of explanation along with the prescribed form. Clubs failing to comply with this rule shall be liable to a fine in accordance with the fines tariff.

(I) The Competition shall keep a record of the markings and, on the form provided by the prescribed date each Season, shall submit a summary to The FA/County FA.

(J) The referee shall submit a report form, supplied by the Competition, giving the result of the Competition Match, the number of Players in each Team and the time of kick-off to the Assistant Referees Secretary within two days of the Competition Match.

(K) Match Officials shall be supplied, each season, with a copy of the Competition Rules free of charge.

(L) **Not adopted**

**SCHEDULE A**

| FEES TARIFF | | |
|---|---|---|
| RULE NUMBER | DESCRIPTION | MAXIMUM FEE |
| 4 (A) | CLUB ENTRY FEE | £10.00 |
| 4 (B) | TEAM ANNUAL SUBSCRIPTION | £40.00 |
| 4 (C) | DEPOSIT | £ N/A |
| 7 (C), 7 (E), 7(G) | PROTEST/APPEAL FEES | £10.00 |
| 18 (D) | PLAYER REGISTRATION FEE | £4.00 |
| 18(D) | PLAER REGISTRATION FEE BEFORE 21ST AUGUST | £2.00 |
| 18 (H) | TRANSFER FEE | £5.00 |
| 23 (E) | REFEREE FEES | £35.00 |
| 23 (E) | ASSISTANT REFEREE FEES | £20.00 |

| FINES TARIFF | | |
|---|---|---|
| RULE NUMBER | DESCRIPTION | MAXIMUM FINE |
| 2 (G) | FAILURE TO AFFILIATE | £n/a |
| 2 (I) | FAILURE TO COMPLY WITH FA INITIATIVES | £n/a |
| 2 (K) | UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS | £10.00 |
| 3 | FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME | £10.00 |
| 4 (C) | FAILURE TO PAY A DEPOSIT | £n/a |
| 4(E) | FAILURE TO PROVIDE AFFILIATION NUMBER/DETAILS FORM | n/a |
| 5(E) | COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS | £n/a |
| 6 (H) | FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE | £10.00 |
| 6 (I) | FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME * | £10.00 |
| 6 (I)(i) | CHEQUE RETURNED UNPAID | £25.00 |
| 6 (M) | FAILURE TO BE REPRESENTED AT LEAGUE MANAGEMENT MEETING | £40.00 |
| 8 (H) | FAILURE TO BE REPRESENTED AT AGM | £20.00 |
| | | |
| 9 | FAILURE TO BE REPRESENTED AT SGM | £20.00 |
| 10 | FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES | £10.00 |
| 11(A) | FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE | £10.00 |
| 11 (B) | FAILURE TO COMMENCE/COMPLETE FIXTURES | £50.00 |
| 13 (A) | FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY | £10.00 |
| 13 (c) | LATE RETURN OF TROPHY | £25.00 |
| 13 (C) | RETURN OF TROPHY IN UNCLEAN CONDITION | £25.00 |
| 16(A) | FAILURE TO HAVE THE REQUIRED INSURANCE | £n/a |
| 16(B) | FAILURE TO HAVE THE REQUIRED INSURANCE | £n/a |
| 18 (A) | FAILURE TO CORRECTLY REGISTER A PLAYER | £10.00 |
| 18 (B) (ii) | FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE SEASON COMMENCING | £10.00 |
| 18 (F) | REGISTERING OR PLAYING FOR MULTIPLE CLUBS, OR INACCURATE COMPLETION OF A REGISTRATION FORM | £10.00 |
| 18 (G)(ii) | REGISTRATION IRREGULARITIES | £25.00 |
| 18 (M) | FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITIONS MATCHES | £10.00 |
| 18 (N) | PLAYING AN INELIGIBLE PLAYER | £50.00 |
| 18(O) | FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES | £n/a |
| 19 | DELAYING KICK OFF DUE TO NO CHANGE OF COLOURS | £20.00 |
| 19 | FAILURE TO NUMBER SHIRTS | £10.00 |
| 20(A) | DELAYING KICK OFF DUE TO FAILURE TO PROVIDE REQUIRED EQUIPMENT | £20.00 |
| 20(A) | FAILURE TO COLLECT/RETURN DRESSING ROOM KEY | £20.00 |
| 20 (B) | FAILURE TO PLAY MATCHES ON THE DATE FIXED | £50.00 |
| | | |
| 20 (C) | FAILURE TO PROVIDE DETAILS OF A FIXTURE * | £20.00 |
| 20 (D) | PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS | £20.00 |
| 20 (E) (i) & (iv) | FAILURE TO PLAY FIXTURE | £50.00 |
| 20 (H) | NO CAPTAIN'S ARMBAND * | £20.00 |
| 20 (F)(I) | FAILURE TO EXCHANGE TEAM SHEET * | £20.00 |

| | | |
|---|---|---|
| 21 (A) | LATE RESULT NOTIFICATION FORM * | £20.00 |
| 21 (B) | FAILURE TO PROVIDE RESULT * | £20.00 |
| 21(C) | RESULT NOTIFICATION NOT SIGNED BY APPROPRIATE SIGNATORIES | £20.00 |
| 23 (C) | FAILURE TO PROVIDE CLUB ASSISTANT REFEREE * | £20.00 |
| 23 (E) | FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES * | £20.00 |
| 23 (F) | FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED * | £20.00 |
| 23 (H) | FAILURE TO PROVIDE REFEREE'S MARK * | £20.00 |

PLEASE NOTE: The offences shown in the Fines Tariff above marked * shall be £5.00 for a first offence, £7.50 for a second offence, £10.00 for a third offence and £20.00 for a fourth and subsequent offence.

**SCHEDULE B – INDEX**


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SCHEDULE A

Fees Tariff
Fines Tariff


**RULES FOR THE LEAGUE CUP COMPETITIONS**

**Section A** The League's Cup Competitions, competed for annually, shall be the Steve Norwood Challenge Cup, the Senior Cup, the Intermediate Cup and the Junior Cup. The Reserve Cup will only operate if, in the opinion of the League Management Committee, there are sufficient numbers of teams to formulate a worthwhile Competition. In the event of the Reserve Cup not operating, each reserve team will be entitled to enter the Steve Norwood Challenge Cup. Each team in League membership shall be eligible to compete in two cup competitions.

**Section ( B )** The Steve Norwood Challenge Cup shall be open to each member team, including each reserve and third team should the Reserve Cup not operate. The Senior cup shall be open to all teams competing in the top two divisions of the League. The Intermediate Cup shall be open to teams competing in Divisions Two, and the Junior Cup shall be open to all teams competing in Division Three and below. The Reserve Cup shall be exclusively for reserve and 'A' teams**.**

**Section ( C )** All other League rules shall apply where appropriate, except for the following variations or additional rules.

**Section ( D )** All cup competitions shall be conducted on a knock out basis, with the winner of each match progressing to the next round. A separate draw shall be made for each round. In the Steve Norwood Challenge Cup all Premier Division teams shall be exempt until Round Two. If it is considered beneficial to a particular Competition to play matches on a two legged (home and away) basis, the

League Fixture Secretary shall make this clear at the commencement of the season.

**Section ( E )** In all round prior to the semi finals, each team drawn at home shall be responsible for the payment of the pitch fee the away club for the payment of the match official(s) fee(s). The home club shall change colours if there is a clash.

**Section ( F )** If the home teams ground is unsuitable for play after two previous postponements, the Management committee has the power to alter the venue. The team originally drawn at home shall remain the Home team if the venue is changed.

**Section ( G )** If a team is unable to fulfil its cup fixture on the date arranged, it shall be deemed to have forfeited the tie to its opponents and a walkover shall be awarded. The defaulting team shall suffer other penalties as defined by league rule 20 section ( E ).

**Section ( H )** In all cup ties played on a one match knock out basis, if the score in a match is level after completion of normal time, an extra period of thirty minutes ( in equal fifteen minute periods) shall be played. If the scores remain level after extra time, the winning team shall be decided by a series of kicks from the penalty mark as detailed in the Laws of Association Football.
In cup ties played on a two legged basis, the winning team shall be the one who scores most goals in the two matches. If the scores are level after two matches a thirty minute period of extra time will be played, followed by a series of kicks from the penalty mark, as detailed in the Laws of Association Football, if required, to decide the winning team.

**Section ( I )** The Management Committee shall fine a club playing an unregistered or otherwise ineligible player not more than £50.00 per player concerned and may award the match to the opposing team or order the match to be replayed, with the defaulting team paying all the expenses incurred if a match is ordered to be rearranged.

**Section ( J )** (a) Each player in a cup tie must have been a registered member of his club for at least three days prior to the match except in September when emergency registrations will be permitted. (Registered on or before Wednesday).
(b) No player may represent more than one team in the Steve Norwood Challenge Cup in the same season. A player who has made no more than one appearance in the Steve Norwood Challenge Cup shall be eligible to play for his club's reserve team in the Reserve Cup, but this shall be limited to a maximum of three such players.
(c) By playing in either the Senior, Intermediate or Junior Cups a player shall render himself ineligible to play for any other club in those competitions in the same season If a club has more than one team, both competing in the same Competition, no player may play for both teams in the same season. However if a club has more than one team, competing in different Competitions, a player who has no more than one Cup appearance may play for his reserve or third team in the lower Competition, but this shall be limited to a maximum of three such players.
(d) Any player playing five or more games for the Reserve or third side of a football club can be eligible to play in the higher team in any Cup competition up to and including the Final, as long as he has not played for any other club in the same Competition.
(e) In the case of postponed matches or matches replayed for any reason, only those players who were eligible on the date of the original match shall be allowed to play. (Not including players who were serving a period of suspension).

**Section ( K )** To be eligible to play in a Semi- Final tie, a player must have played for his club in at least four League, League cup or County Cup or F.A. Sunday Cup matches in the same season.

**Section ( L )** To be eligible to play in a Final tie, a player must have played in at least five League, League Cup, F.A. Sunday Cup or county Cup matches in the same season.

**Section ( M )** (a) Clubs playing in the Semi-Final or Final tie of any League Cup Competition shall receive, from the Registration Secretary, a list of players who are eligible for selection for the tie. Both club secretaries will receive the list which will contain both team's eligible squads. This list will be sent by the Registrations Secretary, via email, seven days before the tie. Any player not included on this list shall be considered ineligible.

**Section ( N )** For a Semi-Final tie, the match shall be played on the ground of the first drawn club or by mutual agreement between the two clubs concerned.

**Section ( O )** Where available, assistant referees will be appointed to Semi-final ties.

**Section ( P )** Fees for the pitch for Semi-final ties will be paid from League funds. The match officials fees will be equally shared by the two competing clubs, but the first named club shall be responsible for ensuring the correct payment is made to the Officials.

**Section ( Q )** Assistant referees will be appointed to each Final tie, together with an appointed Reserve Official. Mementos will be awarded to the competing players from each club plus Match Officials. If a player is sent from the field during the course of the final tie, he shall not be allowed to collect his memento at the completion of the match.

**Section ( R )** Should the colours of the two competing teams in a Final Tie clash, one team must change colours by mutual agreement. If no such agreement can be reached both teams must change colours.

**Section ( S )** Clubs will be unable to call off any cup fixture once it has been included in the Berkhamsted Sunday League Fixture List and distributed to Club Secretaries. Defaulting clubs will be dealt with under Cup Rules Section ( G ) and fined in accordance with League Rule 20 Section ( E ).

**RULES FOR THE BRIAN WILLIAMSON TROPHY**

**Section ( A )** The Memorial Trophy shall be competed for by League Champions and the Steve Norwood Challenge Cup winners from the previous season.

**Section ( B )** If the same team wins both competitions, the Premier Division runners up shall be invited to play the League Champions for the Cup.

**Section ( C )** If the scores are level at the end of normal time, the winning team shall be decided by a series of kicks from the penalty mark, as detailed in the Laws of Association Football.

**Section ( D )** Wherever possible, the match will be played at the start of the season, and will be included on the first fixture list for the season.

**RULES CONCERNING THE TAKING OF PENALTIES TO DECIDE A MATCH**

Penalty kicks shall be taken as detailed in the Laws of Association Football.