

**Rules of the Hertfordshire Football Association
Proposed Amendments for Season 2018 – 2019**

Existing Rule	Proposed Rule	Reason for Change
<p>1. Definitions and Interpretations</p>	<p>Definitions and Interpretations</p> <p>Standard Code of Rules means those Rules approved and issued from time to time by The Football Association for the effective governance and operation of affiliated youth and open age football leagues</p> <p>The Chief Executive means the Chief Executive Officer appointed by the Directors in accordance with the provisions of the Articles of Association</p> <p>Whole Game System means that electronic system introduced and maintained by The Football Association</p>	
<p>Rule 3 Affiliation of Clubs</p> <p>Any club seeking affiliation shall by the 15th June each year submit to the Association:</p> <p>Form A duly completed, and a Statement of Accounts as required under Rule 5 and the appropriate fees as set out on the Form A.</p>	<p>Rule 3 Affiliation of Clubs</p> <p>Any club seeking affiliation shall by the 30th June each year complete the electronic affiliation process using the ‘Whole Game System’ in accordance with the requirements of the Football Association and this Association and submit the appropriate affiliation fees as determined by the Association</p>	<p>To recognise that all affiliations are now conducted electronically.</p>

<p>For Season 2014-15 affiliations may be completed by an individual club electronically in accordance with the requirements of the Football Association, and the County will issue full details of any revised procedures for that season in due course.</p> <p>Affiliation fees are due by the 15th June each year. Any affiliations received after this date will be liable to a late fee as decided by time to time by the Board of Directors.</p> <p>From Season 2017-2018 all Clubs are required, in accordance with Football Association Regulations, to be a member of a players' personal accident insurance scheme covering each of their teams, which meets or exceeds the minimum criteria set by their County Association.</p> <p>Any Club not fulfilling this criteria will have their affiliation withheld until they are able to comply. This Association's minimum criteria is identical to the minimum level set by the Football Association.</p>	<p>Affiliation fees are due by the 30th June each year. Any affiliations received after this date will be liable to a late fee as determined by time to time by the Association.</p> <p>Clubs are required, in accordance with Football Association Regulations, to be a member of a players' personal accident insurance scheme covering each of their teams, which meets or exceeds the minimum criteria set by their County Association.</p> <p>Any Club not fulfilling this criteria will have their affiliation withheld until they are able to comply. This Association's minimum criteria is identical to the minimum level set by the Football Association.</p>	
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<p>Rule 4. Sanction of Competitions</p> <p>All Competitions seeking sanction by the Association must satisfy the conditions for sanction including payment of appropriate fees as determined from time to time by the Association. All such Competitions shall prior to the first date of their playing season return to the Association an acknowledged and counter signed copy of their annual sanction letter.</p> <p>Competitions must submit their completed Form D to the Association by 15th August each year.</p> <p>Each Competition sanctioned by the Association shall forward to the Association copies of the minutes of any Annual General Meeting, Special General Meeting, General Meeting or Management Committee Meeting held by the Competition. Such copies shall be submitted within 14 days of any such meeting. Facsimile or e-mail transmission may be used provided a receipt of acknowledgement is also obtained.</p> <p>Each Competition sanctioned by the Association shall forward to the Association such information as the</p>	<p>Rule 4. Sanction of Competitions</p> <p>All Competitions seeking sanction by the Association must satisfy the requirements for sanction as determined from time to time by the Association.</p> <p>All Competitions seeking sanction shall each year complete the electronic affiliation/sanction process using the ‘Whole Game System’ in accordance with the requirements of the Football Association and this Association and submit the appropriate sanction fees as determined from time to time by the Association.</p> <p>Each Competition seeking sanctioned by the Association shall forward to the Association copies of the Rules of the Competition in such format as the Association shall require showing clearly any changes proposed to the Competition Rules.</p> <p>Each Competition in determining the Rules for the forthcoming season shall follow the format and content of the relevant Standard Code of Rules issued from time to time by The Football Association. Competitions which have rules which conflict with the Standard Code of Rules shall not be</p>	
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<p>Association may require from time to time to enable the Association to fulfill its obligations to The Football Association, any other Sports Governing Body or statutory authority. Rule 4(f) shall apply in the event of non-compliance.</p> <p>Each Competition shall by 30th September forward to the Association in a manner in which the Association shall from time to time prescribe the full details of all registered players within the Competition and details of the Club for which the player is registered.</p> <p>It shall be the responsibility of each Competition to ensure that the conditions of sanction are met. Failure to comply with conditions of sanction will be regarded as Misconduct and dealt with in accordingly by the Association.</p>	<p>sanctioned until such time as the Competition Rules are in accordance with the Standard Code of Rules or have been specifically agreed by the Association.</p> <p>The Association may attach such conditions to the sanction of any Competition as it considers necessary.</p> <p>All Competitions shall prior to the first date of their playing season return to the Association an acknowledged and counter signed a copy of such conditions of sanction.</p> <p>It shall be the responsibility of each Competition to ensure that the conditions of sanction are met. Failure to comply with conditions of sanction will be regarded as Misconduct and dealt with accordingly by the Association.</p> <p>Each Competition sanctioned by the Association shall on request forward to the Association copies of the minutes and notes of such Meetings of the Competition and details of any financial information as the Association shall require.</p> <p>Such copies shall be submitted within 14 days of any such meeting. Facsimile or e-mail transmission may be used provided a receipt of acknowledgement is also obtained.</p>	
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	<p>Each Competition sanctioned by the Association shall forward to the Association such information as the Association may require from time to time to enable the Association to fulfill its obligations to The Football Association, any other Sports Governing Body or statutory authority. Failure to comply will be regarded as Misconduct and dealt with accordingly by the Association.</p>	
<p>Rule 5 Conduct of Clubs and Competitions</p> <p>(a) A Child under the age specified by The Football Association must not play and shall not be permitted to play, or encouraged to play, in a match where any other player is older or younger by 2 years or more than that person.</p> <p>(b) No Child under the age specified by The Football Association shall be permitted to play or encouraged to play in open age football.</p> <p>(i) The age ranges and provisions relating to players under 16 years of age as specified from time to time by The Football Association shall apply.</p>	<p>Rule 5 Conduct of Clubs and Competitions</p> <p>(a) A Child under the age specified by The Football Association must not play and shall not be permitted to play, or encouraged to play, in a match where any other player is older or younger by 2 years or more than that person.</p> <p>(b) No Child under the age specified by The Football Association shall be permitted to play or encouraged to play in open age football.</p> <p>(i) The age ranges and provisions relating to players under 16 years of age as specified from time to time by The Football Association shall apply.</p> <p>(e) Competitions and Clubs in membership of the Association shall</p>	<p>The requirements in relation to the financial obligations of clubs and competitions are not included within the new Rule below</p>

<p>(c) Competitions and Clubs in membership of the Association shall keep a written record of their meetings, showing the election or registration of all playing members, the date of the election or registration, also a written record of financial transactions and Members' Register to be kept up to date, and shall produce the same to the Council if and when required.</p> <p>(d) Each Affiliated Competition and Club must forward to the Association's registered office, a copy of its properly audited/verified accounts each year as soon as completed, not later than June 15th following the close of the previous season. All Books and Vouchers and record of financial transactions for at least two Seasons preceding the current Season must be retained by the</p>	<p>keep a written record of their meetings, showing the election or registration of all playing members, the date of the election or registration, also a written record of financial transactions and Members' Register to be kept up to date, and shall produce the same to the Council if and when required.</p> <p>(k) Each Affiliated Competition and Club must on request forward to the Association's registered office, a copy of its properly audited/verified accounts each year as soon as completed, not later than June 30th following the close of the previous season. All Books and Vouchers and record of financial transactions for at least two Seasons preceding the current Season must be retained by the Competition or Club and be ready for production whenever required by the Hertfordshire Football Association.</p>	
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<p>Competition or Club and be ready for production whenever required by the Hertfordshire Football Association.</p> <p>(e) The Accounts for each Association, Competition or Club shall be properly audited/verified and a printed copy forwarded (or be made available at their Annual General Meeting) to each member with the notice convening the Annual General Meeting of the Association, Competition or Club.</p> <p>(f) If a Club in one Competition desires to compete in another Competition, its acceptance into the new Competition shall be only with the consent of the two Competitions concerned and, failing agreement between them, the matter shall</p>	<p>(f) The Accounts for each Association, Competition or Club shall be properly audited/verified and a printed copy forwarded (or be made available at their Annual General Meeting) to each member with the notice convening the Annual General Meeting of the Association, Competition or Club.</p>	
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<p>be adjudicated upon by a Committee appointed by the Hertfordshire Football Association.</p> <p>(g)</p> <p>When a Club seeks to leave a Competition of which it is a member, such Club shall obtain from the Competition a written confirmation stating that financial and all other obligations due to that Competition have been discharged. This written confirmation must accompany any application the Club makes for competing in another Competition. Failure to comply with the above will be treated as Misconduct and dealt with accordingly by the Association.</p> <p>An affiliated club is not permitted to change its name, including any sponsorship prefix or</p>		
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<p>suffix, during the playing season, which for administration purposes is between 1 August and 31 May inclusive except in special circumstances and only then with the approval of the Association.</p> <p>(g) Competitions, Clubs and players shall not compete in any match or competition the proceeds of which are not devoted to a recognised football club or football competition, or some other object approved by the Association.</p> <p>(h) No Club, Association or Competition shall make a collection on its ground except for Club funds, unless the sanction of The Football Association or the Association has been first obtained.</p> <p>(i) No Club or Competition shall permit a child in full-</p>		
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<p>time secondary education to play in any match unless the Club or Competition has first ensured that;-</p> <p>(i) Priority has been given at all times to school and school organisations activities.</p> <p>(ii) The availability of children must be cleared with the Head Teachers (except for Sunday Competitions)</p> <p>(i) As it is a right of parents to determine whether or not a player plays in Sunday football registered by the Association, Head Teachers' permission is not required for such registered activities played on Sundays.</p>		
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	<p>New Rule</p> <p>Financial Records</p> <p>(a) Records to be kept</p> <p>Competitions and Clubs in membership of the Association shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose with reasonable accuracy, at any time, the financial position including the assets and liabilities of the Affiliated Competition or Club.</p> <p>(b) Records to be Retained</p> <p>An affiliated Competition or Club must retain accounting records including all books and vouchers for at least two years.</p> <p>(c) Corporate Bodies – Accounts</p> <p>An affiliated Competition or Club which is formed and registered under the Act shall, on demand, forward to the Association a copy of its annual accounts most recently approved by its Board of directors.</p>	<p>Specific new requirements in relation to Financial Records are necessary.</p> <p>In the past season the Association has had to investigate alleged irregularities both with at Club and with a Competition.</p>

	<p>Such Competitions and Clubs formed and registered under the Act shall meet the requirements of The FA in respect of their accounts as set out in The Rules of The FA.</p> <p>(d) Unincorporated Bodies – Financial Statements</p> <p>An affiliated Competition or Club which does not prepare annual accounts in accordance with the Act shall prepare annual accounts, in a form acceptable to the Association.</p> <p>Such accounts must:</p> <ul style="list-style-type: none"> (i) be forwarded to the Association on demand, (ii) be prepared in accordance with the constitution of the affiliated Competition or Club; and (iii) have been laid before the members of the Affiliated Competition or Club at a general meeting called in accordance with its constitution. <p>Notwithstanding any provision in the Standard Code of Rules any affiliated</p>	
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	<p>Competition or Club with gross assets exceeding ten thousand pounds shall have its accounts audited in a form accepted to the Association and such audit accounts shall be laid before members as described in paragraph (iii) above.</p> <p>Any material errors or omissions in the accounting records of an affiliated Competition or Club must be reported by such a body to the Association within 28 days of the error or omissions being first identified.</p>	
<p>Rule 6</p> <p>Misconduct</p> <p>(a) The Association may act against a Participant in respect of any “Misconduct”, which is defined as being a breach of the following:</p> <p>(i) the Laws of the Game;</p> <p>(ii) the Rules and regulations of the Association</p> <p>(iii) the rules or regulations of an Affiliated Association or Competition; and</p> <p>(iv) an order, requirement, direction or instruction of</p>	<p>Rule</p> <p>Misconduct</p> <p>(a) The Association may act against a Participant in respect of any “Misconduct”, which is defined as being a breach of the following:</p> <p>(i) the Laws of the Game;</p> <p>(ii) the Rules and regulations of the Association</p> <p>(iii) the rules or regulations of an Affiliated Association or Competition; and</p> <p>(iv) an order, requirement, direction or instruction of The</p>	

<p>The Association.</p> <p>(b) The same facts or matters may constitute a breach of more than one rule, regulation, statute or law referred to above, The Association may bring a charge or such charges as it sees fit.</p> <p>(c) No Participant may be fined or otherwise dealt with, for any breach of Rule, or misconduct, until they have first been advised in writing of the charges laid against them and have had an opportunity to be heard by, or to submit their observations to, the Committee appointed by Council to deal with the matter.</p> <p>(d) It is misconduct for players to join, play for, or register with any Club other than that of which they were members at the time of fining or suspension without the special consent of the Council, and in these respect players contravening this</p>	<p>Association.</p> <p>(b) The same facts or matters may constitute a breach of more than one rule, regulation, statute or law referred to above, The Association may bring a charge or such charges as it sees fit.</p> <p>(c) No Participant may be fined or otherwise dealt with, for any breach of Rule, or misconduct, until they have first been advised in writing of the charges laid against them and have had an opportunity to be heard by, or to submit their observations to, a Disciplinary Panel appointed by the Association to deal with the matter.</p> <p>(d) It is misconduct for players to join, play for, or register with any Club other than that of which they were members at the time of fining or suspension without the special consent of the Association, and in these respect players contravening this Rule will be liable to further suspension and/or fine.</p>	
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Rule will be liable to further suspension and/or fine.		
Rule 6 (c), (d) (k), Rule 12 (a), 14 (a), (g) and (h). Rule 16 (heading), (c), (d) and (f)	Where ever the words ‘the Council’ appears delete and insert the words ‘The Association’.	These functions and activities are now undertaken by the Association rather than the Council
Rule 12 (c), 13 (b), Rule 14 (a) and Rule 21.	Where ever the words “the Honorary Secretary or General Secretary appears delete and insert the words ‘The Chief Executive’	The Honorary Secretary position is historic and is due to be removed from the Constitution on the retirement of the present postholder.
Rule 16 Powers of Council	Rule 16 Powers of the Association Delete Rule 16 (b)	
Rule 23 Benevolent Fund	Delete Rule 23	