

THE FA WOMEN'S NATIONAL LEAGUE RULES

TheFA Women's
National League



SEASON 2019 – 2020

VERSION 1: 11.08.2019



FA WOMEN'S NATIONAL LEAGUE CLUB DIRECTORY & RESERVE SECTION CONTACTS

County Referee Appointment Officers	01
Rules	06
Fees Tariff & Fines Tariff	33
The Football Association Women's National League - Rules of the League Cup Competition	35
The Football Association Women's National League - Reserve Section	37
The Football Association Women's National League - Rules of the Reserve League Cup	38
Appendix A – FA Rule C.2 Players Without Written Contracts	40
Appendix B – Standard Club Rules	42
Appendix C – Regulations for Football Association Appeals	46
Appendix D – The Football Association Women's National League Codes of Conduct	52
Appendix E – Extract from FIFA Regulations for the Status and Transfer of Players	54
Appendix F – Safeguarding Children Policy	56
Appendix G – Guide To Marking Referees	60
Appendix H – Winter Women's Pyramid of Football Ground Grading: Cat A (Northern & Southern Premier Div)	63
Appendix I – Winter Women's Pyramid of Football Ground Grading: Cat B (Division Ones)	66
Appendix J – Guide To The Preliminary Group Stage for Reserve League Cup	68

FA WOMEN'S NATIONAL LEAGUE MANAGEMENT COMMITTEE

Honorary Vice President

Michael Game

Chairman: Carol West

chairman@fawnl.com

07855 312902

Vice Chairman: Lorrie Morrison

disciplineofficer@FA WNL.com

07804 795 476

League Secretary: Nick Frith

FAWNL.Secretary@TheFA.com

0800 169 1863 ext 4377

Treasurer: Chris Clarke

treasurer@fawnl.com

Disciplinary Officer: Lorrie Morrison

disciplineofficer@fawnl.com

07804 795 476

Development Officer: Karen Falconer

developmentofficer@fawnl.com

07967 093 724

Facilities Officer: Andy Stickley

facilitiesofficer@fawnl.com

07740 869 757

Referees Appointment Secretary:

Chris Wildey

chris.wildey@thefa.com

0844 980 8200 ext 4637

Club Representative

(Northern & Southern Divisions)

Jane Roberts

jane-roberts@live.co.uk

07902 227 051

Club Representatives

(Midlands/Northern Division 1's)

Amanda Cummings

amandacummings@btconnect.com

07812 522 591

Club Representative

(SE & SW Division 1's)

Roger Reeves MBE

roger.reeves@hotmail.co.uk

07789 748 000

The Football Association

Sue Hough MBE

Elaine Oram

A black and white photograph of three female County FA Referee Appointment Officers walking on a football pitch. They are wearing dark tracksuits with the FA crest and are holding whistles. In the background, other players and a building are visible.

COUNTY FA REFEREE APPOINTMENT OFFICERS

Amateur FA

Deryll David	Deryll.David@amateur-fa.com
--------------	-----------------------------

Bedfordshire FA

Mike Desborough	Mike.Desborough@bedfordshirefa.com	07932 937 714
-----------------	------------------------------------	---------------

Berks & Bucks FA

Andy Bell	andyr_bell@icloud.com
Martin Cole	chris.cole@Berks-BucksFA.com

Birmingham FA

Mike Parr	referees@birminghamafa.co.uk	01543 673 019
-----------	------------------------------	---------------

Cambridgeshire FA

Chris Abbott	chris.abbott@cambridgeshirefa.com	01223 209022
--------------	-----------------------------------	--------------

Cheshire FA

Marcus Hawkins	refereeappointments@cheshirefa.com
----------------	------------------------------------

Derbyshire FA

Ryan Haynes	ryan.haynes@derbyshirefa.com	01332 361 422
-------------	------------------------------	---------------

Devon FA

Jason Haywood	Jason.Haywood@thefa.com
---------------	-------------------------

Dorset FA

Kevin Pike	kevin.pike@dorsetfa.com	01202 688 270 07903 574 657
------------	-------------------------	--------------------------------

Durham FA

Alex Clarke	Alex.Clark@durhamfa.com
-------------	-------------------------

East Riding FA

Steve Lazenby	steve.lazenby@eastridingfa.com	07795 690 491
---------------	--------------------------------	---------------

Essex FA

Lukas Wood	lukas.wood@Essexfa.com	01245 393 076
------------	------------------------	---------------

Gloucestershire FA

Roger Vaughan	roger.vaughan@gloucestershirefa.com	01454 615 888
---------------	-------------------------------------	---------------

Hampshire FA

Brian Le Breton	brian.lebreton@hampshirefa.com
-----------------	--------------------------------

Hertfordshire FA

Richard Dowden	rdowden@hotmail.co.uk	01438 313 929
----------------	-----------------------	---------------

Kent FA

Nick Dunn	Nick.Dunn@kentfa.com	01622 791850
-----------	----------------------	--------------

Lancashire FA

Debbie Beckett	Debbie.Beckett@lancashirefa.com	07779 904 552
----------------	---------------------------------	---------------

Leicestershire & Rutland FA

Charlie Tissington	Charlie.tissington@leicestershirefa.com	07966 293 355
--------------------	---	---------------

Liverpool FA

Ian Dibbert, Eddie McGrath Kenneth Jones	ian.dibbert.lcfa@gmail.com eddie.mcgrath1@blueyonder.co.uk kenneth_jones@live.co.uk	0151 523 4488 xn120
--	---	---------------------

London FA

Hugh Gilroy	hugh.gilroy@londonfa.com	020 7610 8375
-------------	--------------------------	---------------

Manchester FA

Tom Elliott	tom.elliott@manchesterfa.com	
-------------	------------------------------	--

Middlesex FA

Steve Reuter	stevejeuter@msn.com	07832 080 076
--------------	---------------------	---------------

Norfolk FA

David Robinson	Appointments@NorfolkFA.com	01603 704050
----------------	----------------------------	--------------

North Riding FA

Paul Stalker	paul.stalker@northridingfa.com	
--------------	--------------------------------	--

Northumberland FA

Adam Nichol	Adam.Nichol@northumberlandfa.com	0191 2700 700
-------------	----------------------------------	---------------

Nottinghamshire FA

Marc Birkett	marc.birkett@nottinghamshirefa.com	0115 9837 415 07792 189 621
--------------	------------------------------------	--------------------------------

Oxfordshire FA

Gordon Varley	gordon.varley1@btinternet.com	
---------------	-------------------------------	--

Sheffield & Hallamshire FA

Craig Grundy	craig.grundy@sheffieldfa.com	01142 414 999 07753 837 699
--------------	------------------------------	--------------------------------

Shropshire FA

tbcc	01743 362 769
------	---------------

Somerset FA

Keith Ingram	referees@somersetfa.com	07790 916 841
--------------	-------------------------	---------------

Staffordshire FA

John Taylor	kaztaylor-26@hotmail.co.uk	07875 007 623
-------------	----------------------------	---------------

Suffolk FA

Graham Apperley	grahamapperley@msn.com	07711 145 420
-----------------	------------------------	---------------

Surrey FA

Tim Lawrence	Tim.Lawrence@SurreyFA.com
--------------	---------------------------

Sussex FA

Ray Welch	centralappointments@sussexfa.com	01273 705 332
-----------	----------------------------------	---------------

West Riding FA

Mark Haywood	mark.haywood@westridingfa.com
--------------	-------------------------------

Wiltshire FA

Kevin Small	kevin.small@wiltshirefa.com refereeAppointments@wiltshirefa.com	01793 486 047
-------------	--	---------------

Worcestershire FA

Ollie Williams	ollie.williams@worcestershirefa.com	07786 568 987
----------------	-------------------------------------	---------------

A black and white photograph of two female soccer players in action. The player on the left is wearing a white jersey with 'macron' and 'Transcend good memories start here' printed on it, and dark shorts. She is leaning forward, focused on the ball. The player on the right is wearing a striped jersey and is also leaning forward, attempting to challenge for the ball. A soccer ball is on the ground between them. The background is blurred, showing a grassy field and some structures.

LEAGUE RULES 2019/20 SEASON

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.

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

“Club” means a Club for the time being in membership of the Competition and **“Team”** means a side from a Club especially where a Club provides more than one Team in a division in accordance with the Rules.

“Competition” means The FA Women’s National League.

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

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

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

“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.

“Fines Tariff” means a list of fines approved by the Clubs at a general meeting to be levied by the Management Committee for any breach of the Rules.

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

“International Loan” means any loan of a Contract Player to or from an International Club which is completed in accordance with Rule 18.(P).

“Long Term Loan” means a temporary transfer that commences and concludes during FA WNL and FA WC recognised registration periods.

“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.

“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 FA

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

“Short Term Loan” means a loan transfer for a period of no fewer than 28 days and no more than 93 days in any one Playing Season.

“Team Sheet” means a form provided by the Competition on which the names of the Players taking part in a Competition match are listed.

“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. 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.

- (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.

NOMENCLATURE AND CONSTITUTION

2. (A) The Competition will be known as “The FA Women’s National 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 72 Clubs plus Reserve Section approved by the Sanctioning Authority.
- (C) The Clubs in the membership of the League shall be divided into six equal divisions (or as close to equal if there is an odd number in the membership) called FA WNL Northern Premier Division and Southern Premier Division, Division 1 North, Division 1 Midlands, Division 1 South East & Division 1 South West respectively. Club in these Divisions will be known as the Full Member Clubs of the League.

The Reserve Section of the League may only include teams from full FA WNL member Clubs and full member FA Women’s Championship and FA Women’s Super League Clubs. A Reserve team of a club that is relegated from the FA WNL may remain in the FA WNL Reserve Section for one season thereafter. A Reserve team may be permitted to remain in the Reserve Section for longer than one season if agreed by the Clubs at each Annual General Meeting.

- (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) All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to The Football Association and must have a constitution approved by the Sanctioning Authority.

This Competition shall apply annually for sanction to The Football Association and the constituent teams of Member Clubs may be grouped in divisions, each not exceeding 12 in number.

G. Inclusivity and Non-discrimination

- (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (to include those contained in the Equality Act 2010).
- (ii) This Competition and each Club must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.
- (iii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.

H. 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.

I. All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The FA from time to time.

J. 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. Clubs must apply for consent no later than 1st July in each season

K. At the Annual General Meeting or at a Special General Meeting 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.

L. 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 League Management Committee.

ENTRY FEE, SUBSCRIPTION, DEPOSIT

4. (A) Applications by Clubs for admission to the Competition or the entry of an additional team(s) must be made in writing to the Secretary and must be accompanied by the Entry Fee set out in the Fees Tariff per team 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 Annual General Meeting or a Special General Meeting.

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 £100.00 per First Team and £75.00 per Reserve Team payable before 1st July 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 by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit.
- (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 July of its Sanctioning Authority affiliation number for the forthcoming Season, Clubs must advise annually to the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition

MANAGEMENT, NOMINATION, ELECTION

5. (A) The Management Committee shall comprise the Officers of the Competition and three ordinary members who shall all be elected at the Annual General Meeting.
- (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.

If an election is required this will be conducted on the day of the Annual General Meeting in the form of a ballot.

The term of office for position of Chairman, Vice-Chairman and Treasurer shall be three years.

No person may occupy these positions for more than three terms. The term of office for all other elected Management Committee roles shall be two years. No person may occupy these positions for more than two terms.

In the event of there being no nominations received for any role, the person shall be able to stand for re-election without nomination for a rolling tenure of 1-year.

- (C) The Management Committee shall meet and when required with no more than three calendar months between each meeting.

On receiving a requisition signed by two-thirds of the members of the Management Committee the Secretary shall convene a meeting of the 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 nominated Officers. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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 Football Association 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 apply to the procedure of any sub-committee).

In the event of the voting being equal on any matter, the Chairman 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 breaches of Rule a formal written charge must be issued to the Club concerned. Club charged shall be given seven days from the date of notification to reply to the charge and given the opportunity to:-

- (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).

The maximum fine permitted for any breach of a Rule is £250 and, when setting any fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

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 seven days.

- (F) More than fifty percent (50%) of its members shall constitute a quorum for the transaction of business by the Management Committee or any sub-committee thereof. Business may be transacted by conference call.
- (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.
- (I) All fines and charges are payable forthwith and 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 14 days will result in fixtures being withdrawn until such time as the outstanding payments are paid.
- (J) A member of the Management Committee appointed by the Competition to attend a meeting or 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 Annual General or Special General Meeting called to decide the constitution and the commencement of the Competition season.

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

PROTESTS, CLAIMS, COMPLAINTS, APPEAL

7. (A) (i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to 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 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 in duplicate with the Secretary within 7 days (excluding Sundays) of the 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 enquiry 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 the Club 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 appropriateAny appeal shall not involve a rehearing of the evidence considered by the Management Committee.
- (G) If so requested the Management Committee may arbitrate on any disputes, protests, appeals, claims or complaints between two Clubs in which event both Clubs shall send a non- returnable fee. Such arbitration shall be final and binding upon the parties to the arbitration.

- (H) No appeal can be lodged against a decision taken at an Annual General Meeting or Special General meeting unless this is on the ground of unconstitutional conduct.
- (I) 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 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 Annual General Meeting shall be held not later than 30th June in each year. At this meeting the following business shall be transacted provided that at least 75% of Members are present and entitled to vote:-
 - (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
 - (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 ensuing season.
 - (v) Election of Officers and Management Committee.
 - (vi) Appointment of Auditors.
 - (vii) Alteration of Rules, if any.
 - (viii) Fix the date for the commencement of the season and kick off times applicable to the Competitions.
 - (ix) Fix the date for the end of the Playing Season.
 - (x) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.
- (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 change of Rules.
- (C) A signed copy of the duly audited/verified Balance Sheet and Statement of Accounts shall be sent to Sanctioning Authority within fourteen days of its adoption by the Annual General Meeting.
- (D) Each Member Club shall be empowered to send two delegates to an Annual General Meeting at least one of which should be an Officer of the Club, who shall be named to the League Secretary 14 days prior to the Annual General Meeting. Each Club shall be entitled to one vote only. Fourteen days' notice shall be given of any Meeting.

- (E) Clubs who have withdrawn their Membership of the Competition during the 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 22.
- (F) All voting shall be conducted by a show of hands/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 Member Club.
- (H) Any continuing Club must be represented at the Annual General Meeting. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (I) Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

SPECIAL GENERAL MEETINGS

- 9. Upon receiving a requisition signed by two thirds (2/3) of the Clubs in membership the Secretary shall call a Special General Meeting.

The Management Committee may call a Special General Meeting at any time.

At least seven days' notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting.

Each Member Club shall be empowered to send two delegates, one of whom should be a designated Club Official to all Special General Meetings. Each Club shall be entitled to one vote only, as will members of the Management Committee.

Any continuing Member Club must be represented at a Special General Meeting.

Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

AGREEMENT TO BE SIGNED

- 10. The Chairman and the Secretary of each Club which is an unincorporated Association and two directors of each Club which is an incorporated entity 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) of (address)..... (Chairman/Director)

and (B) of (address) (secretary/Director) of

..... Football Club (Limited)

have been provided with a copy of the Rules and Regulations of the FA Women's National League and do hereby agree for and on behalf of the said Club 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."

Any alteration of the Chairman and/or Secretary on the above Agreement must be notified to the County Football Associations(s) to which the Club is affiliated and to the Secretary of the Competition. The League Secretary may, in certain circumstances require the completion of a revised form.

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

CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

11. (A) A 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) The Management Committee shall have the discretion to deal with a team being unable to start or complete its fixtures for a Playing Season.
- (C) In the event of a Member Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee are empowered to refer the debt under the FA Football Debt Recover provisions.

EXCLUSION OF CLUBS OR TEAMS MISCONDUCT, CLUBS, OFFICIALS, PLAYERS

12. (A) At the Annual General Meeting, or Special General Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda, 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 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 which is the subject of the vote being taken shall be excluded from voting.
- (B) At the Annual General Meeting, or at a Special General Meeting 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 official 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 expulsion or 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 Clauses (A) and/or (B) of this Rule.

TROPHY: LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED & AWARDS

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 before 1st February. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."

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

- (B) The League shall present to the Champion Clubs 21 souvenirs. Additional souvenirs may be presented by the consent of the Management Committee.

Clubs who finish as runners-up in each Division shall be presented with a commemorative souvenir.

ALTERATION TO RULES

- 14. Alterations for which consent has been given by the Sanctioning Authority shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting 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 10th May and any amendments thereto shall be submitted to the Secretary by 20th 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 Special General Meeting shall be submitted to the FA 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 £100.00 shall be approved by the Management Committee. Cheques/Bank Payments shall be signed by at least two Officers nominated by the Management Committee.
- (C) The financial year of the Competition will end on 31st May.
- (D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be audited annually by some suitable person(s) who shall be appointed at the Annual General Meeting.
- (E) Financial Records: Every Club must keep proper books of accounts in which all receipts and payments are recorded. Each Club will send notice to The FA WNL of the date of its Annual General Meeting 14 days prior to the date of the meeting, together with an annual balance sheet and where necessary accompanying accounts. Clubs failing to comply with this rule shall be fined £20.00 subject to the right of appeal in accordance of Rule 10.

INSURANCE

16. (A) All Clubs must have public liability insurance cover of at least 10 million pounds (£10,000,000).
- (B) All Clubs must have valid personal accident cover for all Players registered with them from time to time. The Player's personal accident 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 Association. In instances where The Football Association is the sanctioning Association, the minimum recommended cover will be the cover required by the Affiliated Association to which the Club affiliates.

Failure to comply with Rule 7(A) or 7(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 Special General Meeting by a majority of three quarters (3/4) of the members present and shall take effect from the date of the relevant Special General Meeting.
- (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 Association.
 - (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 Association may decide.

MATCH RELATED RULES

QUALIFICATION OF PLAYERS

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

- (i) Signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer which is submitted to the Competition to be received no later than 4pm on the Friday before a Sunday Competition match, or no later than 4pm on the day of a midweek Competition match, 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 with the opposing Club, and submitted to the Competition within two days of the match. The Player shall not play again until the Club is in possession of the approval of the Competition. A maximum of one (1) player may be registered in accordance with this paragraph 18(B)(iii); or
- (iii) registered through WGS

Any registration form which is sent by either of the means set out at Rules 18(B) (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(B) (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 (B) (iii)) Clubs must access WGS in order to complete the registration process.

Players may complete an interactive electronic version of the form fully and correctly including the electronic signature field. The form must be electronically countersigned by the Chairman or Secretary of the Club. The form must be emailed directly to the Registration Secretary. Electronically signed completed forms will be accepted as the official document.

Registration forms for players aged 16 or 17 must be accompanied by a signature in ink of a parent/guardian. Electronic signatures will not be accepted.

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

- (B) (i) Contract players are permitted to play in this Competition.
- (ii) It is the responsibility of each Club to ensure that any Player registered to that Club has, where necessary, the required International Transfer Certificate. In accordance with FIFA regulations international clearance is required for any Player who has reached the age of 10 and the last club with which they were registered was outside of England (this includes Wales, Scotland and Ireland. For players under the age of 18 seeking to register for a club a minor application may also be required if the player requires international clearance OR the player does not hold a UK passport and is registering for a club in England for the first time.
- (iii) Each Club must have at least 11 players registered 14 days before the start of each Playing Season.

- (C) A player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) to any Club(s) shall be permitted to register and play for a Club in the Competition, 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 (£4.00) as set out in the Fees Tariff shall be paid by each Club/team for each player registered. Clubs will be invoiced by the Competition twice yearly for registration fees owing. All outstanding monies must be paid within 14 days of the date of invoice.

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

- (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 Competition Registration Secretary / General 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 Season without first being transferred or temporary transferred (loaned).
- (ii) Having registered for one Club in the Competition, register for another Club in the Competition in that Season except for the purpose of a transfer or temporary transfer (loan).
- (iii) Submit a signed registration form (either in paper or electronically) for registration or submit a registration through WGS that the player had wilfully neglected to accurately or fully complete.

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

- (G) (i) The Management Committee shall have the power to accept the registration of any player subject to the provisions of clauses (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 who has been charged and found guilty of registration irregularities. (Subject to Rule 7). Sanctions can be applied as per the tariff table.
 - (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 FA or the relevant County Football Association. Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a participant from being involved in this Competition. Application should be made to the parent County of the Club the player is registered or intending to be registered with.
 - (iv) For a player who has previously had a registration removed in accordance with clause (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 Clause (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 Registrations Secretary 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 Registrations Secretary and to the Player concerned within three days of receipt of the notification.

Upon receipt of the Club's consent, or upon its failure to give written objection within three days, the Registrations 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.

In the event of an objection to a transfer the matter shall be referred to the Management Committee for a decision. See Appendix A for guidance.

- (I) A player may not be registered for a Club nor transferred to another Club in the Competition after noon 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 the games in which they 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 any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Season only.

In the event of a player without a written contract changing her status to that of a contract player with the same Club, another Club in the Competition or with a Club in another Competition her registration as a player without a written contract 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 match (as specified in Rule 22(A) unless the player has played 3 games for that team in this Competition in the current Season.
- (M) Only 2 players who have signed registration forms for a Club in the FA WSL or FA Women's Championship during the 2019/20 Season will be permitted to play for one team in any one match of The FA Women's National League.

An exception to this rule will apply to any FA WSL or FA WC registered player who is de-registered in the June to September or December to January Transfer window and any player whose registration has expired and is not subsequently engaged by another FA WSL or FA WC Club.

This rule does not apply to loan signings.

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

- (N) (i) Any Club found to have played an ineligible Player in a match or matches shall have any points gained from that match or matches deducted from its record, up to a maximum of 12 points, and have levied upon it a fine.
- (ii) The Management Committee may vary this decision in respect of the points gained 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 match in question to the opponents, subject to the match not being ordered to be replayed.
 - (b) levy penalty points against the club in default.
 - (c) order that such match or matches be replayed on such terms as are decided by the Management Committee

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

- (O) The following Clause applies to Competitions involving players in full-time secondary education:-
- (i) Priority must be given at all times to school and school organisations activities.
 - (ii) The availability of children must be cleared with the Head Teachers (except for Sunday Leagues).
 - (iii) To play open age football the player must have achieved the age of 16.

(P) Temporary Transfers (Loans)

- (i) Short Term Loans and Long Term Loans of Contract players shall be allowed to or from:
 - (a) Clubs in membership of the Competition;
 - (b) Any other league authorised by The FA from time to time; or
 - (c) An International Club.
- (ii) Clubs may sign players on Short Term Loan or Long Term Loan from an International Club in accordance with the principles set out in Article 10 of the FIFA Regulations on the Status and Transfer of Players subject to the following:
 - (a) The onus is on the transferee club to identify whether the signing of the player from an International Club is a permanent transfer or an International Loan. Players may not be signed from an International Club on any other basis.
 - (b) Players signed on International Loan must accept an employment contract with the transferee club in a form equivalent to the standard form contract.
 - (c) The onus is on the transferee club to comply with the FIFA Regulations on the Status and Transfer of Players.
- (iii) Such loans shall be on such terms and conditions as shall be mutually agreed by the two Clubs and the Contract Player. For loan transfers between Clubs in membership of the Competition, the transfer must be completed on the FA WNL Temporary Transfer Form H2. For loan transfers between clubs in different Competitions the transfer must be completed on FA WNL Form H3. Forms must be returned to the Competition secretary as stated in rule 18.(A).

- (iv) The Contract Player being taken on loan must sign a Competition registration form which shall be valid for the full period of the loan, including any extension to the loan period. The Competition's standard cancellation form must be used to prematurely end the temporary transfer period. The temporary registration for the transferee Club will automatically be cancelled at the end of the temporary transfer period.
- (v) No more than four (4) Players engaged on Short Term Loan or Long Term Loan may join a Club from another Club (or club) in any Playing Season.

Short Term Loan Transfers

- (vi) A Club can register up to a maximum of two (2) Players on Short Term Loans during a Playing Season.
- (vii) The transfer must be completed on either FA WNL Temporary Transfer Form H2 or FA Form H3 as appropriate. On completion of the relevant form, the Club must send the original to The FA and email one copy to the Competition Secretary within 3 days.
- (viii) Where a Short Term Loan expires, and is not renewed simultaneously, any subsequent Short Term Loan of that Contract Player to the same Club will be subject to a minimum duration of 28 days.
- (ix) To extend the period of any Short Term Loan transfer a further FA WNL Temporary Transfer Form H2 or FA WNL Form H3 must be completed and copies sent to The FA and the Competition Secretary in line with rule 18.(A). If the Short Term Loan transfer is extended, only the transferor Club will be allowed to cancel the agreement within the extension period. In the case of a goalkeeper, Clubs can agree to include a recall clause in the loan agreement enabling the transferor Club to recall the Player at any time during the loan period (i.e. before the minimum period of 28 days has expired). For the avoidance of doubt, Players other than goalkeepers may not be recalled within the first 28 days of any Short Term Loan.
- (x) Any Short Term Loan transfer which may terminate after the last day for registrations may be extended for a further period provided the maximum period of 93 days is not exceeded.
- (xi) Short Terms Loan transfers which become permanent transfers before their expiry date shall not count against a Club's quota of days or Players for the purposes of calculating the number of Short Term Loan Players any Club has registered during a Playing Season.

Long Term Loan Transfers

- (xii) A Club can register up to a maximum of two (2) Players on Long Term Loans during a Playing Season.
- (xiii) Long Term Loan transfers shall only be approved provided that:
 - (a) Subject to the proviso that the duration of a Long Term Loan must be the time between two FA WSL Transfer Windows, a Long Term Loan may last either half a Playing Season or a full Playing Season.
 - (b) Any recall clause requiring the early termination of a Long Term Loan can only be included in a Long Term Loan entered into for a full Playing Season and this can only be activated during the Second FA WSL Transfer Window.
 - (c) Any other early termination of a Long Term Loan must be by way of mutual agreement in writing (including by way of a recall clause within a loan agreement) between the transferor club and the transferee club and the Player, but can only be completed after the expiry of 28 days and only during a FA WSL Transfer Window.

- (d) A Player whose Long Term Loan expires (or terminates) at the end of the Playing Season of the transferee club but prior to the completion of the League Matches of the transferor club (where it is Club) will not be eligible to play in League Matches for the transferor club in that Playing Season.
- (e) A Long Term Loan of a goalkeeper (but not otherwise) may be subject to a recall clause exercisable at any time. Any recall may only be implemented in extenuating circumstances and with the consent of the League, such extenuating circumstances to be determined in the League's absolute discretion. A goalkeeper shall not be permitted to resume any Long Term Loan following the exercise of a recall.
- (xiv) To extend the period of any Long Term Loan transfer a further FA WNL Temporary Transfer Form H2 or FA WNL Form H3 must be completed and copies sent to The FA and the Competition Secretary.

CLUB COLOURS, CLUB NAME

19. (A) Every Club must register the colour of its shirts, shorts and socks with the Secretary by 1st July who shall decide as to their suitability.

Goalkeepers must wear colours which distinguish them from other players and the match officials.

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

During the Close Season, the Competition Secretary shall obtain from Clubs written details of their first and second choice colours (shirts, shorts and socks) and such details shall be contained in the Directory of Clubs in the League Handbook. Clubs are required to wear their first choice colours both at home and away where possible unless mutually otherwise agreed.

The colours registered by each Club shall be worn during the next Season and no changes either in the colours or combination of colours shall be permitted during the course of the Season except in the circumstances set out in this Rule or with prior approval of the Competition.

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 colour of the goalkeeper's jersey) at least five days before the match.

If, in the opinion of the referee, two Clubs have the same or similar colours, the away team shall make the change. A Club must not delay the scheduled time of kick off for a Competition match by not having a change of colours. Shirts must be numbered and correspond with the numbers appearing on the match result / team sheet.

In League matches, the players' shirts may carry advertising subject to the Rules relating to the clothing of players as laid down by The Football Association.

The Captain shall wear a distinguishing Respect armband to indicate her status.

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

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

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

The Annual General Meeting shall determine the date for the commencement of the Season. The dates of all matches shall be arranged by the League Fixture Secretary on a home and away basis in conjunction with the Management Committee and notified to Clubs. Receipt of these fixtures must be acknowledged when instructed to do so. Failure to do so will result in a fine as set out in the Fines Tariff.

Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Management Committee and shall satisfy the minimum ground grading requirements as determined by The Football Association. 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 matches in the Competition and to order the Club concerned to play its fixtures 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).

All matches shall have a 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 Annual General Meeting shall fix the time of kick-off between 11am and 3pm for Sunday matches if both clubs are in agreement. If agreement cannot be reached the kick off time will be 2pm.

Clubs will be required to play midweek fixtures. The kick-off time for midweek matches should be mutually agreed by both Clubs. If agreement cannot be reached the kick-off time will be 7.45pm.

In the event of a Club's Home ground not having floodlights that Club will be required to take all reasonable steps to secure a suitable alternative venue for the purpose of fulfilling a midweek fixture where necessary. Any fixture failing to be fulfilled due to the Home Club failing or refusing to secure a floodlit facility will be considered as an unfulfilled fixture for the purpose of League rules.

Any Club failing to commence at the appointed time may be fined up to £25.00 or be otherwise dealt with as the Management Committee may determine. 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 and at least two match quality footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. It will be the responsibility of the Referee to ensure safe return of the match balls to the Home Club. The suitability of these balls for play is at the sole discretion of the Referee.

Where the League has provided match balls these must be used at all Competition matches. Any Club failing to use match balls provided by the League without exceptional reason will be fined as set out in the Fines Tariff.

Any Club not wishing to use League provided match balls must obtain written consent. Any alternative match ball must be of the same brand as League provided match balls or as otherwise instructed by the Management Committee.

If any of the balls supplied to the Referee have substantial defects or if less than 2 match quality balls have been supplied, he/she will include this in the match report. Any other match ball provided as an alternative must be of match quality and subject to the approval of the Referee. Any Club reported may be fined as set out in the Fines Tariff.

Any League match which, for any reason falls short of 90 minutes may be ordered to count as a completed fixture or be replayed in full as the Management Committee may, in its absolute discretion determine.

The sleeves of the shirts of all Players in all Competition matches shall carry on an annual basis a Competition logo as supplied by the Competition on the RIGHT sleeve of the shirts as ordered by the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (B) Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to The Football Association and all relevant County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a 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) The Secretary 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 the Secretary of the opposing Club at least 5 clear days prior to the playing of the match. The away Club shall seek and acknowledge receipt of such particulars. If not so provided, the away Club shall seek such details and report the circumstances to the Competition.
- (D) A minimum of 7 players will constitute a team for a Competition match. 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. Clubs must be available to play on all Sundays from the commencement of the Season until the closure of their fixture programme. Clubs will be required to play midweek fixtures. The kick-off time for midweek matches should be mutually agreed by both Clubs. If agreement cannot be reached the kick-off time will be 7.45pm.

In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine, deduct points from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. The maximum fines shall be in accordance to the Fines Tariff.

Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a 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 fulfill its fixture, within the Competition, in the following order of precedence: - First Team, Reserve Team, A/Development Team.
- (iii) Any Club unable to fulfill a fixture or where a fixture 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. Within three days of the postponement, the official postponement form must be completed and returned. Any Club failing to comply with this rule will be fined £20.00.
- (iv) In the event of a 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 Fixtures Secretary within 5 days the Management Committee shall have power to order the 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 the 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 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 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 match to the opponent.

In cases where a match has been abandoned owing to the conduct of both teams or their Club member(s), the Management Committee shall rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match.

- (vi) The Management Committee shall review any match that has taken place where either or both teams were under a suspension imposed upon them by the Association 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.
- (F) A Club may at its discretion and in accordance with the Laws of the Game use 3 substitute players in any match in this Competition who may be selected from 5 players.

In the FA Women's National League Reserve Section a Club may at its discretion and in accordance with the Laws of the Game use 5 substitute players in any match in this Competition who may be selected from 5 players.

Both teams must provide a list of players, including substitutes, with their correct shirt numbers, to the Referee at least 30 minutes before the scheduled kick-off time and in the presence of a representative from the opposing Club. Team sheets will then be exchanged. Failure to do so will incur a fine as set out in the Fines Tariff.

The referee shall be informed of the names of the substitutes not later than 30 minutes before the start of the match and a player not so named may not take part in the match.

A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 18 of this Competition.

- (G) The half time interval shall be of 15 minutes duration, but it shall not exceed fifteen minutes the half time interval may only be altered with the consent of the referee.
- (H) The Clubs taking part in the fixture Competition Match shall identify a team captain designated with a Respect captain's armband who has a responsibility to offer support in the management of the on-field discipline of her team mates.
- (I) A Club under suspension by the County Football Association or Football Association and whose suspension is not lifted by 4 clear days before the date of the fixture will not be allowed to fulfil that fixture on the scheduled date. The fixture will be considered as unfulfilled and dealt with under the provision of Rule 20(E)
- (J) Northern and Southern Premier Division Clubs must provide a programme for spectators on match days. Consisting of a minimum of 4 pages including Home & Away Club information, squad lists and match official information.

Division 1 Clubs must provide at least a team sheet for spectators on match days.

A copy of the programme or team sheet shall be sent or emailed to the League Secretary within 3 days of the match. Failure to comply with this rule will incur a fine of £50.00.

- (K) Clubs shall support The Football Association in relation to International Matches in accordance with the provisions of The Football Association Rules.

A Club having 2 players or more selected for International Duty for their National Association may request a postponement of its League fixture provided that at least 10 days' notice is given to the League Secretary in writing.

If 1 player is selected and that player is the goalkeeper a Club could make a similar request for the postponement of its League fixture. This will only apply to Senior and Under 19 matches which are played within the FIFA Women's International match calendar.

The relevant FIFA regulation regarding the release of players for International Duty is included at Appendix E.

- (L) Drinks shall be provided for the visiting team and Match Officials on arrival and half-time and buffet style refreshments provided at full-time. Any Club in breach of this rule will be fined a minimum of £50.00

Opposing teams shall confirm at the time of receipt of particulars of match arrangements that they will stay following a match to partake of refreshments, or report any changes to this intention in advance of the match as far as possible. Any opposing team not staying to partake of provided refreshments without reasonable notice may be liable to contribution of costs incurred by the home team as the Management Committee deems appropriate up to a maximum of £50.00.

- (M) (i) In the event of a team being unable to fulfil a fixture because of excessive injury or illness to players, the Club shall supply official medical certification evidence to the League Secretary within 48 hours of the scheduled fixture to substantiate any application for postponement.

- (ii) All Clubs shall ensure that any player in a League match having left the field of play with a head injury shall not be allowed to resume playing or training without clearance of a qualified medical practitioner. The same provisions shall apply where a head injury is sustained in training.
- (iii) There must be in attendance for every Club a holder of a Football Association approved Emergency First Aid Certificate.
- (iv) There must be a suitable qualified person (minimum F.A. Save a Life) in attendance.
- (N) (i) All matches shall be played on grounds deemed suitable by the Management Committee and shall satisfy the minimum requirements of the Women's Pyramid of Football Ground Grading Document for FA WNL Northern & Southern Premier Division Clubs and Division 1 Clubs respectively as outlined at W1 - Appendix H & W2 - Appendix I.
- (ii) Grounds may be inspected and subject to the approval of the Management Committee or persons designated by the Management Committee. This also applies to any Club moving to another ground.
- (iii) Provision to be made for gate receipts to be taken. Where a gate is taken a return must be made to the League Secretary on the required Form. Where a gate is taken, the away Club shall be issued with 25 passes on a complimentary basis (complimentary passes are for players, managing & coaching staff and Club Officials ONLY) Passes are not for use for friends, spectators or family members.

REPORTING RESULTS

21. (A) The Fixtures Secretary must receive within 3 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.

Original Forms can be scanned and submitted electronically provided they are clearly legible.

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

- (B) Both Clubs shall send the correct result of the match and the attendance by electronic text message to the League's nominated number within 60 minutes of the end of the match.

This shall include the results of non-League matches (i.e. County Cup and FA Women's Cup).

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

- (C) Within 2 days of each fixture, Clubs shall enter team details and any other information as prescribed by the League Secretary onto the Full Time website. Failure to comply except in circumstances acknowledged by the Management Committee will incur a fine not exceeding £20.00.

DETERMINING CHAMPIONSHIP

22. (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 match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points. In circumstances where two or more teams are equal on points team rankings shall be

determined by goal difference where the goals scored against by each team shall be deducted from the goals scored by that team and the largest positive difference shall be placed the highest. In the event of the goal difference being equal the highest placed team shall be the team which has scored the most goals. In the event that two or more teams have the same goal difference and have scored the same number of goals then the highest placed team shall be the team which has won the most matches.

In the event of the two 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 Season will be the highest placed team.

If the records of two or more teams are still equal and it is necessary for any reason to determine the position of each then the teams affected shall play a deciding match or matches as determined by the Management Committee, including the format, timing, venue of, and all other rules relating to a determining match or matches..

- (B) The following promotion and relegation processes shall be applied for the 2019-20 Season:

FA WNL Northern and Southern Premier Divisions:

The last two placed (11th & 12th) teams shall be relegated from each division and replaced by the teams nominated by Division 1 North & Midlands and Division 1 South East & South West respectively.

FA WNL Divisions One North, One Midlands, One South East, One South West:

Automatic promotion and relegation shall be applied for the first one and last two (11th & 12th) teams in each Division except as provided for hereunder, subject to the provisions of Rule 2.

- (i) Should one or more teams withdraw from any one Division after the fixtures have 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 Season may be filled on any of the following ways:
 - (a) retention of otherwise relegated team(s)
 - (b) additional promotion of the next ranked team(s) from the Division below
 - (c) election
- (iii) The last two teams in the lowest Division shall retire, but be eligible for re-election except as below, and be subject to the conditions outlined above.

Divisions will operate with a maximum of 12 teams. Teams promoted from Division One will be duly placed in the Northern and Southern Premier Division at the discretion of the Management Committee.

- (C) For Season 2019/20 there will be two teams promoted from Tier 3 (Champions of the FA Women's National League Northern and Southern Premier Divisions respectively, subject to meeting licence criteria) to Tier 2 and one team (bottom placed team in the FA Women's Championship) will be relegated from Tier 2 to Tier 3.

The FA Women's National League will hold a Championship Play-Off match to declare the overall FA Women's National League winner.

If the winner of either The FA Women's Northern Premier Division or Southern Premier Division is unable to meet criteria for promotion then the runner-up in that Division will be offered the opportunity for promotion, again subject to meeting licence criteria.

- (D) In the event of a team withdrawing from the Competition before completing 75% of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table. The Club shall be fined £50.00. 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.

If a Club ceases to operate after the completion of the Season's fixture programme, but before the Annual General Meeting, one or more fewer teams will be relegated.

If a Club ceases to operate between the Annual General Meeting and commencement of the following Season, no adjustment to the League will be made.

MATCH OFFICIALS

23. (A) Registered Referees (and Assistant Referees where approved by the FA or County FA) for all 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 Assistant Referees, the Clubs shall agree upon a Referee. An individual thus agreed upon shall, for that game, 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 open age Competition.
- (C) Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Players and substitutes are not permitted to perform the role of Club Assistant Referee.
- (D) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final subject to either in the case of a ground of a Local Authority or the owners of a ground, the Representative of that body is the sole arbiter and whose decision must be accepted.

A copy of the Certificate of Match Postponement detailing the reasons for the postponement, whether by the Referee, Local Authority or the owners of the ground, must be submitted to the League Secretary by the Home Club within 48 hours.

Failure to submit the Certificate of Match Postponement, with a valid reason for the postponement, shall result in the Home Club being charged with failing to keep its engagement and they shall be dealt with in accordance with 20 (F).

- (E) Subject to any limits/provisions laid down by the sanctioning Association Match Officials appointed under this Rule shall be paid a match fee of:

Northern & Southern Premier Divisions - £35.00 Referee, £25.00 Assistant Referee and travel expenses of 28p per mile up to a maximum of £35.00.

Divisions One - £30 Referee, £22 Assistant Referee and travel expenses of 28p per mile up to a maximum of £20.00.

The Home Club shall pay the Officials their fees and expenses immediately after the match in the Match Officials Changing Room. Payment may be by cash or cheque. Failure to do so can result in sanctions as per the tariff table.

An Equalisation Fund for Match Official expenses will be operated.

- (F) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half fee plus expenses.

Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.

Failure to do so can result in sanctions as per the tariff table.

- (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 Association with which he or she is registered.
- (H) Each Club shall, in a manner prescribed from time to time by The Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition on the Match Official Appointment System (MOAS) or on any other Form so provided by the Competition. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine. Guidance on Referee Marking can be found at Appendix G.
- (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 Football Association/County Association.
- (J) The Referee shall submit a report via the Match Official Appointment System (MOAS) giving the result of the match, the number of players in each team and the time of kick-off within two days of the match.
- (K) Referees and Assistant Referees shall be supplied with access to a copy of the Competition Rules free of charge.
- (L) Any Match Official not contacted to confirm an appointment at least 5 days before a match must contact the Home Club and report the matter to the League Secretary. Any Club failing to confirm an appointment with an appointed Match Official at least 5 days prior to the date of a match will be fined £20.00

Each Club shall have a set of Assistant Referee flags available.

- (M) All match officials must report to the ground at least 60 minutes before the scheduled kick-off time. An official of the Home Club shall be at the ground to meet the Match Officials. Failure of the Home Club to comply with this rule shall be reported by the Referee. The defaulting Club shall be fined £25.00.
- (N) The late arrival of any Match Official shall be reported to the League Secretary by the Home Club. All Clubs will be required to sign the Code of Conduct as outlined at Appendix D. This Code must be conveyed to all Players and Officials.

CODE OF CONDUCT

24. All Clubs will be required to sign the Code of Conduct as outlined at Appendix D. This Code must be conveyed to all Players and Officials.

FEES TARIFF 2019/20

RULE NUMBER	DESCRIPTION	MAXIMUM FEE
4 (A)	Entry fee	£0.00
4 (B)	Annual subscription	£100.00 (1st Team) £75.00 (Res Team)
4 (C)	Deposit	£0.00
18 (D)	Registration form	£4.00 Per player
7 (C)	Protest / Appeal fees	£25.00
18 (H)	Transfer form	£10.00 Per player
23 (E)	Referee fees (1st Team Matches)	£ 35.00 (N & S Premier) £ 30.00 (Div 1s) Plus 0.28p per mile N & S Prem: max £35.00 Div 1s: max £20.00
23 (E)	Assistant Referee fees (1st Team Matches)	£ 25.00 (N & S Premier) £ 22.00 (Div 1s) Plus 0.28p per mile N & S Prem: max £35.00 Div 1s: max £20.00
23 (E)	Referee fees (Reserve Team Matches)	£ 25.00 Plus 0.28p per mile (max £10.00)

FINES TARIFF 2019/20

RULE NUMBER	DESCRIPTION	MAXIMUM FEE
2 (F)	Failure to affiliate	£100.00
2 (H)	Failure to comply with FA initiatives	£250.00
2 (J)	Unauthorised entry of teams into Competitions	£250.00
4 (D)	Failure to pay a deposit	£0.00
4 (E)	Failure to provide affiliation number/details form	£20.00
5 (E)	Communications conducted by persons other than nominated officers	£50.00
6 (H)	Failure to comply with an instruction of the management committee	£150.00
6 (I)	Failure to pay a fine within 14 days of notice	£50.00
8 (H)	Failure to be represented at AGM	£100.00
10	Failure to submit the required written agreement or to notify changes to signatories	£25.00

18 (B) (ii)	Failure to have the required number of registered players prior to the Season commencing	£20.00
18 (A)	Failure to correctly register a player	£20.00
18 (M)	Fielding more than the permitted number of players who have participated in senior Competitions matches	£250.00
18 (F)	Signing or playing for multiple clubs, or inaccurate completion of a registration form	£100.00
18 (G) (ii)	Registration irregularities	£100.00
18 (N)	Playing an ineligible player	£250.00
18 (O) (i)	Failure to give priority to school activities	£50.00
19, 20 (A)	Delaying kick off/no nets/ no corner flags	£50.00
3	Failure to obtain consent for a change of club name	£75.00
20 (A)	Failure to acknowledge fixtures	£20.00
20 (A)	Failure to use Competition match balls	£100.00
20 (B)	Failure to play matches on the date fixed	£175.00
20 (C)	Failure to provide details of a fixture	£100.00
20 (D)	Playing match with less than required number of players	£10 .00 (per player)
20 (E) (i) & (iii)	Failure to play fixture	£250.00 (max)
20 (F)	Failure to exchange matchday team sheets	£50.00
20 (H)	No respect captain's armband	£50.00
20 (J)	Failure to provide matchday programme	£50.00
20 (J) & 21 (A)	Late team sheet	£20.00
21 (B)	Failure to provide result	£20.00
23 (C)	Failure to provide club assistant referee	£10.00
23 (E)	Failure to pay match officials' fees and expenses	£100.00
23 (F)	Failure to pay match officials if a match is not played	£100.00
23 (H)	Failure to provide referee's mark	£50.00
11 (A)	Withdrawal from league after 31st March	£100.00
11 (B)	Failure to start/complete fixtures	£100.00
13 (A)	Failure to submit the required written agreement regarding the trophy	£50.00
16	Failure to have the required insurance	£100.00
CUP RULE 4	Withdrawal from League Cup Competitions or failure to fulfill Cup fixtures	£500.00

THE FA WOMEN'S NATIONAL LEAGUE: RULES OF THE LEAGUE CUP COMPETITION

1. The Cup shall be called 'The Football Association Women's National League Cup'.

2. The Cup is the property of The Football Association Women's National League.

When the winning Club is ascertained, the League shall deliver the Cup to the Club. The Club shall be responsible for its return to the League on or before 1st February in the ensuing year in good order and condition.

Should the Cup be lost, destroyed by fire or any other cause whilst under the care or custody of the Club, the Club shall refund to the League the amount of the current like-for-like replacement value or the cost of thorough repair in addition to any other penalty which the Management Committee may impose.

3. In addition to the Cup, the League shall present medals to the players and substitutes in the Final tie. If a player taking part in the Final tie is ordered to leave the field for misconduct, the medal to which she may be entitled may be withheld at the discretion of the Management Committee.
4. The League Cup will be competed for by all Full Member Clubs. Any Club withdrawing or failing to fulfil a League Cup Competition match shall be fined a sum not exceeding £500.00 and removed from the Cup Competition for that Season with the tie awarded to its Opposition.
5. Only players registered for an FA WNL Club in accordance with League Rule 18 shall be eligible to play for that Club in any one season. A player shall not play for more than one FA WNL Club in the League Cup Competition during any one season. A Club playing an ineligible player shall be removed from the Competition and be subject to a fine as decided by the Management Committee.
6. (i) A player shall not be eligible to play in the League Cup Semi Final tie unless they have played three games for that club's 1st team during that current season.

A player shall not be eligible to play in the League Cup Final tie unless they were eligible to play in the League Cup Semi Final tie

In exceptional circumstances Clubs can apply to the Management Committee for dispensation for exemption from this Rule.
- (ii) A player participating in more than 2 rounds (including the Determining Round) of The FA WNL Cup will not be permitted to participate in the FA WNL Reserve Cup.

Any club found to have played an ineligible player in a match or matches will be removed from the Competition and tie awarded to the opposition. A fine will be awarded as decided by the Management Committee.
7. The Competition may be played on a knock-out basis. The ties shall be drawn as soon as possible after each round. If possible the draw will be made at a Management Committee meeting. In each tie the game shall be played on the ground of the Club first drawn, unless otherwise mutually arranged, and the consent of the Management Committee is obtained.

In all rounds, including the Final (if only one tie is played on a neutral ground), 90 minutes must be played in all matches. If the Teams are level after 90 minutes, an extra 15 minutes each way will be played. If the scores are level after extra time has been played the tie shall be determined by the taking of kicks from the penalty mark, in accordance with the Laws of the Game.

8. All FA WNL rules apply to the FA WNL Cup Competition unless a specific rule is listed elsewhere.
The format of the Competition for the coming Season will be decided at the Annual General Meeting. In the event that the format for the coming Season is decided to be a Cup and Plate Competition following any deciding preliminary or determining round, the Competition will be considered as one Competition for the interpretation of Cup and League Rules especially pertaining to matters of eligibility of players. Except where specified otherwise League Rules shall apply.
9. In Semi-Final ties the home club shall pay the Match Officials their fees and expenses immediately after the match in the Match Officials changing room. Payments may be made in cash or by cheque. The Home Club will be reimbursed any payments made under this rule upon application to the League Secretary.
10. All matches in this Competition shall be played in accordance with the Rules and Regulations of The Football Association Women's National League, The Football Association and the Laws of the Game.
11. In the event that extra time is played in any match a Club may at its discretion use one additional substitute player, (a fourth in total) from the nominated five substitutes, during such period of extra time.

THE FOOTBALL ASSOCIATION WOMEN'S NATIONAL LEAGUE: RESERVE SECTION

The Rules of The Football Association Women's National League will apply to the Reserve Section with the following changes:

FA WNL Rule 11 (B)

Any Club withdrawing from the League during the Season shall be fined a sum not exceeding £500.00.

FA WNL Rule 18 (M)

Only two players who have signed registration forms for a Club in the FA WSL or FA WC in the 2019/20 Season will be permitted to play for each team in any one match of the FA Women's National League Reserve Section.

An exception to this rule will apply to any FA WSL or FA WC registered player who is de-registered in the June to September or December to January Transfer window and any player whose registration has expired and is not subsequently engaged by another FA WSL or FA WC Club. This rule does not apply to loan signings.

An additional exception to this rule is for a reserve team of an FA Women's Championship Club that is playing in the FA WNL Reserve Section for Season 2019/20. There is no restriction to the number of players registered with their own 1st team in the FA Women's Championship that are permitted to play in the Reserve Section for that team. Restrictions shall apply to The FA WNL Reserve Cup as stated.

FA WNL Rule 20 (B)

Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to The FA Women's Cup, for the Semi-Final and Final fixture only and all relevant County Association Cup Competitions.

FA WNL Rule 20 (F)

In the FA Women's National League Reserve section a Club may at its discretion and in accordance with the Laws of the Game use 5 substitute players in any match in this Competition who may be selected from 5 players.

FA WNL Rule 20 (N)

The Ground Grading criteria does not apply to the FA Women's National League Reserve Section. However the following does apply:

- (i) Provision shall be made for the ground to be properly roped off.
- (ii) Grounds must be a minimum of 100 yards (90 metres) x 60 yards (55 metres).
- (iii) Gate receipts should be taken wherever possible.

FA WNL Rule 23 (A)

Referees shall be appointed by the appropriate County Football Association as instructed by The Football Association. Clubs will be expected to provide a Club Assistant Referee. Substitutes will not be permitted to act as Assistant Referees. Failure to comply with this Rule will result in a £25.00 fine.

FA WNL Rule 23 (B)

In the event of the non-appearance of the appointed referee the Clubs shall mutually agree upon an official. Substitutes will not be permitted to act as Referees or Assistant Referees.

FA WNL Rule 23 (E)

Referees appointed under this rule shall be paid a Fee of £25.00 (travel expenses or private car expenses of 0.28p per mile up to a maximum of £10.00) and any other permitted expenses actually incurred subject to any limits laid down by the sanctioning Association(s).

See Appendix J for 'Guidance Notes' on Preliminary Group Stages for Reserve Cup...

THE FOOTBALL ASSOCIATION WOMEN'S NATIONAL LEAGUE: RESERVE CUP RULES

Rules of the FA WNL League Cup Competition will apply to the Reserve League Cup with the following changes:

1. This Competition shall be called The Football Association Women's National League Reserve Cup and shall be open to RESERVE teams ONLY competing in The Football Association Women's National League Reserve Section.
2. The Cup is the property of The Football Association Women's National League.
When the winning Club is ascertained, the League shall deliver the Cup to the Club. The Club shall be responsible for its return to the League on or before 1st February in the ensuing year in good order and condition.

Should the Cup be lost, destroyed by fire or any other cause whilst under the care or custody of the Club, the Club shall refund to the League the amount of the current like-for-like replacement value or the cost of thorough repair in addition to any other penalty which the Management Committee may impose.
3. In addition to the Cup, the League shall present medals to the players and substitutes in the Final tie. If a player taking part in the Final tie is ordered to leave the field for misconduct, the medal to which she may be entitled may be withheld at the discretion of the Management Committee.
4. Only players registered for an FA WNL Club in accordance with League Rule 18 shall be eligible to play for that Club in any one season. A player shall not play for more than one FA WNL Club in the Reserve League Cup Competition during any one season. Any club found to have played an ineligible player in a match or matches will be removed from the Competition and tie awarded to the opposition. A fine will be awarded as decided by the Management Committee.
5. (i) A player participating in more than 2 rounds (including the Determining Round) of The FA WNL Cup will not be permitted to participate in the FA WNL Reserve Cup.
(ii) A player registered for an FA Women's Championship/Super League Reserve team will be ineligible to participate in The FA WNL Reserve Cup if they have played five 1st team games in the current Season.
(iii) A player registered for a FA Women's Championship/Super League Reserve team will be ineligible to in The FA WNL Reserve Cup if they have represented their 1st team in any round of The FA WSL Cup after the start of the FA WNL Reserve Section Season.
6. A player shall not be eligible to play in the Reserve Cup Semi Final tie unless they have played three games for that club's reserve team during that current Season.

A player shall not be eligible to play in the Reserve Cup Final tie unless they were eligible to play in the Reserve League Cup Semi Final tie.

In exceptional circumstances Clubs can apply to the Management Committee for dispensation for exemption from this Rule.
7. Any Club withdrawing from the Reserve League Cup during the season shall be fined a sum not exceeding £500.00 and removed from the Cup Competition for that season with the tie awarded to its Opposition.
8. In Semi-Final ties the home club shall pay the Match Officials their fees and expenses immediately after the match in the Match Officials changing room. Payments may be made in cash or by cheque.

The Home Club will be reimbursed any payments made under this rule upon application to the League Secretary.

9. All FA WNL rules apply to the FA WNL Reserve Cup Competition unless a specific rule is listed elsewhere. All matches in this Competition shall be played in accordance with the Rules and Regulations of The Football Association Women's National League, The Football Association and the Laws of the Game.
10. Before the semi-finals and finals if teams are level after 90 minutes has been played the tie shall be determined by the taking of kicks from the penalty mark, in accordance with the Laws of the Game.
In the semi-finals and finals if teams are level after 90 minutes has been played the tie shall be determined by the taking of kicks from the penalty mark, in accordance with the Laws of the Game.

APPENDIX A – FA RULE C.2 PLAYERS WITHOUT WRITTEN CONTRACTS

(A) REGULATIONS CONCERNING APPROACH

Players who are not under written contract to a Club may be registered with a number of Clubs at any time, subject to the following provisions and those of the Competitions in which they play:

- (i) Competitions sanctioned by The Association under regulation 3 of the “Regulations for the Sanction and Control of Competitions” may make their own regulations for the approach of Players between Clubs of the Competition.
- (ii) During the current Season⁴ any Club wishing to approach a Player known to be registered with or having played for any other Club must give to the secretary of each such Club, seven days’ formal written notice of the intention to approach the Player.

A current Season runs from 1 July to the following 31 May.

Formal written notice of approach need be given by:

- (A) a Saturday Club only to all Saturday Clubs
- (B) a Sunday Club only to all Sunday Clubs
- (C) a midweek Club only to all midweek Clubs
- (iii) the written notice must be sent by special delivery or recorded post, or a written acknowledgment otherwise obtained from the secretary or chairman of the Club approached. Facsimile or e-mail transmission may be used provided a receipt of acknowledgment is also obtained.
- (iv) Following the date of posting of the written notice of approach, or receipt of an acknowledgment:
 - (A) the Player may be registered on or after the eight (8th) day;
 - (B) the Player must have been registered on or before the twenty-first (21st) day.
- (v) The approaching Club:
 - (A) may not approach the same Player a second time in the same Season;
 - (B) may approach only one (1) Player at the Club at any time subject to (ix) below;
 - (C) may not approach another Player at the same Club within twenty-eight (28) days of an earlier notice of approach or acknowledgement.
- (vi) If an approach is made by a Player to another Club during the current Season, that Club shall give the Club(s), for which the Player is known to be registered or has played, seven days’ notice of approach as set out in Rule C2(a)(i) to (v) above before registering the Player.
- (vii) A Club which is the subject of a complaint alleging failure to give notice in accordance with this Rule may be subject to a charge of Misconduct pursuant to [Rule E1\(b\)](#);
- (viii) A Club proved to have breached the provisions of this Rule may have its current registration of the Player cancelled and be subject to such other penalty as The Association or appropriate Affiliated Association deems appropriate, in accordance with relevant regulations of The Association from time to time in force; and
- (ix) During the current season a maximum of two Players may be approached in the manner described above if invited to trial at a licensed academy or “Centre of Excellence” of The Association, The FA National League or The Football League.

(B) CONDITIONS

- (i) All payments made to Players must be made by the Club and fully recorded in the accounting records of the Club.
- (ii) All salaried payments must be subject to PAYE and National Insurance.
- (iii) Any Player's paid expenses must be reimbursed via an expense claim form. The Club must retain all expense records in a format acceptable to the HM Revenue and Customs.
- (iv) A currently registered Player shall not be allowed to register with another Club without first satisfying the Club Officials of the intended Club that all reasonable financial and other liabilities have been discharged to the 5 Ibid. 6 Ibid. Club or Clubs with which the Player is or was known to be registered in the current and previous playing Seasons.
- (v) A Player approached on or after 1st May in the current Season may not play in competitive football for the Club making the approach until the commencement of the following Season.

APPENDIX B – STANDARD CLUB RULES

A large number of the County Associations have more than a thousand clubs in their area, and, naturally, a big percentage of these are junior clubs. Many of them begin in the humblest possible way, but it is essential for them to realise that it is necessary to conform to certain regulations. In effect, the club must be properly constituted.

The First Steps

- (i) Granted this natural eagerness to form a club and to play matches the next step is to persuade some keen and responsible person – perhaps a teacher, a scout-master, a parent, or some ex-player – to assist them to conform to F.A. regulations.
- (ii) Club rules must be drawn up, affiliation to the County Association must be arranged, and membership must be organised, however nominal a subscription.
- (iii) No County wants to reject or over-rule initial keenness; in fact information to help embryo clubs is sent out regularly.

Some years ago The Football Association, in response to many requests, drew up a list of suggested rules for newly-formed clubs. These rules, now updated, are printed below for the benefit of secretaries and organisers:

Suggestions for Club Rules

1. NAME The club shall be calledF.C. (the Club)
2. OBJECTS The objects of the Club shall be to arrange association football matches and social activities for its members.
3. STATUS OF RULES These rules (the Club Rules) form a binding agreement between each member of the Club.
4. RULES AND REGULATIONS
 - (a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and Football Association or any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
 - (b) No alteration to the Club Rules shall be effective without prior written approval to the parent Association.
5. CLUB MEMBERSHIP
 - (a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
 - (b) Any person who wished to be a member must apply in the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
 - (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
 - (d) The Association or an Affiliated Association shall be given access to the Membership Register on demand.

6. ANNUAL MEMBERSHIP FEE

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. RESIGNATION AND EXPULSION

- (a) A member shall cease to be a member of the Club if, and from the date on which they give notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

8. CLUB COMMITTEE

- (a) The Club Officers shall consist of
 - (i) The Club Committee shall consist of the Club Officers and other members.
 - (ii) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairman of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the.....or in their absence the..... The quorum for the transaction of business of the Club Committee shall be three.
 - (ii) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairman of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the..... or in their absence the..... The quorum for the transaction of business of the Club Committee shall be three.
 - (iii) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
 - (iv) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

- (v) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (vi) Save as provided for in Rules and Regulations of The Association and the Affiliated Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

9. ANNUAL AND SPECIAL GENERAL MEETING

- (a) An Annual General Meeting (AGM) shall be held in each year to:
 - (i) receive a report of the activities of the Club over the previous year
 - (ii) receive a report of the Club's finances over the previous year
 - (iii) elect the members of the Club Committee
 - (iv) consider any other business
- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- (c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member at his last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- (e) The quorum for a General Meeting shall be.....
- (f) The....., or in thier absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman of the Meeting shall have a casting vote.
- (g) The Club Secretary, or in his absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. CLUB TEAMS

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team.

The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

11. CLUB FINANCES

- (a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairman, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- (b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- (c) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- (d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- (e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (f) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (g) On his or her removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in him shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- (h) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. DISSOLUTION

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game.

Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

APPENDIX C – REGULATIONS FOR FOOTBALL ASSOCIATION APPEALS

Commencement of Appeal

- 1.1 An appeal shall be commenced by lodging a notice of appeal (“the Notice of Appeal”) with The Association.
- 1.2 The Notice of Appeal shall be lodged within 14 days of the date of notification of the decision appealed against.
- 1.3 In the case of an appeal from a decision of a Regulatory Commission:
 - (1) Notification of the intention to appeal shall be made in writing to The Association within 7 days of notification of the decision to be appealed against;
 - (2) The date of notification of the decision shall be the date of the written decision or, if applicable, the date of the written reasons for the decision. In relation to any other decision, the relevant date shall be the date on which it was first announced.
- 1.4 The Notice of Appeal must:
 - (1) Identify the specific decision(s) being appealed;
 - (2) Set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision;
 - (3) Set out a statement of the facts upon which the appeal is based;
 - (4) Save for where the Appellant is The Association, in which case no deposit will be payable, be accompanied by any deposit prescribed by the relevant Rules of The Association or regulations. Where an appeal is lodged by fax or email or other electronic means, the deposit must be received not later than the third day following the day of despatch of the fax, email or electronic notification (including both the day of despatch and receipt);;
 - (5) Where appropriate, apply for leave to present new evidence under 2.6 below.
- 1.5 The grounds of appeal available to The Association, shall be that the body whose decision is appealed against:
 - (1) Misinterpreted or failed to comply with the rules or regulations relevant to its decision; and/or
 - (2) Came to a decision to which no reasonable such body could have come; and/or
 - (3) Imposed a penalty, award, order or sanction that was so unduly lenient as to be unreasonable.
- 1.6 The grounds of appeal available to Participants shall be that the body whose decision is appealed against:
 - (1) Failed to give the appellant a fair hearing; and/or
 - (2) Misinterpreted or failed to comply with the Rules of The Association or regulations relevant to its decision; and/or
 - (3) Came to a decision to which no reasonable such body could have come; and/or
 - (4) Imposed a penalty, award, order or sanction that was excessive.

Where an appeal is brought against a decision of a Regulatory Commission by FIFA, UKAD or WADA pursuant to the Doping Regulations, any and all of the appeal grounds set out at Regulations 1.5 and 1.6 above may be relied upon.

- 1.7 (1) Only where a decision made by a league is being appealed, within 7 days of the lodging of the Notice of Appeal, the league (the Respondent) may submit in writing an application for the Appeal Board to require a bond to be lodged by the Appellant before the appeal may progress.
- (2) Whilst such a bond application is being processed in accordance with this Regulation, no Response (as defined below) to the Notice of Appeal will be due from the Respondent in accordance with Regulation 2.4.
- (3) Any bond application must be copied to the Appellant, and
- i. State the grounds for the application; and
 - ii. State the amount applied for.
- (4) The Appellant may provide a response to the bond application within 7 days of its submission.
- (5) Whether or not the Appellant has provided any response to it, the Appeal Board shall consider the bond application as soon as practicable after the seventh day following its submission. The Appeal Board may, in its discretion, consider the bond application on papers alone, or require the parties to attend a personal hearing. Any such personal hearing shall be conducted according to such timings and procedure as the Appeal Board may determine at its discretion.
- (6) Notwithstanding the terms of Regulation 3.5 below, only following a bond application by the Respondent submitted pursuant to this Regulation, the Appeal Board may order the Appellant to lodge a bond with The Association on such date and in such amount as it considers appropriate, where it is satisfied that there is a real risk that the Appellant will not pursue the Appeal to a final determination by the Appeal Board.

The Appeal Board's decision in this respect shall be final and binding with no further right of appeal.

- (7) Where an Appeal Board orders a bond to be lodged with The Association, the Appeal may not proceed until the bond is duly lodged. In any such appeal, notwithstanding the terms of Regulation 2.4 below, the Respondent shall serve its response to the Notice of Appeal within 14 days from the date that the bond is lodged with The Association.
- (8) Where an Appeal Board decides not to order a bond to be lodged with The Association, notwithstanding the terms of Regulation 2.4 below, the Respondent shall serve its response to the Notice of Appeal within 14 days from the date of the Appeal Board's decision.
- (9) Any bond lodged with The Association pursuant to Regulation 1.7(6) above will be held by The Association until the final determination of the appeal by an Appeal Board. Following such final determination, the bond shall in all cases be returned to the Appellant in full.
- (10) Notwithstanding the terms of Regulation 3.5 below, in any case where a bond has been lodged with The Association, and the appeal is not pursued by the Appellant to a final determination by the Appeal Board, the Appeal Board shall have a discretion to order the forfeiture of any part or all of the bond, such amount to be paid in full to the Respondent to cover any costs it has so far incurred in responding to the appeal.
- 1.8 Once an appeal has been commenced, it shall not be withdrawn except by leave of the Appeal Board, with such order for costs, or such order in respect of any bond lodged pursuant to Regulation 1.7 above, as the Appeal Board may consider appropriate.

Appeal Proceedings

2.1 An Appeal Board shall proceed as set out below.

2.2 Reference to a party or parties means:

- (1) The appellant (the "Appellant"); and
- (2) The respondent (the "Respondent"), which shall be either the Participant and/ or The Association in the case of an appeal against a decision of the Regulatory Commission, or the Affiliated Association or Competition whose decision is appealed against.

2.3 The Association, whether acting as Appellant or Respondent, shall nominate an individual or individuals to represent it before the Appeal Board.

2.4 The Respondent shall serve a written reply to the Notice of Appeal (the "Response") on an Appellant and the Appeal Board within 21 days of the lodging of the Notice of Appeal.

Where appropriate, the Response must include any application for leave to present new evidence under Regulation 2.6 below.

2.5 The parties shall be entitled to make oral submissions to the Appeal Board but an appeal shall be by way of a review on documents only, without oral evidence, except where the Appeal Board gives leave to present new evidence under Regulation 2.6 below.

Appeal Board proceedings shall be conducted how, when and where the Appeal Board considers appropriate.

Reasonable notice shall be given by the Appeal Board of the date, time and venue of the appeal. An Appeal Board shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

An Appeal Board shall proceed as follows:

2.6 The Appeal Board shall hear new evidence only where it has given leave that it may be presented. An application for leave to present new evidence must be made in the Notice of Appeal or the Response, setting out the nature and the relevance of the new evidence, and why it was not presented at the original hearing. Save in exceptional circumstances, the Appeal Board shall not grant leave to present new evidence unless satisfied with the reason given as to why it was not, or could not have been, presented at the original hearing and that such evidence is relevant. The Appeal Board's decision shall be final.

2.7 The Chairman of an Appeal Board may upon the application of a party or otherwise, give any instructions considered necessary for the proper conduct of the proceedings, including but not limited to

- (1) extending or abridging any time limit;
- (2) amending or dispensing with any procedural steps set out in these Regulations;
- (3) instructing that a transcript be made of the proceedings;
- (4) ordering parties to attend a preliminary hearing;
- (5) ordering a party to provide written submissions. The decision of the Chairman of the Appeal Board shall be final.

2.8 The Appeal Board may adjourn a hearing for such period and upon such terms (including an order as to costs) as it considers appropriate.

2.9 The Appellant shall prepare a set of documents which shall be provided to the Appeal Board and Respondent at least seven days before the hearing and which shall comprise the following (or their equivalent):

- (1) the Charge;
- (2) the Answer;
- (3) any documents or other evidence referred to at the original hearing relevant to the appeal;
- (4) any transcript of the original hearing;
- (5) the notification of decision appealed against and where they have been given the reasons for the decision;
- (6) any new evidence;
- (7) The Notice of Appeal;
- (8) The Reply.

Where the Disciplinary Commission or other body appealed against has not stated the reasons for its decision, either

- (i) The Appellant shall request written reasons from that body which shall be provided to the Appeal Board; or
- (ii) The Appeal Board shall require that a member of the body that made the decision shall attend (in which case, questions may be put by the Appeal Board at a hearing to satisfy itself as to the reasons for the decision. Cross-examination by the Appellant or Respondent shall not be permitted. Representations may be made by the parties to the Appeal Board who may then put questions to the member of the body that made the decision).

2.10 Appeal hearings shall be conducted how, when and where the Appeal Board considers appropriate. Reasonable notice shall be given by the Appeal Board of the date, time and venue of the appeal.

Where an application to present new evidence has been made, the party making the application shall address the Appeal Board in support of the application and the other party may respond; the Appeal Board shall then determine whether or not it will receive the new evidence. The following procedures shall be followed at an appeal hearing unless the Appeal Board thinks it appropriate to amend them:

- (1) The Appellant to address the Appeal Board, summarising its case;
- (2) Any new evidence to be presented by the Appellant;
- (3) The Respondent to address the Appeal Board, summarising its case;
- (4) Any new evidence to be presented by the Respondent;
- (5) Each party to be able to put questions to any witness giving new evidence;
- (6) The Appeal Board may put questions to the parties and any witness giving new evidence at any stage;
- (7) The Respondent to make closing submissions;
- (8) The Appellant to make closing submissions.

2.11 The Appeal Board shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.

2.12 The Appeal Board may, in the event of a party failing to comply with an order, requirement or instruction of the Appeal Board, take any action it considers appropriate, including an award of costs against the offending party.

Appeal Board Decisions

3.1 A decision, order, requirement or instruction of the Appeal Board shall (save where to be made under the Rules of The Association by the Chairman of the Appeal Board alone) be determined by a majority. Each member of the Appeal Board shall have one vote, save that the Chairman shall have a second and casting vote in the event of deadlock.

3.2 The Appeal Board shall announce its decision to the parties as soon as practicable in such a manner as it considers appropriate; and unless it directs otherwise, its decision shall come into effect immediately.

3.3 The Appeal Board shall have power to:

- (i) allow or dismiss the appeal;
- (ii) exercise any power which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed;
- (iii) remit the matter for re-hearing;
- (iv) order that any deposit be forfeited or returned as it considers appropriate;
- (v) make such further or other order as it considers appropriate, generally or for the purpose of giving effect to its decision.
- (vi) order that any costs, or part thereof, incurred by the Appeal Board be paid by either party or be shared by both parties in a manner determined by the Appeal Board.

3.4 Decisions of the Appeal Board shall be final and binding and there shall be no right of further challenge, except in relation to appeals to CAS brought by FIFA or WADA pursuant to the Anti-Doping Regulations, or in respect of the amount of costs any party is ordered to pay by the Appeal Board, as set out below

Other Costs

3.4 Any costs incurred in bringing, or responding to, an appeal shall normally be borne by the party incurring the costs. In exceptional circumstances the Appeal Board may order one party to pay some or all of the other party's costs. Such costs will not include any legal costs. Any applications for such costs must be made at the Appeal Board and must include details of the exceptional circumstances.

3.5 An appeal against only the quantum of costs ordered to be paid shall be heard and determined by a single person appointed by Sports Resolutions Limited (or a similar independent body as determined by The Association from time to time). That person shall decide all matters of procedure for how such an appeal will be conducted.

3.6 An appeal against only the quantum of costs ordered to be paid shall be heard and determined by a single person appointed by Sports Resolutions Limited (or a similar independent body as determined by The Association from time to time). That person shall decide all matters of procedure for how such an appeal will be conducted.

Written Decision

3.7 As soon as practicable after the hearing, the Appeal Board shall publish a written statement of its decision, which shall state:

- (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
- (2) whether or not the appeal is allowed; and
- (3) the order(s) of the Appeal Board.

The written statement shall be signed and dated by the Chairman of the Appeal Board and be the conclusive record of the decision.

3.7 The Appeal Board shall, upon the request of the Appellant or the Respondent (such request to be received at The Association within three days of the date of the announcement of the decision), give written reasons for the decision.

APPENDIX D – THE FOOTBALL ASSOCIATION WOMEN'S NATIONAL LEAGUE CODES OF CONDUCT

The following codes of conduct are to be adopted by all players, coaches, managers and officials of all Clubs within The Football Association Women's National League (FA WNL).

The agreement is made between LFC/WFC (herein known as "The Club") and The Football Association Women's National League (hereinafter known as "The FA WNL").

This code is a framework within which clubs must work. It is series of guidelines and instructions which clubs are required to abide to.

CODE OF CONDUCT FOR MANAGERS / COACHES

- A manager/coach shall comply with the Laws of the Game, the Rules of The Football Association, the Rules of The Football Association Women's National League, the rules of any Competition which they participate in. They shall not encourage or invite any person, including players and officials of the club, to act in breach of the game but shall take all reasonable steps to ensure that they comply with them.
- A Manager/Coach shall use their best endeavours to ensure that they undertake at their Clubs a fair and effective disciplinary policy applicable to players and other persons under their control and that it is applied consistently.
- A Manager/Coach shall take all reasonable steps to ensure that players and other persons under their control accept and observe the authority and decisions of all officials.
- A Manager/Coach shall not make public any unfair decision of any match official or any other manager/coach, player, official of their or another club.
- A Manager/Coach shall conduct themselves at all times in an ethical and professional manner and shall observe the highest standards of integrity and fair play.
- They must respect the rights, dignity and worth of every person and their ultimate right to be treated equitably and sensitively within the context of their activity and ability regardless of gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
- A Manager/Coach shall take all possible steps to promote the reputation of the women's game, Association Football for women and to prevent it being brought into disrepute.
- A Manager/Coach shall adhere at all times to the standard of personal and professional behaviour which reflects credit on themselves, The Football Association and their Club.
- A Manager/Coach must place the well-being and safety of their players above all their considerations, including the development of performance. A Manager/Coach must co-operate fully with other specialists eg. Officials, sports scientists, doctors, physiotherapists in the best interests of the players.
- A Manager/Coach must develop an appropriate working relationship and friendship with all players, most particularly where the player is a young girl.
- The Manager/Coach must not exert undue influence in order to obtain personal benefit or reward, the relationship between manager/coach and player must be based on mutual trust and respect.
- Managers/Coaches must not allow their players to advocate measures which could constitute an unfair advantage. They must never advocate or condone the use of prohibited drugs or other banned performance enhancing substances.
- Managers/Coaches must accept responsibility for the conduct of their performers and discourage inappropriate behaviour in training, Competition and away from the playing area.

PLAYER CODE OF CONDUCT

- The players must abide by the Laws of the Game, the Rules of The Football Association, the Rules of The Football Association Women's National League and the Rules of any Competition in which they participate.
- Players must accept all decisions of Manager/Coach, Match Officials without question or protestation.
- Players must accept success/failure/victory/defeat with good grace and without excessive display of emotion.
- The players shall by no means whatsoever unfairly criticise, disagree, belittle or discredit and player of any other Club.
- Players shall not use foul, abusive or offensive language including racist, sexist or homophobic language, or gestures likely to insult or provoke others.
- The players must not make any comment to the media or publish or cause to be published or broadcasted any comment likely to bring their club or the game of Association Football into disrepute.
- The player must at all times promote favourably Women and Girls Football.
- The player must abide by any rules and regulations as determined by their individual club.

A CODE OF CONDUCT FOR CLUBS

- In all discussion, negotiations and transactions relating to The FA WNL, each club shall also behave towards each other club with the utmost good faith.
- No club either by itself, its servants or agents shall by any means whatsoever unfairly criticise, disparage, belittle or discredit any other Club of The FA WNL or in either case any of its officers or players.
- The FA WNL Management Committee shall have the power to exclude from further participation in the leagues any club or player, official, whose conduct has in their opinion been objectionable.
- Any breach of any provisions of the Codes of Conduct by a club, player, official or any of its servants or agent shall constitute a breach of the Rules of The Football Association Women's National League and shall be dealt with under the procedures set out in League Rules 18.1 and 18.2.

The Football Association wish to acknowledge the valuable contribution of The Football Association Coaches Association and The National Association of Sports Coaches.

APPENDIX E – EXTRACT FROM FIFA REGULATIONS FOR THE STATUS AND TRANSFER OF PLAYERS**CHAPTER XIII. RELEASE OF PLAYERS FOR NATIONAL ASSOCIATION REPRESENTATIVE MATCHES ART. 36.****These are the Principles for women's football:**

1. Clubs are obliged to release their registered players to the representative teams of the country for which the player is eligible to play on the basis of her nationality if they are called up by the association concerned. Any agreement between a player and a club to the contrary is prohibited.
2. The release of players under the terms of paragraph 1 of this article is mandatory for all international windows listed in the women's international match calendar (cf. paragraphs 3 and 4 below) as well as for the final Competitions of the FIFA Women's World Cup™, the women's Olympic Football

Tournament, the championships for women's "A" representative teams of the confederations, subject to the relevant association being a member of the organising confederation, and the confederations' final-round qualification tournaments for the Women's Olympic Football Tournament (maximum release period of 12 days).

3. After consultation with the relevant stakeholders, FIFA publishes the women's international match calendar for that period of two or four years. It will include all international windows for the relevant period (cf. paragraph 4 below). Following the publication of the women's international match calendar, only the final Competitions of the FIFA Women's World Cup™, the women's Olympic Football Tournament, the championships for women's "A" representative teams of the confederations and the confederations' final-round qualification tournaments for the Women's Olympic Football Tournament will be added.
4. There are three types of international windows:
 - a) Type I is defined as a period of nine days starting on a Monday morning and ending on Tuesday night the following week, which is reserved for representative teams' activities. During the type I international window, a maximum of two matches may be played by each representative team, irrespective of whether these matches are qualifying matches for an international tournament or friendlies. The pertinent matches can be scheduled on any day as from Wednesday during the international window, provided that a minimum of two full calendar days are left between two matches (e.g. Thursday/Sunday or Saturday/Tuesday).
 - b) Type II is defined as a period of nine days starting on a Monday morning and ending on Tuesday night the following week, which is reserved for the confederations' qualifying mini-tournaments of representative teams.

During the type II international window, a maximum of three matches may be played by each representative team.
 - c) Type III is defined as a period of ten days starting on a Monday morning and ending on Wednesday night the following week, which is reserved for a friendly tournament of representative teams to be played in February/

March of every calendar year. During the type III international window, a maximum of four matches may be played by each representative team.
5. It is not compulsory to release players outside an international window or outside the Competitions listed in paragraph 2 above that are included in the women's international match calendar.

6. For all three types of international windows, players must be released and start the travel to join their representative team no later than Monday morning and must start the travel back to their club no later than the next Wednesday morning (types I and II) or the next Thursday morning (type III) following the end of the international window. For the confederations' final round qualification tournaments for the women's Olympic Football Tournament, players must be released and start the travel to join their representative team no later than Monday morning before the opening match of the qualification tournament and must be released by the association in the morning of the day after the last match of their team in the tournament. For a final Competition in the sense of paragraphs 2 and 3 above, players must be released and start the travel to their representative team no later than 14 days before the opening match of the relevant final Competition in the morning, and must be released by the association in the morning of the day after the last match of their team in the tournament.
7. The clubs and associations concerned may agree a longer period of release or different arrangements with regard to paragraph 6 above.
8. Players complying with a call-up from their association under the terms of this article shall resume duty with their clubs no later than 24 hours after the end of the period for which they had to be released. This period shall be extended to 48 hours if the representative teams' activities concerned took place in a different confederation to the one in which the player's club is registered. Clubs shall be informed in writing of a player's outbound and return schedule ten days before the start of the release period. Associations shall ensure that players are able to return to their clubs on time after the match.
9. If a player does not resume duty with her club by the deadline stipulated in this article, at explicit request, the FIFA Players' Status Committee shall decide that the next time the player is called up by her association the period of release shall be shortened as follows:
 - a) International window: by two days
 - b) Final Competition of an international tournament: by five days
10. Should an association repeatedly breach these provisions, the FIFA Players' Status Committee may impose appropriate sanctions, including but not limited to:
 - a) Fines;
 - b) A reduction of the period of release;
 - c) A ban on calling up a player(s) for subsequent representative teams' activities.
 - (b) the national association to which the club belongs shall declare the match (or matches) in which the players took part as lost by the club concerned. Any points thus won by the club in question shall be forfeited. Any match contested according to the cup system shall be regarded as having been won by the opposing team, irrespective of the score.

APPENDIX F – SAFEGUARDING CHILDREN POLICY (PREVIOUSLY CHILD PROTECTION)

Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football, thus every club is required to endorse and adhere to The Association's Safeguarding Children Policy.

The Association recognises its responsibility to safeguard the welfare of children and young people who play or participate in football by protecting them from abuse and harm. The Association is committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

The Association recognises that the terms 'child or young person', 'abuse' and 'harm' are open to interpretation and challenge but for the purpose of this Safeguarding Children policy they are defined as follows:

A child or young person shall be defined as: 'anyone who has not yet reached their 18th birthday.'

Abuse shall be defined as: 'a violation of an individual's human or civil rights by any other person or persons and, for the purposes of safeguarding children, shall include physical abuse, emotional abuse, sexual abuse, neglect, bullying and hazing.'

Harm shall be defined as: 'ill treatment and forms of ill treatment (including sexual abuse and forms of ill-treatment which are not physical) and also the impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.'

'Harm' may be caused by acts of commission and acts of omission.

The Safeguarding Children Policy is supported by The Association's Respect programme to address verbal abuse and bullying of youngsters by parents and coaches on the sidelines.

The Association's Safeguarding Children Policy principles are that:

- The child's welfare is, and must always be, the paramount consideration;
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, race, faith, belief or sexual orientation;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
- Working in partnership with other organisations, children and young people and their parents and carers is essential.

The Association is committed to working in partnership with the Police, Children's Services Departments, Local Safeguarding Children's Boards (LSCB) and the Disclosure and Barring Service (DBS) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

The Association's Safeguarding Children Policy is in response to government legislation and guidance, developed to safeguard the welfare and development of children and young people.

Clubs and Leagues with youth teams must appoint a Welfare Officer in line with The Association's affiliation requirements.

All League and Club Welfare Officers are expected to abide by the Code of Conduct for volunteer Welfare Officers.

A: CODE OF CONDUCT FOR VOLUNTEER WELFARE OFFICERS

The role of the Welfare Officers is to:

1. Be clear about the Club's/League's responsibilities when running activities for children and young people.
2. Help those actively involved with children and young people understand what their duty of care means on a day to day basis.

As a Welfare Officer they will act as a role model to others in accordance with the roles and responsibilities of their position, in line with The Association's Rules and Regulations, the Respect codes of conduct for officials and the laws of the game.

In fulfilling the role they accept that within the role of Welfare Officer they will:

- Be child centred at all times and promote a fun safe environment for children and young people
- Follow all of the The Association's policies and in particular procedures for reporting safeguarding concerns including discrimination
- Act appropriately in all situations brought to their attention
- Champion Best Practice within their Club/League
- Communicate and positively engage with the CFA WO on all poor practice/ safeguarding matters brought to the attention of CFA/The FA
- Attend meetings as reasonably required by the Club Committee, Youth League and CFA
- Manage and deal with poor practice issues in an appropriate and timely manner
- Ensure appropriate levels of confidentiality and data security are maintained at all times
- Implement and manage a responsible recruitment process in line with The FA's policy and procedures
- Attend continued personal development (CPD) opportunities as offered by their CFA and show a commitment to keeping their training up to date

If they do not follow the above code any/all of the following actions may be undertaken by their Club, League, County FA or The Association (This is not an exhaustive list):

- Required to meet with the Club/League Committee, YLWO or CFA WO
- Required to follow an action plan monitored by the YLWO/CFA WO
- Required to complete an FA education course
- Imposing a fine or suspension
- Required to leave the Club/League they represent
- Removed from role by the Club/League/County FA/The Association
- On appointment, all League and Club Welfare Officers agree to uphold the Code of Conduct for volunteer Welfare Officers and understand the actions that may be taken should they fail to act in accordance with the Code. In agreeing to fulfil the role they confirm that they meet the criteria outlined within The FAs Suitability Checklist for YLWO/CWOs.

B: WELFARE OFFICER PERSON SPECIFICATION AND SUITABILITY CHECKLIST**1. Person Specification**

- Experience of dealing or working with young people
- Knowledge and understanding of safeguarding children issues¹
- A good communicator in a variety of situations with people from diverse backgrounds
- Committed to and ability to abide by The Association's Rules and Regulations and promote The Association's Respect programme and safeguarding children education
- Empathy when dealing with individuals, sometimes in demanding situations
- Ability to listen and assess situations fairly
- Ability to handle confidential information sensitively and with integrity
- Reasonable level of administration experience and how to deal with confidential documentation
- Willingness to attend any in-service training facilitated by either The Association or the local County FA

2. Suitability Checklist

- Understanding of child protection issues and some knowledge of safeguarding legislation
- Knowledge of and positive attitudes to equal opportunities
- Willing and able to provide relevant current references
- Previous experience of dealing or working with children
- Commitment to treat all children as individuals and with equal concern
- Physical health – appropriate to carry out tasks
- Integrity and flexibility
- At least 18 years of age
- Completion of The Association's Criminal Records Checks (CRC) process and acceptance by The Association of the outcome
- Understanding of the need for confidentiality when dealing with issues
- Reasonable level of administration experience and how to deal with confidential documentation
- Completion of The Association's Safeguarding Children Workshop and Welfare Officer Workshop
- Willingness to update skills and knowledge and attend in-service training facilitated by The Association or the local County FA
- Has signed up to and agree to abide by the Code of Conduct for volunteer Welfare Officer

NB: If anyone is known to be unsuitable to work with children his/her application should be refused by the Club/League. If in any doubt about an applicant contact your County FA Welfare Officer.

More Information and Footnote References:

If you need any further advice or information please contact your County FA Welfare Officer who will be happy to help you. More information about the role of the Welfare Officer is available on www.thefa.com/football-rules-governance/safeguarding and clicking on Welfare Officer FAQs under the Welfare Officer section and also on the Respect pages under 'My Role' simply click on Welfare Officer.

- 1: This can be gained through The Association's Safeguarding Children Education Programme; see www.thefa.com/football-rules-governance/safeguarding for further information or speak to your County FA Welfare Officer.
- 2: The Association's Policy on CRCs has been amended in light of the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012. For more information please visit www.thefa.com/football-rules-governance/safeguarding/criminal-records-checks or e-mail FAchecks@thefa.com or call 0845 210 8080.
- 3: Some people with a history of offending can still be considered for roles in football that involve children. For more information please visit www.thefa.com/football-rulesgovernance/safeguarding/criminal-records-checks or e-mail FAchecks@thefa.com or call 0845 210 8080.

The Association reserves the right to prevent an individual from becoming a Welfare Officer or remaining as a Welfare Officer where it deems the individual does not meet the suitability criteria, or it reasonably believes there is another compelling reason why that individual is not suitable.

APPENDIX G – GUIDE TO MARKING REFEREES

The mark awarded by a club must be based on the Referee's overall performance. It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The Referee's performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

Mark Range	Comment
100-86	The Referee demonstrated very accurate decision-making and controlled the game very well using management and communication skills effectively to add value to the game.
85-76	The Referee demonstrated accurate decision-making and controlled the game well using management and communication skills to contribute positively to the game.
75-61	The Referee demonstrated reasonably accurate decision-making and despite some shortcomings generally controlled the game well.
60 and below	The Referee demonstrated shortcomings in the accuracy of decision-making and control which affected the game.

Notes

- Club officials should use the full range of marks within each category to help distinguish between different performance levels, e.g. within the 85-76 category a mark of 84 indicates a better performance than a mark of 77.
- While some Referees may have below average performances, there will usually have been some positive aspects of their performance, so extremely low marks should be very rare.
- When club officials are marking a Referee, they should always look at the game as a whole and not isolated decisions. The result of the match should not influence the mark and disciplinary action should be judged objectively.
- When a mark of 60 or lower is awarded, an explanation must be provided to the Competition using the box provided on the marking form. The purpose of this is to assist Referees to improve their performance levels, so the comments should be as helpful as possible.

HOW TO DECIDE ON A REFEREE'S MARK

The following questions focus on the key areas of a Referee's performance. They are intended as an "aide memoire", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the Referee.

Control and decision making:

- How well did the referee control the game?
- Were the players' actions recognised correctly?
- Were the Laws applied correctly?
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the Referee always within reasonable distance of incidents?
- Was the Referee well positioned to make critical decisions, especially in and around the penalty area?
- Did the Referee understand the players' positional intentions and keep out of the way accordingly?
- Did the Referee demonstrate alertness and concentration throughout the game?
- Did the Referee apply the use of the advantage to suit the mood and temperature of the game?
- Was the Referee aware of the players' attitude to advantage?
- Did the Referee use the assistants effectively?
- Did the officials work as a team, and did the referee lead and manage them to the benefit of the game?

Communication and Player management:

- How well did the referee communicate with the players during the game?
- Did the Referee's level of involvement/profile suit this particular game?
- Did the Referee understand the players' problems on the day – e.g. difficult ground/weather conditions?
- Did the Referee respond to the changing pattern of play/mood of players?
- Did the Referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the Referee pro-active in controlling of the game?
- Was the Referee's authority asserted firmly without being officious
- Was the Referee confident and quick thinking?
- Did the Referee appear unflustered and unhurried when making critical decisions?
- Did the Referee permit undue questioning of decisions?
- Did the Referee deal effectively with players crowding around after decisions/incidents?
- Was effective player management in evidence?
- Was the Referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the referee negatively?

Final Thoughts

- Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- Judge the performance over the whole game. Don't be too influenced by one particular incident.
- Don't mark the Referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.

APPENDIX H – WINTER WOMEN'S PYRAMID OF FOOTBALL GROUND GRADING DOCUMENT

GRADING CATEGORY A

STEP W1 – FA WNL NORTHERN AND SOUTHERN PREMIER DIVISIONS

1. Ground

The ground must give an overall appearance and impression of being a football ground suitable for the highest levels of the Winter Women's Pyramid of Football.

1.1 Security Of Tenure

Where a club does not own the freehold of their ground then evidence of adequate security of tenure for one Season must be provided.

1.2 Boundary Of Ground

The ground must be enclosed by a permanent boundary, which will prevent spectators from viewing the game from outside the ground.

In certain circumstances one side of the ground, which adjoins private land/property, may be exempt from the need for a permanent boundary.

1.3 Club House

There must be a clubhouse facility as part of the complex, which should be open on match days to provide refreshments to spectators.

1.4 Car Parking

There should be adequate car parking facilities on or near-by to the ground.

1.5 Pitch Perimeter Barrier

There must be a permanent fixed barrier of sound construction surrounding the pitch on all four sides of the pitch. The recommended height of the barrier is a minimum of 1.1 metres.

The barrier, if other than solid wall type of construction may be infilled. Advertising boards may be acceptable as a means of infill.

There must be a minimum of 1.83 metres, ideally 2 metres between the touchline, goal line and the pitch perimeter barrier.

1.6 Pitch Standards

The playing surface will be grass, unless otherwise authorised by the respective league Management Committee, and must be of a high standard. It must be level and free from surface depressions and excessive undulations.

The maximum slope allowable shall not exceed an even gradient of vertical to horizontal 1:41 in any direction.

The playing surface must be maintained to the highest possible standards.

Where 3G Football Turf Pitches are installed they must meet the FIFA 1 Star/IATS performance standards and be listed on the FA's Register of Football Turf Pitches. To meet the criteria a Football Turf Pitch must pass a test annually for FA Competitions as defined in the FIFA Quality Concept for Football Turf. The performance test must be completed by no later than 28th February each year and the result and details submitted to the FA and League by 31st March. Any remedial work must be carried out once the Season ends and the pass Performance Test Certificate submitted to The FA and League by 31st May. On receipt of the pass certificate, The FA will add the pitch to the register.

A Club using a new generation rubber infill pitch must allow their opposition the opportunity to train on the facilities at least one hour prior to the fixture. Players must wear suitable footwear.

1.7 Playing Area

The playing area to be a minimum of 100 metres by 64 metres (110 yards x 70 yards) and should conform to the requirements of the Laws of the Game.

Goal posts and goal net supports should be of professional manufacture and conform to the current safety requirements and to the requirements of the Laws of the Game.

Reference should be made to the Goalpost Safety information published by The Football Association.

1.8 Technical Area

Two covered trainers benches clearly marked "Home" and "Away" are to be provided. They should be at least 3 metres apart. Each box should accommodate at least 8 persons on fixed seats or benches.

Portable trainers' boxes are permitted and must be securely fixed when in use.

A Technical Area, as defined within the Laws of the Game should be marked out round each trainer's box.

1.9 Secure Walkway

Clubs are to provide for safe passage for players and match officials from the dressing rooms to the field of play, which should be adequately stewarded. The use of protection designed products such as retractable tunnels or permanent structures to separate players and spectators are acceptable.

1.10 Floodlighting

Floodlights must be provided to an average lux reading of 120. No single reading can be less than one quarter of the highest reading so as to ensure an even spread of light.

Reading shall be on a grid of 88 markings (8 across, 11 down) evenly spaced with the outside readings falling on the pitch boundary line. The average of all the readings is taken to be the average illumination level in lux of the floodlighting installation.

The lux values must be tested every two years in accordance with current guidelines by an approved independent contractor.

When new or improved installations are being planned, an average lux. reading of 180 should be provided.

1.11 Public Address System

A public address system must be provided with adequate output to convey information to all spectator areas.

1.12 Entrances

There should be at least 1 fully operational turnstile, which must be of the controlled revolving type or a pay box where a charge for entry to the ground can be taken.

1.13 Exits

The location and number of ground exits must be approved by a competent authority and comply with the requirements of the Guide to Safety at Sports Grounds (Green Guide).

All exits must be clearly signed with "running man" signs.

2. Spectator Facilities

2.1 Covered Standing/Seated Accommodation

Covered accommodation constructed of timber/steel/brick/concrete or any combination of these materials should be provided for a minimum of 100 spectators (seated or standing).

2.2 Toilets

The following minimum toilet facilities must be provided:

- 2 Ladies WC's
- 1 Gents WC
- 2 Urinals or equivalent

In addition, there must be at least one hand basin in each Ladies and Gents toilet area with hot and cold running water. Warm air hand driers and/or paper towels with an appropriate dispenser together with a supply of toilet paper must be provided.

All toilet areas to be maintained to a high level of cleanliness.

2.3 Disabled Facilities

The club must be able to accommodate disabled spectators in accordance with the requirements of the Disability Discrimination Act 1995.

Reference should be made to the Information/Data Sheets by both The Football Association and the Football Foundation.

3. Dressing Room Facilities

All dressing room areas must be maintained to a high standard of cleanliness and be heated, well ventilated, free from damp and secure on match days.

3.1 Players

Separate dressing rooms must be provided for both teams within the enclosed area of the ground. Existing dressing rooms dimensions will be in order provided that they are of a minimum of 12 square metres.

However, clubs wishing to progress should be aware of the need to increase to a minimum of 18 square metres. Where clubs are planning to build new changing rooms, these must be planned to be a minimum size of 18 square metres, excluding shower and toilet areas.

Each dressing room must have the following:

- A shower area comprising of at least 4 showerheads
- At least 1 WC and 1 wash hand basin together with a warm air hand drier and/or paper towels in an appropriate dispenser.
- All must have hot and cold running water
- There must be access to a treatment table for both the Home and Away teams.

3.2 Match Officials

Separate dressing rooms must be provided for match officials, the minimum size of which shall be 4 square metres excluding shower and toilet areas.

Each dressing room must have the following:

- At least 1 shower
- At least 1 WC and 1 wash hand basin together with a warm air hand drier and/or paper towels in an appropriate dispenser.
- Provision should be made for separate changing accommodation for both male and female match officials.
- There must be an audible electronic warning device (bell or buzzer) located in the match official's dressing room, which is linked to the player's dressing rooms.

All dressing room areas to be maintained to a high level of cleanliness and secure on match days

3.3 Press Facilities

Facilities for the press should be available when required

4. Medical

There must be a suitable qualified person (minimum F.A. Save a Life) in attendance.

All clubs must provide first aid equipment at their ground.

APPENDIX I – WINTER WOMEN'S PYRAMID OF FOOTBALL GROUND GRADING DOCUMENT

GRADING CATEGORY – B

STEP W2 – FA WNL DIVISION ONE

1. Ground

The ground must give an overall appearance and impression of being a football ground suitable for the highest levels of the Women's Pyramid of Football.

1.1 Security Of Tenure

Where a club does not own the freehold of their ground then evidence of adequate security of tenure for one Season must be provided.

1.2 Club House

There must be a clubhouse facility as part of the complex, which should be open on match days to provide refreshments to spectators.

1.3 Car Parking

There should be adequate car parking facilities on or near-by to the ground.

1.4 Pitch Perimeter Barrier

There should be a permanent fixed barrier of sound construction surrounding the pitch on all four sides of the pitch. The recommended height of the barrier is a minimum of 1.1 metres.

An athletics track may be viewed as a suitable barrier.

1.5 Pitch Standards

The playing surface will be grass, unless otherwise authorised by the respective league Management Committee, and must be of a high standard. It must be level and free from surface depressions and excessive undulations.

The maximum slope allowable shall not exceed an even gradient of vertical to horizontal 1 : 41 in any direction.

The playing surface must be maintained to the highest possible standards.

Where 3G Football Turf Pitches are installed they must meet the FIFA 1 Star/IATS performance standards and be listed on the FA's Register of Football Turf Pitches. To meet the criteria a Football Turf Pitch must pass a test annually for FA Competitions as defined in the FIFA Quality Concept for Football Turf. The performance test must be completed by no later than 28th February each year and the result and details submitted to the FA and League by 31st March. Any remedial work must be carried out once the Season ends and the pass Performance Test Certificate submitted to The FA and League by 31st May. On receipt of the pass certificate, The FA will add the pitch to the register.

A Club using a new generation rubber infill pitch must allow their opposition the opportunity to train on the facilities at least one hour prior to the fixture. Players must wear suitable footwear.

1.6 Playing Area

The playing area to be a minimum of 95 metres by 50 metres (105 yards x 55 yards) and should conform to the requirements of the Laws of the Game.

Goal posts and goal net supports should be of professional manufacture and conform to the current safety requirements and to the requirements of the Laws of the Game.

Reference should be made to the Goalpost Safety information published by The Football Association.

1.7 Technical Area

Two covered trainers benches clearly marked "Home" and "Away" are to be provided. They should be at least 3 metres apart. Each box should accommodate at least 8 persons on fixed seats or benches.

Portable trainers' boxes are permitted and must be securely fixed when in use.

A Technical Area, as defined within the Laws of the Game should be marked out round each trainer's box.

1.8 Secure Walkway

Clubs are to provide for safe passage for players and match officials from the dressing rooms to the field of play, which should be adequately stewarded. The use of protection designed products such as retractable tunnels or permanent structures to separate players and spectators are acceptable.

2. Dressing Room Facilities

All dressing room areas must be maintained to a high standard of cleanliness and be heated, well ventilated, free from damp and secure on match days.

2.1 Players

Separate dressing rooms must be provided for both teams within the enclosed area of the ground. Existing dressing rooms dimensions will be in order provided that they are of a minimum of 12 square metres.

However, clubs wishing to progress should be aware of the need to increase to a minimum of 18 square metres. Where clubs are planning to build new changing rooms, these must be planned to be a minimum size of 18 square metres, excluding shower and toilet areas.

Each dressing room must have the following:

- A shower area comprising of at least 4 showerheads
- At least 1 WC and 1 wash hand basin together with a warm air hand drier and/or paper towels in an appropriate dispenser.
- All must have hot and cold running water

There must be access to a treatment table for both the Home and Away Clubs.

2.2 Match Officials

Separate dressing rooms must be provided for match officials, the minimum size of which shall be 4 square metres excluding shower and toilet areas.

Each dressing room must have the following:

- At least 1 shower
- At least 1 WC and 1 wash hand basin together with a warm air hand drier and/or paper towels in an appropriate dispenser.
- Provision should be made for separate changing accommodation for both male and female match officials.
- There must be an audible electronic warning device (bell or buzzer) located in the match official's dressing room, which is linked to the player's dressing rooms.

All dressing room areas to be maintained to a high level of cleanliness and secure on match days

3. MEDICAL

There must be a suitable qualified person (minimum F.A. Save a Life) in attendance.

APPENDIX J - GUIDE TO THE PRELIMINARY GROUP STAGE FOR RESERVE LEAGUE CUP

1. The Preliminary Group Stage

- (a) The group stage shall consist of 8 groups of 5 or 6 teams
- (b) Each Club shall play the other Clubs in its Group once.
- (c) Points will be awarded as follows:
 - (i) A club which wins a group match receives 3 points
 - (ii) Clubs which draw a group match receive 1 point each
- (d) The position of each Club in the Group shall be determined in the order set out below with the Club placed highest being the Club which has:
 - (i) The highest number of points;
 - (ii) A superior goal difference (which shall be calculated as follows: the goals scored against each Club shall be deducted from the goals scored by that Club and the Club with the largest positive or smallest negative difference shall be placed the highest);
 - (iii) scored the most goals;
 - (iv) won the most matches in the Group Stage;
 - (v) better playing record against the other Club in their Group match; and
 - (vi) the drawing of lots
- (e) Clubs will progress to a particular knock out stage depending on their final position in the group:
 - (i) First and second place in each group will progress to the FA WNL Reserve Cup Competition knockout rounds
 - (ii) All other teams will progress to the FA WNL Reserve Plate Competition knockout rounds

2. The Reserve Cup & Plate Competitions

- (a) The Reserve Cup knockout stage will consist of:
 - (i) Eight round of 16 matches
 - (ii) Four quarter final matches
 - (iii) Two semi final matches
 - (iv) The final
- (b) The Reserve Plate knockout stage will consist of:
 - (i) Fourteen round one matches
 - (ii) Eight round of 16 matches
 - (iii) Four quarter final matches
 - (iv) Two semi final matches
 - (v) The final

3. Failing to Fulfil Matches

- (a) Failure to fulfil a game in the preliminary group stage will lead to the match being awarded to the opposition and a fine as per a reserve league match (see tariff table)
- (b) Failure to fulfil 3 or more group stage games will result in a team being excluded from the Reserve Cup or Plate Competition

