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FOREWORD

This booklet contains the Directives issued for the Contributory Leagues for Season 2009-10.

Also contained within this booklet are those Competition Rules for the Contributory Leagues specifically relevant to Match Officials, as provided by the respective Leagues. Any queries pertaining to these Rules should be addressed to the appropriate League Secretary.

A set of standardised rules has been drawn up and adopted by the Contributory Leagues. The relevant sections are reproduced here, together with a list of the permissible variations applicable to each League.

Referees are to report all breaches of League Rules and Directives using the Referees' Report form.

Match Officials, Assessors and Club Officials are to ensure that they are fully conversant with the content of this book, which should be read in conjunction with the Laws of Association Football.

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Professional Game Manager

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1. Safety and Security Briefing of Match Officials

1. Introduction

The majority of matches played at this level of football are “police and steward free” and will not necessitate a formal briefing between the match officials and the Safety Officer. Much of what is written in this directive will not apply to those games. On these occasions, it will suffice for the Safety Officer, or his deputy, to make a courtesy contact with the match officials, prior to the commencement of the game.

However, it is possible there may be matches that take place where there needs to be a pre-match security briefing involving the Club Safety Officer and/or the Police Commander. This directive has been compiled to facilitate the smooth running of such matches and it is to this type of match that the directive refers.

Historically, it was agreed that a number of misconceptions had arisen about the role of the various parties and that some streamlining was possible which would enhance the efficiency of any response to an emergency. The removal of any misunderstanding can only benefit the co-operation between match officials and stadium safety and security practitioners.

It is, therefore, to be hoped that the following will assist in this respect and, indeed, some may regard much of this as a statement of the obvious. It must be emphasised that there is no intention to intrude upon the discharge of duties imposed upon individuals either by statute or the Laws of the Game. The ultimate decision in these matters always rests with the responsible person and consistency, although generally desirable, should never override the particular demands of the occasion.

2. Responsibility

Following publication of the Taylor Report, it became accepted that the responsibility for matters relating to safety at the stadium rests with the Club in the shape of the Safety Officer, although the police remain responsible for public order issues. This principle applies just as much at this level of football, as it does at the higher levels of the game.

Some Clubs at this level attract a large support and even at away games, a substantial part of that crowd travels to support its team. The potential size of the crowd may prompt greater arrangement to be made for the policing or stewarding of such a gathering. In this case, the

Safety Officer, or a deputy, will obviously carry out the briefing of match officials. Where police are present, the Safety Officer will normally take the lead at a joint briefing. In such situations, the Safety Officer has full authority in relation to such matters as a delay in the kick off time or the suspension/abandonment of the match for reasons of public safety or security.

The powers and duties of the Referee are, of course, clearly defined in the Laws of the Game and in junior matches played on public pitches, these will often extend to matters fundamental to the staging of the game. However, in matches at this level, where there is a Safety Officer and/or police involvement, the Referee's role is restricted to matters relating to the actual playing of the game. The Referee should naturally be consulted and should be kept apprised on issues having a bearing on kick off time etc. so that the players may be kept informed accordingly. He will also submit a full report on any such matters to the relevant football authorities.

3. The Involvement of Police or Club Safety Management on the Field of Play.

The principles relating to the involvement of the Police and/or club safety management in matters on the field of play are as follows:

- (i) It is acknowledged that match officials are, and should be, responsible for dealing with incidents on the field of play. As a general rule, the primacy of the Referee on the field of play should be maintained.
- (ii) Whilst the police or stewards should not normally encroach on to the field of play, they will always reserve the right to intervene should the circumstances warrant it in the interests of safety or public order.
- (iii) The types of conduct which might lead to the involvement of the police or club safety management include:-
 - a) violent or abusive behaviour directed towards other persons on the pitch
 - b) Words or behaviour of players likely to inflame spectators
 - c) Words or behaviour of bench personnel likely to inflame spectators

4. Briefing of Match Officials

There is unanimous agreement that, given that match officials are aware of the general principles applied in relation to safety and security within the stadia, there remains information specific to a particular stadium or match which needs to be transmitted to them. The experience of Referees at the higher level of the game is that they prefer to receive as much of this information as possible ahead of the match to allow them to give it the attention it warrants. This is no different at Contributory Leagues' level. On match day, as kick off approaches, the match officials are inevitably focusing on the game itself and it becomes more difficult to absorb more than a limited number of key points.

It is, therefore, recommended that the transmission of safety and security information be accomplished in two stages – firstly, in written form by post ahead of the match and secondly, at a short match-day briefing.

5. Advance Safety and Security Information

The information which is sent in advance, possibly with tickets, car park passes etc., may include both details of stadium arrangements which may apply for all matches and any matters specific to any fixture in question. The following list does not claim to be exhaustive but follows the general principle that the Referee should be in possession of sufficient information to enable the match day briefing to be restricted to updating and the reinforcement of key elements.

- (i) Introduction of the Safety Officer of himself and senior colleagues.
- (ii) Car parking arrangements for match officials (if any). It is considered undesirable for their parking bays to be marked in any way unless in a completely sterile area. Details of the availability of an escort back to these vehicles after the match (if required).
- (iii) A plan of the stadium, with a general indication of the location of visiting supporters.
- (iv) Details of the Club's strategy in the event of spectator incursions, both individual and multiple and, in particular, the protection to be afforded to match officials in such situations.

- (v) The standard procedure for preserving the privacy of match officials in their dressing rooms as well as any escort provided to and from the pitch.
- (vi) Basic information with regard to emergency evacuation procedures and what is required of the Referee in such situations. The method of informing the Referee in such situations. (It is unwise to rely on the Referee or Assistant Referees' ability to hear a coded message broadcast on the public address system).
- (vii) If a Police Commander is present, any information, whether of a general nature, or specific to the particular match, which he wishes to draw to the attention to the match officials.
- (viii) Categorisation of the match. In the case of a "police free" match, the likely response time for a police presence, should it be required.
- (ix) Confirmation of the location of the Safety Officer and the procedure to be adopted in the event of a delay to kick off being necessary. (Whilst the Referee would naturally be kept apprised of any developing situation which might lead to a delay, it is accepted that on occasions unanticipated events might occur which preclude a warning. Ideally, notification of a delay should not be later than 15 minutes prior to kick off.)
- (x) Any special procedures in relation to players dismissed from the field of play necessitated by the stadium layout.
- (xi) Confirmation of the general division of responsibilities, with particular reference to the control of players and officials (both on the field and on the team benches) resting with the Referee, subject to the principles outlined above in Section 3 (i), (ii) and (iii).
- (xii) Although some Safety Officers may not regard the arrangements for dealing with injured players as part of their responsibility, this has generally been incorporated into the pre match briefing and, therefore, details of the position of any stretcher bearers may be included.
- (xiii) Any information relevant to the particular match currently available which might be of interest or benefit to the Referee.

6. Match Day Briefing

This should take place in private, but not necessarily in the Referee's room. There are obvious advantages from utilising the pitch or, in inclement weather, the players' tunnel to be able to point out the various features of the stadium.

Whether or not the briefing is a joint effort on the part of the Safety Officer and Police Commander or their deputies or is conducted solely by the Safety Officer (or deputy) will vary from ground to ground or match to match. However, it is recommended that, other than in exceptional circumstances, it should not last more than two to three minutes **and be completed 60 minutes prior to kick off**, covering issues such as the following:-

- (i) An update on the anticipated attendance
- (ii) Any intelligence regarding problems which may impinge upon the progress of the match
- (iii) Introduction of key personnel with whom the Referee might have dealings, particularly the individual, whether police officer or Club representative, who will be responsible for conveying urgent messages to the Referee either direct or through one of the Assistants.
- (iv) Reinforcement of any issues already covered in writing, but which are felt worthy of emphasis.
- (v) Response to any questions from the match officials.

An earlier match day briefing time, if more convenient, may be fixed in consultation with the Referee.

7. Post Match Reporting

If an incident occurs during a match that is likely to be the subject of a report to The Football Association, the Safety Officer (or Police Commander), either directly or through a representative, should make contact with the Referee after the match has ended. If this is to be the case, the Referee should indicate to The Football Association, in writing, the general nature of the incident together with the name and contact number of the person making the

report. In the event that the Referee and/or the Assistant Referees viewed the incident, a report should be sent to The Football Association describing the incident as they witnessed it.

Similarly, should any of the match officials be contemplating a report to The Football Association relating to safety or security matters, this intention should be made known to the Police Commander or Safety Officer or one of their representatives. The name and function of the person informed should be noted.

2. The Role of the Fourth Official

- A Fourth Official will be appointed to certain rounds of FA Competitions and all matches in the FA Premier League and the Football League and National Conference. The Football Association may also appoint a Fourth Official to a Contributory League match. The Fourth official actively officiates if any of the three match officials are unable to continue
- If the Fourth Official is a Referee he may replace any of the three match officials if they are unable to continue
- The Fourth Official shall be conscious of competition rules and act accordingly

Before the Match

The Fourth Official:

- shall ensure that only those personnel named on the official teamsheet occupy the Technical Area
- shall remind all named personnel within the Technical Area that they must remain within the confines of that area during the match and act in a responsible manner and also remind them that only one person at a time is authorised to convey tactical instructions from the Technical Area.
- shall instruct the physio/doctor that they must not enter the field of play without first receiving the permission of the Referee
- will ascertain, prior to the match, the location he will occupy near to the touchline, between the Technical Areas where possible, for the duration of the game
- will ensure that the electronic number boards (where provided) or other communication facilities used for the substitution of players and for indicating 'time-allowed' are in place
- shall check the pressure of all the replacement footballs. He will provide a replacement football, on the instruction of the Referee except in matches where the multiple ball system is in use.
- shall listen to the pre-match instructions issued by the Referee and ascertain what procedure should be followed if the Referee or one of the Assistant Referees are unable to continue

During the Match

The Fourth Official

- assists the Referee at all times. He shall maintain frequent eye contact with the match officials
- will indicate to the Referee when the wrong player is cautioned because of mistaken identity or when a player is not sent off having been seen to be given a second caution
- will bring to the attention of the Referee acts of violent conduct which occur out of the view of the Referee or Assistant Referees
- shall keep a full record of the game, including details of any players cautioned or sent-off
- shall be in charge of substitutions and whether the substitutes equipment is in order. He shall indicate substitutions by holding up, to display the numbers, the number board provided for this purpose. The Fourth official shall record the exact times that substitutions are made
- Shall not communicate their estimation of the allowance for time lost to the Referee but await the Referee's instruction of the minimum amount of time to be allowed. The Electronic substitution board, if available, is not to be used as a method of communicating, to the Referee, a confirmatory signal. On 45 and 90 minutes display the amount of 'time allowed' on the board/substitute number boards provided
- will monitor the entry into the field of play by the physio/doctor/stretchers bearers allowing such entry only with the permission of the Referee
- will supervise the Technical Area to maintain order and inform the Referee of **irresponsible** behaviour by any occupant of the Technical Area. **Irresponsible behaviour** may be defined as, but not exclusive to:
 - any person who leaves the Technical Area to remonstrate with the Referee, an Assistant Referee, opponents or members of the opposition Technical Area
 - any act of abusive, insulting, offensive or threatening language and/or gesture
 - persistently failing to comply with the Laws of the Game, League Regulations, Competition Rules or the request of the Fourth official
- should advise the Referee of any verbal abuse from occupants within the Technical Area
- is expected to control the Technical Area in a preventative rather than confrontational manner. If the occupants of the Technical Area indulge in serious misconduct the Fourth official must inform the Referee immediately
- Is expected to stand, where this is practicable, during the game

After the Match

The Fourth Official

- shall subject to the instructions of the Referee position himself appropriately to enable supervision of the players and officials through the tunnel area to the dressing rooms and act as witness if any incident occurs
- shall assist the Referee in the preparation of a full match report, including details of misconduct, substitutions, and other incidents as required.
- shall advise the Referee of any breach of the Technical Area regulations
- shall submit a report to the appropriate authorities on any misconduct or other incident, which has occurred out of the view of the Referee and the Assistant Referee. The Fourth official must advise the Referee of any reports being made

The Fourth official assists the Referee and Assistant Referees at all times. This will involve being pro-active in any dealings with players, substitutes and club officials, especially during the match.

3. Players Equipment - Safety

Match Officials are reminded that Law 4 states: "A player must not use equipment or wear anything which is dangerous to himself or another player including any kind of jewellery."

- **All items of jewellery (necklaces, rings, bracelets, earrings, leather bands, rubber bands etc.) are strictly forbidden and must be removed. Using tape to cover jewellery is not acceptable.**
- Under-shorts worn by players, are to be of the same main colour as the shorts.
- If undergarments (shirts or shorts) are worn, the colour must be the same main colour as the playing kit or shorts. If a long sleeved under garment is worn the sleeve colour must be the same colour as the sleeve of the short sleeved shirt.
- Please note that under garments and thermal shorts may contain clothing manufacturer's marks but must not exceed an area of 20 square centimetres and **must not be visible outside playing kit** during the period of a match.
- Match Officials are also to incorporate a footwear inspection into the pre-match safety check of players' equipment. This will take place in the tunnel immediately prior to the game.

Boot manufacturers have recently been experimenting with designs and some give cause for concern. The use of blades on the sole of the boot is an example of such concern.

The Football Association have offered the following guidelines:

"When inspecting footwear officials are to be alert to the possibility of the edge of the blade developing rough areas on either the plastic or metal used in their construction.

These burrs are very sharp and have been the cause of lacerations on opponents. If match officials are concerned over the condition they should refuse to sanction their use until they have been made safe.

If evidence emerges during the game e.g. torn stockings, lacerations, you may wish to follow up the inspection with the player(s) concerned during a stoppage."

Referees are to report any instance where the kick-off has been delayed, as a result of the footwear inspection.

4. Entrance to and Exit from the Field of Play

Match officials are to lead the teams on to the field of play and are not to leave the playing area at half time or at full time until all the players and team officials from both sides have left the playing area unless the Referee feels there are exceptional circumstances, which necessitate an earlier exit from the field of play.

Law 12 now defines that the Referee has the authority to take disciplinary sanctions, as from the moment he enters the field of play until he leaves the field of play after the final whistle. This definition makes it clear that the authority of the Referee in terms of issuing disciplinary sanctions starts as he enters the field of play and ends when he leaves the field of play. Any incidents after the final whistle which merit cautions or dismissals will be punished in the appropriate way. Offences in the technical area or tunnel after the Referee has left the field of play will be reported as misconduct. It is therefore important that the Referee is first on to the field of play and the last to leave

5. Control of Trainers Benches and Technical Area

Definition of Terms

'Technical Area'

The 'Technical Area' extends 1m (1yd) on either side of the designated seated area and extends forward up to a distance of 1m (1yd) from the touch line. Clear, correct markings are to be used to define this area, including a centre line to divide technical areas that abut each other.

'Trainers Bench'

The 'Trainers Bench' relates to the seating area within the Technical Area also known as 'team bench', 'dugout' or other means of housing or protecting those Managers, coaches, substitute players and support staff, named on the team sheet, during a match

All clubs must provide separate trainers benches adjacent to the pitch for the sole use of team officials, medical staff, substitute players (and any substituted players) for both the Home and Visiting Club. Trainers benches shall have direct access onto the field of play, and be within the marked Technical Area.

- Only those team officials and substitutes (and any substituted player) listed on the team sheet may occupy the trainers bench
- **Only one person at a time** is authorised to convey tactical instructions from the Technical Area (IFAB amendment May 2009).
- Failing to comply with the reasonable requests from the Match Official(s) in this respect may be considered as irresponsible behaviour.
- With the exception of the team official conveying tactical advice and any substitutes who are warming up or warming down, all other personnel are to remain seated on the trainers bench
- The role of the coach is only to convey decisions of a tactical nature to his team, he is not permitted to comment on the decisions of the Referee, the Assistant Referees or the actions of his opponents. To do so may be considered as irresponsible behaviour.
- It is acknowledged that, in addition to the persons named on the team sheet, some clubs employ additional support staff. It is not permitted for these persons to occupy any part of the Technical Area, the tunnel area or the area immediately adjacent to the field of play

and the Technical Area. The only persons permitted in this area are those persons 'authorised' by the home club and bearing identification to that effect (Medical staff, stewards, police officers, etc), Match Officials shall ensure compliance and have the power to request the removal of unauthorised personnel.

- Where appointed, the Fourth Official has the authority to inform the Referee of irresponsible behaviour by any occupant of the Technical Area / Trainers Bench, the Referee is required to apply such disciplinary sanctions as is appropriate and report his actions to the appropriate authority.

6. Substitution Procedures

The following procedures are to be adopted in FA Competitions where a Fourth Official is appointed:

- The Fourth Official shall be in charge of all substitutions
- He shall receive a completed substitution form, with the correct numbers of both the substitute and the player being replaced, from the team representative preparing to make the substitution, before the substitution takes place
- The Fourth Official will be responsible for checking that the substitute's equipment is in order before they enter the field of play. If their equipment does not comply he will inform them of the changes that need to be made before the substitution can take place. The substitution will not be sanctioned until the equipment has been rectified and checked.
- When a substitution is to take place the Referee or Assistant Referee may be required to assist the Fourth Official. This is left to the discretion of the Referee but must be made clear prior to kick off
- If the Referee is carrying out disciplinary action a substitution will not take place until the disciplinary process has been completed

Where a Fourth Official is not appointed the Referee will be responsible for ensuring the substitution procedures are correctly carried out.

Warming Up

- A maximum of 3 substitutes from each side may warm up at any one time where sufficient space permits
- The Referee (or the Fourth Official, where appointed) will indicate exactly where the substitutes may warm up
- The substitutes must conduct themselves in an appropriate manner at all times whilst warming up, giving the Assistant Referee room to carry out his duties. The Referee (or Fourth Official where appointed) may reduce the number of substitutes permitted to warm up at any one time where the actions of the substitute is deemed to be interfering with the duties of the Assistant Referee.

7. Treatment of Injuries

The Laws of Association Football and FIFA instructions indicate that any player requiring treatment must be given such treatment **off the field of play**, with the least delay possible being made in the progress of the match. These guidelines outline the procedures to be adopted.

(The Football Association, Medical Education Centre, suggest as a guide it would take a skilled Therapist from 20 – 50 seconds to carry out an assessment but it may take longer for the more serious or complicated injuries or for head injuries.)

Referees must follow the instruction below when dealing with injured players:

- Play is allowed to continue until the ball is out of play if a player is, in his opinion, only slightly injured
- Play is stopped if, in his opinion, a player is seriously injured or receives a head injury
- After stopping play for a serious injury or when recognising the need for medical attention to a player the Referee authorises up to two medical representatives to enter the field of play to assess the injury only and arrange for the player's safe and swift removal from the field of play
- The stretcher-bearers should enter the field with a stretcher at the same time as the doctors to allow the player to be removed as soon as possible
- The Referee ensures an injured player is safely removed from the field of play
- A player is not allowed to be treated on the field
- Any player bleeding from a wound must leave the field of play. He may not return until the Referee or, if appropriate, 4th Official (where appointed) is satisfied that the bleeding has stopped
- As soon as the Referee has authorised the doctors to enter the field, the player must leave the field, either on the stretcher or on foot. If a player does not comply he is to be cautioned for unsporting behaviour
- An injured player may only return to the field of play after the match has started
- An injured player may only re-enter the field from the touch line when the ball is in play. When the ball is out of play, the injured player may re-enter from any of the boundary lines
- The Referee alone is authorised to allow an injured player to re-enter the field whether the ball is in play or not
- If play has not otherwise been stopped for another reason, or if an injury suffered by a

player is not the result of a breach of the laws of the game, the Referee restarts play with a dropped ball

- The Referee allows for the full amount of time lost through injury to be played at the end of each period of play

Exceptions to this ruling are made only for:

- Injury to a goalkeeper
- When a goalkeeper and an outfield player have collided and both need immediate attention
- When a severe injury has occurred, e.g. swallowed tongue, concussion, broken leg, etc.

This procedure for dealing with injured players will allow them to receive the correct treatment safely, off the field of play.

Where a player has blood on his shirt, shorts or socks the player will be required to change the clothing for clean apparel.

8. Goal Scoring Celebrations

Removal of Shirt

Players are to be cautioned if they remove their shirt in celebration of a goal. Removal of a shirt is defined as removing the shirt over the head.

The Referee should not impose any disciplinary sanctions but must report, in as much detail as possible, to The Football Association, any such incidents of a player who does not remove the shirt but displays an undershirt bearing an inscription (advertising, political or any other type of message)

Celebrations – leaving the playing area

A player who deliberately and unnecessarily runs off the field of play towards the crowd may incite the crowd to surge forward towards the celebrating player. This could place the safety of the crowd, the players and stewards at risk. Referees are to report all incidents of players who leave the ***playing area*** in a display of celebrations. The report should include:

- Identification of the player(s) concerned
- Time of the incident
- Direction of movement of the player(s)
- Where did the players end up?

A player **MUST** be cautioned when:

- In the opinion of the Referee, he makes gestures which are provocative, derisory or inflammatory
- He climbs onto a perimeter fence or goes into the crowd to celebrate a goal being scored
- If he is guilty of excessive time-wasting while celebrating a goal

Reports are to be forwarded, within 24 hours, to the Football Association Disciplinary Department at The Football Association and to the respective Competitions.

Referees are expected to act in a preventative mode and to exercise common sense in dealing with the celebration of a goal.

The Football Association
Goal Scoring Celebrations

Players who leave the playing area

_____ v _____ Date _____

Competition _____

Detail of the Player(s) involved

Time of the incident and scoreline

Direction of movement of the player(s)

(to be confirmed on the diagram of the field of play on the reverse of this form)

Other Relevant Facts or Information surrounding the incident

Name _____ Signature _____

To be forwarded to the Football Association Disciplinary Department within 48 hours of the completion of the game

9. Disciplinary Procedures

Use of Red & Yellow Cards

The Laws of Association Football require Referees to show cards for appropriate offences to players, substitutes and substituted players only. The mandatory use of the cards was introduced merely as a simple aid to better communication.

Referees should not use the cards in an aggressive or provocative manner likely to inflame an already emotive situation nor should the card be used in an over-demonstrative manner which may humiliate a player and perhaps cause him to over-react.

The general procedure for cautioning players is to state to the player he is being cautioned; enquire his name; warn him about his future conduct; finally show the yellow card.

Where a player is to be disciplined he should be isolated before disciplinary action is taken if this action results in the dismissal for a second cautionable offence the yellow card should be displayed, followed immediately by the showing of the red card. This ensures there is no doubt that the player is being dismissed as a result of receiving a second caution in the same match.

If a player is cautioned or dismissed by the Referee in the tunnel area, during the half time interval, the Referee will be responsible for informing a representative of both Clubs to ensure an appropriate announcement is made over the public address system.

Dismissal of Players

Match Officials are reminded to instruct players to leave the field of play and return to the dressing room when they have been sent from the field of play. It is important that a player who has been dismissed is monitored by the match officials and play not restarted until the Referee is satisfied that the player is clear of the field of play.

Misconduct by non-playing staff within the Technical Area

Where a member of the non-playing staff has to be removed from the Technical Area for misconduct he is required to leave the Technical Area and the vicinity of the field of play. The removed person will be required to return to the dressing room or may, alternatively, view the

remainder of the game from a seating area not immediately behind the technical area.

If a member of the non-playing staff has received a period of suspension from the Technical Area he is not permitted to enter the technical area or remain in the tunnel area whilst the match is in progress during the period of suspension.

10. Allowance for Time Lost

In some Contributory League Competitions, allowance made for time lost will be indicated at the end of each half. The procedure to be adopted is outlined below:

- During the two minutes before the expiry of each half the Referee must inform a responsible person in the Home Club Technical Area, either visually or verbally, of the amount of time allowed.
- At the expiry of each forty five minute period and not before, the designated Home Club person will display the minimum time allowed, to all points of the ground, by use of the board provided.
- Clubs are to be reminded that the PA should announce "There will be a **minimum** of _____ minutes allowance for time lost"

Any subsequent injuries, or additional delays, including time wasting, will result in further time being added on. No further communication will be necessary.

Referees are to ensure that the full allowance is made for time lost and subsequently played.

11. Mass Confrontation

The following guidelines should be adopted in the event of mass confrontation situation:

Assistant Referees

- The Assistant Referees should quickly adopt the most appropriate viewing position of the incident
- At the conclusion of the incident the Assistant Referees should be prepared to offer assistance to the Referee confirming the identify of players involved, their location and any other relevant information
- The Assistant Referee patrolling the touchline where the technical area is located may have additional problems with the occupants of the technical area. The first priority should be the onfield incident

Referee

- The Referee should avoid jumping in but stand back and observe the incident
- Players who are seen to be striking, kicking or acting aggressively should be identified as opposed to those who are clearly trying to separate the offenders
- Once the confrontation has subsided and before the game has restarted, the Referee should consult with the Assistant who has been observing the incident. He **may** consult with both Assistants before taking any disciplinary action
- The required disciplinary action should then be taken. Offending players should be moved to a position where all the other players can still be observed. Where action requires the dismissal of two or more players ensure they leave the field of play individually to prevent further misconduct
- The Football Association expects that your priority should be to identify and punish accordingly:
 - The instigators
 - Any player whose action clearly escalates or inflames the situation

Fourth Official (where appointed)

- The Fourth Official assists the Referee at all times
- In the event of mass confrontation the Fourth Official's priority should be the conduct of the occupants of the technical area
- At the conclusion of the incident the Fourth Official should bring to the attention of the Referee anything he may wish to report

Even where disciplinary action is not taken, reports of mass confrontation should still be made to The Football Association as an extra-ordinary incident by e-mail to

Contributoryleagueappointments@TheFA.com

12. Extraordinary Incidents

Incidents occur, in or connected with football matches, that are likely to be the focal point for media attention, their enquiries and subsequent headlines, or which require The Football Association to investigate and, where appropriate, take further action.

In such situations it is essential that, in order to be able to respond appropriately and quickly, The Football Association has:

- An initial report from the Referee and, where appropriate, the match Assessor, within two hours at the end of a match where the kick-off is in the morning or afternoon, or before 09.00hrs the next morning following an evening kick-off.
- An indication of where the Referee may be contacted immediately for further details (Assistant Referees and match assessor if appropriate to the incident) and also during the following 24 hours

The report should include:

- The nature of the incident
- An indication of those involved (players/spectators)
- The responsible officials at the Club/Police Commander/Security Officer where appropriate
- Any known action being taken by the Club/Authorities

The report must be notified immediately to The Football Association by e-mail to **Contributoryleagueappointments@TheFA.com**

It is not possible to comprehensively list or categorise the nature of what may or may not be regarded as an Extraordinary Incident, but should be understood to include any situations involving safety aspects, security breaches, spectator misbehaviour, in addition to those serious incidents on or off the field of play involving players.

13. Recommended procedure for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions

Each Club must take every precaution to ensure that its ground is in a fit playing condition.

When the regional weather conditions are known to be extreme (e.g. prolonged severe frost, clear water logging or heavy snow) then the game can be postponed at the discretion of the League following consultation with the appropriate League Secretary / Officer, League Rules will apply; this is not an issue for the match day Referee. Should a Competition decide to agree to an early postponement under such circumstances there will be no requirement for a pitch inspection.

In all other circumstances and subject to the time and travelling distance, the match Referee should be called in to make a decision. In the event of the match Referee being unable to carry out the inspection, the Home Club **must** select an alternative Referee listed within the National List of Contributory Referees.

Should it not be possible to identify an appropriate Match Official, the Appointing Authority (the Football Association) will determine a suitable person to carry out the inspection.

If a specific League Rule exists where the timing of a pitch inspection is stated, this will apply but is a League issue only.

Prior to reaching a decision the Referee who is making the inspection must:

- Consult with the match Referee prior to the inspection
- Consult with the match Referee during / after the inspection to mutually agree on a decision prior to notifying the Home Club Secretary or Club Chairman and the appropriate League Secretary (or Chairman if the Secretary is not available).

Prior to reaching a decision the Referee who is making the inspection should consider the following:

- Whether or not the ground (playing area) is dangerous (e.g. ice / frost)
- Whether or not that the spectator standing areas are dangerous (e.g. ice / frost)
- Whether or not conditions are or could turn farcical
- The views of the Home Club Groundsman in terms of local knowledge and draining capabilities in the event of standing water
- The existing condition of the playing surface in conjunction with the prevailing weather conditions as previously confirmed with the local weather authority

- **Be seen to be active!** Adhere to deadlines, keep all informed; especially the away Team Manager if he is on route and can be contactable (home club will have the Secretary's mobile number); or if the away Club are in a hotel locally. If they are within a reasonable time/distance from the ground it is only courtesy that you await their arrival
- **Inspect thoroughly!** A professional approach **must be adopted** when carrying out an inspection. It is not acceptable just to take a cursory look at the field of play in normal dress (i.e. Suit / Blazer etc.). Sports kit should be worn, along with appropriate footwear (i.e. football boots). All areas of the pitch should be inspected. A ball should be used to determine whether the surface is playable (for movement and bounce), if appropriate, playing staff may be able to assist you in this practical session.
- **Fog creates its' own problems.** Use perspectives from ground level and the back of a stand – check forecast (remember that there is a responsibility to paying spectators)
- When dealing with such elements as frost or ice – remember that the highest temperature of the day is usually around mid-day. Get a forecast if necessary of the projected temperature for the time when the match is due to conclude
- The manpower available to the Home Club to carry out any necessary work to make the ground playable
- The time the visiting Club are due to commence their journey
- Liaise with Managers **BUT** the decision as to whether the match is played is **yours**

If after consultation with the match Referee, the ground is declared fit and the away Clubs instructed to travel, then only in exceptional circumstances should the match Referee reverse the decision.

If an early inspection has not been carried out and the match Referee arrives at the ground to find the playing conditions in doubt due to unexpected deterioration in the weather, he should first consider as many of the above points before committing himself to a decision.

In the event of a pitch inspection being carried out by a Referee other than the match Referee, a fee of half the Referee's fee may be offered, plus travel expenses, paid by the Home Club. If the appointed Match Officials have reported to the ground they are entitled to their expenses plus half their match fee if the match is not played.

14. Considerations for a Match Abandonment

Matches are abandoned for a number of reasons, the main ones being, floodlight failure / power cut, adverse weather (including fog), serious injury and public / player disorder. Prior to reaching a decision the Referee must consider the following:

Power failure

- Discuss with the Home Club to determine the extent of damage or downtime
- Ask for a prognosis with regard to recovery time
- If an external problem, arrange to contact the local power supplier.
- The possibility of continuing with partial light (this of course should be with the players safety uppermost in mind and the length of time remaining)

Adverse weather

- The possibility of an improvement, contact should be made with the local weather centre
- If fog, whether there is a chance of it clearing, on some grounds it can drop quickly but then also clear quickly
- If possible, players should be taken off the field of play until such time a final decision is made as to whether to continue or abandon
- The safety of players and spectators is paramount

Serious Injury or Incident

- The extent and seriousness of the injury / incident
- The feelings of both sets of players and management
- The length of any delay

Public / Player disorder

- The degree of disorder, either crowd or player
- The safety of the players and / or spectators prior to any possible re-start
- The advice from Police or Safety Officer.

Under all these circumstances the Referee's decision is final, therefore it is vital that he considers all factors prior to abandoning a match. Consultation and communication are the key factors.

15. Protocol for Dealing with Racist Abuse

As a result of consultations amongst relevant organisations it has been agreed that incidents of racist abuse targeted at players, Managers or Match Officials (“Participants”) by spectators should be dealt with in a similar manner to the way in which threats of physical attack on Participants are handled.

For example if missiles were being thrown on to the field of play the Referee would be expected to draw the matter to the attention of the police and safety officer who would then have responsibility for dealing with the issue.

If the issue could not be dealt with in such a way that the safety of the Participants remained at risk then the Referee could in liaison with the police and safety officer remove the players from the field. A further opportunity could then be given for the situation to be resolved. If it could not then ultimately the Referee would have the right to abandon the game.

A similar response should occur where incidents of racist abuse take place.

- The incident should be brought to the attention of the Referee
- The Referee should report the matter to the police and safety officer.
- The police and safety officer should seek to identify the person/people responsible and take appropriate action while the match continues
- If, after a reasonable amount of time, the problem continues then the Referee in consultation with the police and safety officer may remove the players from the field and suspend the match allowing the police and safety officer a further opportunity to deal with the problem.
- Only if the matter cannot be dealt with satisfactorily, warnings have gone unheeded and the welfare of the Participants, in terms of their facing the threat of continued racist abuse, remains at risk should the Referee consider abandoning the game.
- Any decision to suspend or abandon a game should be taken by the Referee after full consultation with the police and safety officer.

The above protocol has been agreed by the Premier League, Football League and Football Association in the knowledge of and after consultation with the following organisations:

- The Professional Footballers Association
- The League Managers Association
- The Professional Game Match Officials Board
- The Safety Officers Association
- Kick It Out
- The Association of Chief Police Officers
- Match Commanders.

16. STANDARD PRE-MATCH INSTRUCTIONS

SEASON 2009-2010

Referees will ask their Assistant Referees to carry out their duties in accordance with the following instructions, based on the requirements of Law 6.

Pre-Match

The Referee will determine the time and routine for warming up which the Assistant Referees will be expected to take part

Players' equipment shall be checked by the Assistant Referee prior to entry to the field of play.

Goal nets will be checked by the Assistant Referee in his half of the field of play prior to the coin toss.

During the Match

It is important that the Assistant Referee offers assistance at all times and not interference to the Referee. Assistant Referee priorities include the assessment of offside situations, the determination of the ball out of play, and support to the Referee in all other situations where their advice and input can improve and enhance the decision making and control of the game. Positive eye to eye contact between the Referee and Assistant Referee is essential.

Flag technique

It is recommended that an Assistant Referee holds the flag in his hand nearest to the field of play by switching hands whenever he changes his direction of movement so that the flag is visible to the Referee at any time.

Offside

To ensure correct judgement of offside offences, an Assistant Referee should not raise the flag before considering the following criteria, so called "wait and see" technique:

Movement of the ball (direction, speed, distance, any deflection, etc.)

Involvement of the player in active play by:

- interfering with play or
- interfering with an opponent or
- gaining an advantage.

It is better to be slightly late and correct, than to be too quick and wrong.

Having determined that a player is in an offside position the Assistant Referee is to indicate this to the Referee using the appropriate flag signal as shown in the Laws of Association Football. The flag should be in the hand closest to the goalkeeper when raised and the Assistant Referee should stand 'square-on' to the field of play.

If a flag signal for offside is given and is not seen immediately by the Referee; the Assistant Referee must keep signalling until it has been recognised or the ball is clearly in control of the defending team.

Ball out of the field of play

Whenever the ball leaves the field of play, the flag signal of the Assistant Referee should show clearly the correct restart and direction. In clear throw-in situations, the Assistant Referee can directly show the direction (along the whole touch line). But if he has any doubt about the direction, the Assistant Referee should simply raise his flag, make eye contact with the Referee and follow the Referee's signal.

Whenever an Assistant Referee signals the ball out of the field of play (even if players continue to play the ball) he must retain the signal until acknowledged by the Referee taking action.

When the ball enters a goal

To confirm a valid goal has been scored, an Assistant Referee should display clear movement down the touchline towards the centre line but maintaining eye contact into the field of play. In borderline cases, this movement should be a clear sprint to be recognised by the Referee accompanied by the flag pointing towards the half way line, parallel to the ground.

If in his opinion a goal has not been scored correctly, the Assistant Referee should stand still, retaining any signal already given. The Referee may then choose to consult further if he needs additional guidance.

Positioning

Free kick close to the penalty area

At free kicks close to the penalty area, the Assistant Referee should position himself in line with the second last defender (controlling the offside), but also with awareness of the goal line. The Referee should control the ball and the wall.

After an offside

When possible an Assistant Referee, after a free kick for offside has been given, should position himself in line with the spot where the ball should be positioned to restart the game. He should then immediately take up a position to control the offside line (level with the second-last defender), which is his priority

Goal kick and goal clearance

For goal kicks and when the goalkeeper is in possession of the ball inside his own penalty area, the Assistant will occasionally check that the ball is correctly positioned or that the goalkeeper does not cross the edge of the Penalty Area line before releasing the ball from his hands. This should be done in convenient situations (e.g. second last defender near the penalty area). Control of offside from subsequent play is the priority concern.

Corner kick

For corner kicks, the Assistant involved will take a position behind the flag in line with the goal line.

Penalty kick

When a penalty kick is awarded during the normal course of play, the Assistant should be on the goal line where it meets the penalty area boundary line.

For kicks from the penalty mark to determine the winner of a match, one Assistant should be positioned on the goal line where it meets the goal area boundary line, with the other Assistant controlling the players within the centre circle. The Referee must determine and agree the role of the Assistant Referee on the goal line and his own role in detecting any forward movement from the goal line of the goalkeeper. Referees and Assistant Referees are also reminded that the "inactive" goalkeeper should remain positioned on the goal line where it meets the penalty area boundary line.

Obvious incorrect decision of the Referee

If an Assistant Referee knows that a Referee has made an obvious disciplinary error (e.g. two yellow cards to the same player without sending him off, red or yellow card to the wrong player, player kicked the ball twice at free kick, etc.) he must intervene immediately (flag and/or even enter the field of play). The other Assistant Referee (or 4th official) should if necessary, also assist in such case.

Offences

An Assistant Referee must use a raised flag signal to advise the Referee that he has seen a foul committed (or unsporting behaviour or violent conduct) when he is better positioned than the Referee and the Referee has not clearly acted on the offence. If the Assistant Referee has additional information, concerning the offence, he wishes to give to the Referee a discreet signal may be used, but only to supplement the flag signal already given.

Such action by an Assistant Referee must be taken for all appropriate offences including those committed inside the penalty area.

When a flag is raised for Law 12 offences, it should be unfurled and waved to distinguish from the signal for offside.

Substitution

Assistant Referees are to signal in the approved manner to indicate a substitution.

Control of 9,15 m and 2m at the Throw In

When free kick or throw-in has been awarded close to the Assistant Referee he should assist the Referee in ensuring that the defenders retreat the required distance, but should not enter the field of play in order to do this.

Post Match

The match officials will leave the field of play in accordance with these Directives

17. APPOINTMENT OF MATCH OFFICIALS TO NON-COMPETITION MATCHES

POLICY DOCUMENT

Aim

The aim of this document is to provide a common and consistent policy to the appointment of Match Officials to non-competitive games, to ensure that the correct skill level of official is appointed, appropriate to the level of the competing teams.

Background

Non-competition games generally take place prior to the commencement of the official competition-playing season and are held by clubs and teams to trial new players and to prepare existing players for the forthcoming competitive season, both in tactical and fitness terms. In addition, non-competition games occasionally take place during the competitive period of the playing season.

Before summer 2005 there was no consistent approach to these appointments, in respect of the correct level of official, the application of the Laws of the Game and Directives, as well as the remuneration received by the officials.

This resulted in some high profile games attracting adverse media attention, brought about by ill discipline of players and incorrect and inadequate application of the Laws of the Games. Injuries to players, altercations with managers and disciplinary proceedings against Referees sometimes occur. The common factor in this less than proficient management of the game was often the lack of skill level on the part of the Referee.

The Appointment Principle

Match Officials will be appointed to non-competition matches, based on their ability and level of skill in being able to control a match involving the two competing teams.

In the higher profile games, involving ***the first teams of*** professional Clubs from the F.A. Premier League or The Football League, a Fourth Official must be appointed, to ensure the match reaches a natural conclusion with the requisite number of Match Officials of the correct level of competence.

The appointed Referee shall be **deemed to have the ability to Referee a team from** the uppermost competition level of the two competing teams. At least one of the two Assistant Referees or the Fourth Official (where appointed) shall also be **deemed to have the ability to Referee a team from** the level of the uppermost competition level of the two competing teams. This is important to ensure that there is sufficient cover, should the match Referee be taken ill or become injured.

In explanation, where a Football League first team plays a Conference team, a Panel Leagues (Conference) Referee may be appointed, to give that Referee the opportunity to develop his Refereeing skills. It would also be appropriate to utilise the experience of a (recent) former Panel Leagues Referee in such a situation.

This principle applies throughout the football pyramid. However, except in extreme and authorised situations, the level of the Referee should not drop by more than one level below the highest competing teams, especially where first teams are involved.

The Appointing Authority

The **overseeing** appointing authorities for non-competition games will be The Football Association, the PGMOL and the County Football Associations.

In line with the attached matrix, The Football Association will have first responsibility to appoint Match Officials to all non-competition matches involving foreign national teams or foreign club teams, irrespective of the level of opposition.

PGMOL will have first responsibility to appoint Match Officials to all non-competition matches involving **the first teams of** F.A. Premier League or Football League teams (excepting matches against foreign national teams or foreign club opposition), irrespective of the level of opposition, or location of the game.

In addition, The Football Association will also be responsible **in overseeing the** appointing **of** Match Officials to matches involving a team(s) from the **National** Football Conference (excepting matches against foreign, Premier League or Football League opposition), irrespective of the level of opposition, or location of the game.

The County Football Association with which the home competing club is registered will have responsibility to **oversee the appointment of** Match Officials to all non-competition matches

involving Contributory League or Supply League teams (excepting matches against foreign, Premier League, Football League or Football Conference opposition).

The appointing principle applies to non-competition tournaments as well as single games (i.e. the Vodafone Tournament, the Gateshead Tournament, etc).

There is nothing in this document that prevents individual Clubs appointing Match Officials directly, as long as the above principles are adhered to. The Football Association, PGMOL and County Football Associations have the overriding authority, as the overseeing body to alter any appointment directly made by an individual Club.

The Appointment Process

On first receipt of notification of a non-competition match, it is the responsibility of the Appointing Authority **(which can of course be the individual Club, as well as The Football Association, the PGMOL or the County Football Association)** to establish the level of the two competing teams. Once this has been established, the Appointing Matrix should be viewed to check the appointing level

There are occasions when professional opposition will visit teams from lower leagues and mix their team with first team, reserve team and youth team players. The appointing Authority has a duty to establish the **likely** number of first team players appearing and to appoint the appropriate level of Match Officials.

Upon appointing the Match Officials, the Appointing Authority must advise the individual Officials to close the date with other competitions on which they operate. Where County Football Associations appoint Supply League Referees and above to games, they should be advised that the date must be closed with the Match Officials Administration System (MOAS), to ensue that “double appointing” does not take place. In addition, where the other Appointing Authorities appoint Match Officials, the Officials will be instructed to close the date with the County Football Association.

Remuneration of Match Officials

Match Officials will be paid the fees appropriate to the competition of the lower competing club in the match and travelling expenses appropriate to the competition of the lower club competing in the match by the Home Club.

Appointing Matrix

(Minimum level of Referee required where full First Teams participate)

	Foreign National Team	Foreign Club Team	Premier League	Football League	Football Conference	Contributory Leagues	Supply Leagues
Premier League	Select List	National List	National List	National List	National List	National List	National List
Football League	National List	National List	National List	Panel List	Panel List	Panel List	Panel List
Football Conference	National List	National List	Panel List	Panel List	Contributory List	Contributory List	Contributory List
Contributory Leagues	National List	National List	Panel List	Panel List	Contributory List	Supply Lge List	Supply Lge List
Supply League	National List	Panel List	Panel List	Panel List	Contributory List	Supply Lge List	Supply Lge List

Overseeing

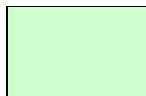
Appointing Authority



The Football Association



PGMOL



County Football Association

In the event of a problem regarding the appointment of Match Officials to non-competitive matches, should contact **Neale Barry, the Head of Senior Referee Development** at The Football Association.

Neale Barry

Head of Senior Referee Development

The Football Association

Phone 0844 980 8200 #4614

E-mail Neale.Barry@TheFA.com

COMPETITION RULES

The following Leagues have adopted the standardised rules for Season 2008-2009, with permissible variations as indicated:

Football Conference (North & South)

Eastern Counties League

Isthmian League

Northern Counties East

Northern League

Northern Premier League

North West Counties League

Southern League

Western League

Dimensions of the Field of Play and Ground Facilities

Rule 24

Club Colours and Shirt Numbers

Rule 7

Provision concerning Players including number of players

Rule 6

Exchange of Team Sheets and provision for amendment prior to Kick-off

Rule 8

Team Benches and Technical Area

Rule 8

Late Kick-offs

Rules 8 & 15

Substitute Boards

Not applicable – see League variations

Match Footballs

Rule 15

Payment of Match Officials

Rule 15

Duration of the Match, Half Time Duration and Abandonment

Rules 8 & 15

Provision for Cup matches

See League variations

Standardised League Rules

1. INTRODUCTION AND DEFINITIONS

1.1 In these Rules:

“Appointing Authority” means The FA

“The FA” means The Football Association Limited

“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

6. PLAYERS

6.7 SUBSTITUTE PLAYERS

A Club at its discretion may use three substitute Players at any time in a match. Substitution can only be made when play is stopped for any reason and the Referee has given permission. When a Club is making a substitution it shall use a Board to show the number of the Player to be substituted and the number of the substitute Player.

A maximum of [] SUBSTITUTES may be nominated and they must be included on the official Team Sheet handed to the Referee before the match in accordance with Rule 8.11.1.

A substitute may not be used to replace a Player who has been suspended from the match by the Match Officials.

If a player does not take part in the match for which he is a nominated substitute he shall be deemed as not having played for the Club in that match.

7. CLUB COLOURS

7.1 On or before a date specified by the Company each year, every Club shall notify the Competition Secretary, in writing, of details of their first choice colours (shirts, shorts and socks) and such details shall be printed in the Handbook published by the Company for the ensuing Playing Season. The colours registered by each Club shall be worn during the following season when playing at home. Shirts must be numbered [1-16 (or 17 where 13 is excluded)] or [in accordance with the Competition squad numbering provision] such that the numbers can be clearly identified by officials and spectators. Striped, hooped or otherwise patterned shirts shall have numbers affixed to contrasting patches or numbers in a contrasting colour with bold outline. No changes to the first choice colours or combination of colours shall be permitted without the consent of the Board

7.2 When the registered colours of shirts shorts or socks of two competing Clubs are alike or similar the visiting Club shall change the relevant item to a colour which does not

clash with the corresponding item of the home Club. Neck and cuff trim colours on shirts shall not be regarded as a basic colour for the purpose of this Rule.

Subject to the foregoing a Club may, if they wish, wear colours not registered with the Competition for away matches. It is the responsibility of the visiting Club, if they do not intend to play in their registered colours, to notify the home team and check that their colours will not clash.

7.2 When the registered colours of shirts shorts or socks of two competing Clubs are alike or similar the visiting Club shall change the relevant item to a colour which does not clash with the corresponding item of the home Club. Neck and cuff trim colours on shirts shall not be regarded as a basic colour for the purpose of this Rule.

Subject to the foregoing a Club may, if they wish, wear colours not registered with the Competition for away matches. It is the responsibility of the visiting Club, if they do not intend to play in their registered colours, to notify the home team and check that their colours will not clash.

7.3 The goalkeeper shall play in kit clearly distinguishable from the colours of the shirts worn by all other Players in the match and the Match Officials.

[The goalkeeper may not wear a black jersey or a predominantly black jersey in the Competition fixture.]

7.4 No Club shall be permitted to register or play in shirts the colour of which is likely to cause confusion with the outfits worn by the Match Officials (i.e. black or dark blue).

7.5 The Players' shirts must be clearly numbered in accordance with the list handed to the match referee before a match and there must be no change of numbers during the match except for a change of goalkeeper or if permitted by the match referee because of a blood injury.

7.6 The Captain shall wear a distinguishing armband to indicate his status.

7.7 Both sleeves of the shirts of all Players in matches played under the jurisdiction of the Company shall carry a Competition logo as supplied by the Competition on an annual basis if so decided by the Board.

Shirt advertising must comply with FA Regulations.

8. PLAYING OF MATCHES

8.2 All matches shall be played under the Rules and Regulations of The FA and in accordance with the Laws of the Game as determined by the International Football Association Board.

8.3 All matches shall be of ninety minutes' duration. Any match not complying may be ordered to stand as a completed match or replayed for the full period of ninety minutes, or the match awarded to the Club not at fault, as the Board may decide, on such terms as the Board

shall decide. The half-time interval in all matches shall not exceed 15 minutes.

8.4 In the event of the match being postponed, not completed or abandoned, the home Club must immediately telephone or facsimile the Competition results service, the Competition Secretary and, in the case of a match postponement, the Appointing Authority, the visiting Club and the Match Officials. When a postponement occurs in any FA or County Cup competition, the home Club, if two Clubs are playing the tie, or the Club if the match involves a team outside of the Competition, must also follow this procedure.

8.9 Each Club shall be prepared to kick-off at the scheduled time unless a satisfactory explanation is offered. Any Club commencing a Competition match with less than 11 Players may be subject to a fine. Each team participating in a match shall represent the full available strength of each competing Club.

8.11.1 Each Club must hand the **Team Sheet containing** name(s) of Players taking part in a match (including the name(s) and number(s) of the nominated substitute(s) to the Referee and a representative of their opponents in the presence of the Referee at least forty five minutes before the scheduled time of kick-off. The Players' numbers (in accordance with Rule 7) and the colours of the playing strip must be clearly stated. Any Clubs in breach may be fined.

8.11.2 Any Club altering its team selection or numbering after Team Sheets have been exchanged may be fined. A Player who is named on the Team Sheet may be replaced without fine if he is injured warming up after exchange of the Team Sheet. Any subsequent changes must be notified to the referee and to a representative of the opponents before the actual kick-off.

[The name of the Doctor or Medical Practitioner in attendance (in accordance with Rule 26) must be entered on the Team Sheet in the appropriate space provided.]

8.12.1 The home Club shall advise the visiting Club and the Match Officials of the date and time of kick-off of each match, to be received at least five days prior to the match and the visiting Club and the Match Officials must acknowledge receipt to be received at least three days before the match.

8.12.2 Where a match is re-arranged or cancelled after the officials have been appointed, it is the duty of the home Club to notify the officials of the cancellation of their appointments immediately. Clubs in default of this Rule may be subject to any action decided by the Board.

8.13 The standard kick-off times shall be as follows:

Saturday matches – 3.00 pm

Midweek matches – 7.45 pm [unless a Club notifies the Competition Secretary in writing before the commencement of each Playing Season to state that it wishes all its home midweek matches to kick off at [] pm]. All agreed changes to time of kick-off to be notified to the Board immediately for confirmation.

Official bank holidays and Sundays – Club 3pm unless agreed otherwise by the two Clubs and the Board; application shall be made to the Competition Secretary by both Clubs at least 21 days before the relevant date.

8.22.1 In all Competition Matches, the number of Clubs Players and officials seated on the team benches, in the designated technical area, must not exceed 11 unless the team bench facility provides more than 11 individual seats.

8.22.2 Only one person at a time has the authority to convey tactical instructions to the Players during the match. This person shall be the team manager or the team coach. He is allowed to move to the edge of the technical area to issue instructions to his team but then must return to his position on the bench immediately after giving these instructions.

8.22.3 All team officials and substitutes seated on the bench shall be listed on the official Team Sheet when it is submitted to the Match Officials. Only those persons listed on the official Team Sheet shall be permitted in the technical area.

8.22.4 The occupants of the technical area must behave in a responsible manner at all times. Misconduct by occupants of this area will be reported by the Referee to The FA, who shall have the power to impose sanctions as deemed fit.

8.22.5 With the exception of the team manager, the team coach and any substitutes who are warming up or warming down, all other personnel are to remain seated on the trainers bench. The team manager or team coach is allowed to move to the edge of the technical area to issue instructions to his team, but must then return to the trainers bench.

15. MATCH OFFICIALS

15.1 Match Officials for all Competition matches shall be appointed by the Appointing Authority.

15.2 No Club shall postpone a Competition match on account of the apparent state of the ground. In the event that such circumstances prevail, Clubs should comply with procedures provided for in the document published by The FA “Recommended procedure for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions”. Should the ground be declared unfit it is the responsibility of the home Club to immediately advise the Competition, the Appointing Authority, the visiting Club and the Match Officials.

15.3 In the event of any of the Match Officials appointed for a match not being in

attendance at the match or becoming unable to complete the match it shall be completed under the control of the remaining Match Officials unless the competing Clubs are able to agree upon a substitute who is acceptable to the Match Referee; should the appointed Match Referee fail to appear then the senior Assistant Referee must take charge. Any substitute agreed for a match shall be considered a Match Official for the purposes of that match.

In the event that a Club causes a match to be abandoned in relation to the operation of this Rule then that Club shall be charged with failing to fulfil a fixture (Rule 8.6 refers).

15.4 Match Officials should be present at the appointment at least [] minutes prior to the scheduled time of kick-off. The appointed Referee may be required to visit the ground earlier if requested to do so by the home Club.

15.5 In cases where it is found necessary to stop play owing to the weather or other cause, the Referee must wait a reasonable length of time before deciding on abandonment.

15.6 Referees must report on the relevant form all cases where teams commence a match late or without eleven Players on the field of play. Referees must also report their own or any assistant referees' late arrival in any matches, and notify those concerned at the time of their intention. Assistant referees must also send an explanation of their late arrival to the Appointing Authority in writing by first class post within 3 days of the match.

15.7 The home Club will be responsible for paying the Match Officials the fees and match expenses set by the Appointing Authority on the day of the match in their dressing room, within a reasonable time after the conclusion of the match (including matches abandoned for any reason). In the case of a postponed match, whether or not gate money is taken, any Match Official who has travelled to the match will be entitled to claim travelling expenses and half their match fee from the home Club. Where provided by the home Club, each Match Official must complete and submit a claim form for expenses.

15.8 The home Club shall be responsible for providing Match Officials with distinctive flags of a suitable size in an acceptable condition.

15.9 Three match balls proposed to be used in the match and, if applicable, supplied by the Company under a ball sponsorship agreement must be submitted to and approved by the Referee before the commencement of the match in his/her dressing room.

It is the responsibility of the Club playing at home in each match played under the jurisdiction of the Competition to provide match balls in accordance with any match ball agreement signed by the Company.

15.11 Referees must report all breaches of Rule to the Competition Secretary in writing within three days of the match on the appropriate form by first class post.

24. PLAYING SURFACES

Competition matches shall NOT be played on any synthetic or artificial grass surfaces without the prior written approval of the Board.

League Variations to Standardised Rules

Conference (North & South Divisions)

Rule 6.7

A maximum of **FIVE** substitutes may be nominated

Rule 8.11.1

Team Sheets must be exchanged at least **one hour** prior to kick-off

Eastern Counties League

Provision for Cup Matches

Challenge Cup Rule 3

All games in the League's Challenge Cup Competition will be concluded on a one match basis with 15 minutes each way extra time to be played in the event that the scores are level at the end of normal time. Should the scores still be level after extra time then the result of the game will be decided by taking kicks from the penalty mark.

Isthmian League

Rule 6.7

A maximum of **FIVE** substitutes may be nominated

Rule 8.11.2

The name of the Doctor or Medical Practitioner is not required on the Team Sheet

Board Directives

Footballs - All Isthmian League and Cup games must be played with a Chryso match football. Any replacement footballs used during the course of the game must also be Chryso footballs.

Clubs are required to use a white based Chryso football for matches played in the period August to November, and then March through to the end of the season. During the months of

December, January and February, a yellow based football must be used.

Any breach of this directive to be reported to the League Secretary.

Substitute Boards – It is the responsibility of both clubs to have available on match days a set of official “Ryman” substitute boards for use by the personnel within their own technical area. The official boards must be used for all substitutions to indicate both the number of the player being substituted as well as the number of the substitute player who is the replacement. Any breach of this directive to be reported to the League Secretary.

Notification of “Added time” – At all Ryman League and Cup matches, all participants should be notified of the number of minutes of “added time” that the referee has decided to play in addition to normal time both at the end of the first half and at the end of the game (including both periods of extra time if required in Cup games). This should be indicated by a member of the home club technical area or official holding up the appropriately numbered substitute board, equivalent to the number of minutes to be added. The board should be clearly displayed to the players and spectators etc.

The match referee is required to advise members of the home club technical area, either directly or via the assistant referee operating on the side of the technical area, of the number of minutes to be added at the end of each period. The home club then have the responsibility to ensure that one of their nominated representatives in the technical area, or a club official, is clearly aware that they are required to display the appropriately numbered substitute board at the time of being advised by the match official of the number of minutes to be added.

In conjunction with the “time added” indicator being raised, it is recommended that the home club announce over the PA system that there will be a minimum of (x) number of minutes to be added. Any problems in carrying out this procedure must be reported by the match referee to the League Secretary.

Match Officials Facilities – Should the services or facilities provided for match officials give cause for concern then the League Secretary should be advised accordingly.

Provision for Cup Matches

7.2 Each Competition shall be on a single match basis and the draw for each round shall be made by the Board or such persons nominated by the Board in such manner authorised by

the Board.

7.3 If any match results in a draw after 90 minutes play, 30 minutes extra time shall be played. In the event of a draw after extra time the team winning the tie shall be decided by the taking of kicks from the penalty mark, in accordance with the International Board decision.

7.4 In the event of a match being abandoned before the completion of 90 minutes with neither club being at fault, the game shall be played on the same ground on a date to be fixed by the Board; if extra time has not been commenced or if the match has been abandoned during extra time with neither club at fault the game shall be played on the ground of the Club drawn away in the original match on a date to be fixed by the Board. Matches abandoned due to the fault of Clubs shall be dealt with by the Board.

13. PROVISIONS CONCERNING MATCH OFFICIALS

13.1 In the League Cup, Match Officials shall be appointed by The Football Association.

Northern Counties East League

Rule 6.7

A maximum of **THREE** substitutes may be nominated.

Rule 7.1

No squad numbering

Rule 7.3

The goalkeeper shall play in kit clearly distinguishable from the colours of the shirts worn by all other players in the match and the Match Officials. The goalkeeper may not wear a black or predominantly black jersey in any Competition fixture.

Rule 7.6

The Captain shall wear a distinguishing armband to indicate his status.

Rule 8.11.2

The name of the Doctor or Medical Practitioner is not required on the Team Sheet

Rule 15.4

Match Officials should be present at the appointment at least **one hour** prior to the scheduled time of kick-off.

Provision for Cup Matches

Rule 9

9.2 In the event of any match played on a single leg basis resulting in a draw, extra time of 15 minutes each way shall be played, or if, in the opinion of the Referee, prevailing circumstances would not permit the match being finished, 10 minutes each way may be played. In this case the Referee shall decide at the end of full time and prior to the commencement of extra time and notify both teams.

9.3 If the scores are still level, the team qualifying for the next round shall be decided by the taking of kicks from the penalty mark, in accordance with International Board decision.

Rule 10

10.2 FINAL PLAYED ON A SINGLE LEG BASIS, if the scores are level after extra-time, the winners of the competition shall be decided by the taking of kicks from the penalty mark, in accordance with International Board decision.

10.3 FINAL PLAYED ON A TWO LEG BASIS, if the two teams score the same number of goals in the two matches (180 minutes) each goal scored away by the away team shall count double. The team which on the basis of this bonus reaches the higher number of goals shall win the competition. If this procedure does not bring about a decision, i.e. if the teams have scored the same number of goals away, extra time of fifteen minutes each way shall be played after the second match. If during extra time both teams score the same number of goals, the goals scored away shall count twice (i.e. the visiting team shall qualify). If no goals are scored during extra time, the team winning the competition shall be decided by the taking of kicks from the penalty mark, in accordance with International Board decision.

Rule 13

Each Club shall register its colours with the Secretary. When two Clubs having the same registered colours meet, the visiting team shall change. No Club must change its colours during the progress of a match without the consent of the Referee.

NCE Board Directive

Substitution Board – It is the responsibility of both clubs to have available on match days a set of substitute boards for use by the personnel within their own technical area. The boards must

be used for all substitutions to indicate the number of the player being substituted as well as the number of the substitute player who is the replacement. Any breach of this directive is to be reported to the League.

Northern League

Rule 7

7.1 Shirts must be numbered 1-16 [or 17 where 13 is excluded]

Rule 8

8.13 All midweek matches will kick off at *7.30pm* unless a request is received from clubs within the required time for a later kick off. Similarly all Bank Holiday fixtures will kick off at *11.00am* unless requested otherwise.

8.22.6 Substitute Boards – Each Club is required to show the number of the player being substituted and the player replacing him. The home side will provide the away side with numbered boards which should be returned to the home side at the end of the match.

Rule 15

Each club must have at least two orange coloured footballs available for use on snow-covered grounds.

Provision for Cup Matches

The Rules for the League Challenge Cup are included in the Official Handbook.

Northern League Board Directives

It is the League Policy that all participants should be notified of the number of minutes of "added time" that the referee has decided to play in addition to normal time both at the end of the first half and at the end of the game (including both periods of extra time if required in Cup games). This should be indicated by a member of the home club technical area or official holding up the appropriately numbered substitute board, equivalent to the number of minutes to be added. The board should be clearly displayed to the players and spectators etc.

The Match referee is required to advise members of the home club technical area, either directly or via an assistant referee operating on the side of the technical area, of the number of minutes to be added at the end of each period.

The home club then have the responsibility to ensure that one of their nominated representatives in the technical area or a club official is clearly aware that they are required to display the appropriately numbered substitute board at the time of being advised by the match officials of the number of minutes to be added.

In conjunction with the "added time" indicator being raised, it is recommended that the home club announce over the PA system that there will be a minimum of (x) number of minutes to be added. Any problems in carrying out this procedure must be reported by the match referee to the League Secretary."

Northern Premier League

Rule 6.7

A maximum of **FIVE** substitutes may be nominated

Rule 7.1

Shirts must be numbered 1-16 (or 17 where 13 is excluded)

Rule 15.11

Referees must report all breaches of Rule to **Phil Bradley, 7 Guest Road, Prestwich, Manchester, M25 3DJ**

League Challenge Cup, President's Cup and Chairman's Cup Rules

The League rules apply to these competitions with the following addition –

Unless advised to the contrary all games in the League's Cup Competitions will be concluded on a one match basis with 15 minutes each way extra time to be played in the event that the scores are level at the end of normal time. Should the scores still be level after extra time then the result of the game will be decided on penalties.

Northern Premier League Board Directives

- i. Match Footballs – All Northern Premier League and Cup games must kick-off with a NEW Chryso match football. Any replacement footballs used during the course of the game must also be Chryso footballs. Any breach of this directive to be reported to the League.
- ii. Substitute Boards – It is the responsibility of both clubs to have available on match days a set of official "UniBond" substitute boards for use by the personnel within their own technical area. The official boards must be used for all substitutions to indicate both the number of the player being substituted as well as the number of the substitute player who is the replacement. Any breach of this directive to be reported to the League.
- iii. Notification of "Added time" – It is the League policy that all participants should be notified of the number of minutes of "added time" that the Referee has decided to play in addition to normal time both at the end of the first half and at the end of the game (including both periods of extra time if required in Cup games). This should be

indicated by a member of the home club technical area or official holding up the appropriately numbered substitute board, equivalent to the number of minutes to be added. The board should be clearly displayed to the players and spectators etc.

The match Referee is required to advise members of the home club technical area, either directly or via the Assistant Referee operating on the side of the technical area, of the number of minutes to be added at the end of each period. The home club then have the responsibility to ensure that one of their nominated representatives in the technical area is clearly aware that they are required to display the appropriately numbered substitute board at the time of being advised by the match official of the number of minutes to be added.

In conjunction with the "time added" indicator being raised, it is recommended that the home club announce over the PA system that there will be a minimum of (x) number of minutes to be added. Any problems in carrying out this procedure must be reported by the match Referee to the League Secretary.

- iv. Match Officials Facilities – Should the services or facilities provided for match officials give cause for concern then the League Secretary should be advised accordingly.
- v. Technical Area – Up to 11 persons may be seated in the technical area, all ideally under cover. However, if cover is not provided within the trainers' boxes for 11 persons then some may sit to the side of the trainers' boxes. Children are not permitted within the technical area or seated within the trainers' box.

North West Counties League

Rule 6.7

A maximum of **FIVE** substitutes may be nominated.

Rule 15.4

Match Officials should be present at the appointment at least 60 minutes prior to the scheduled time of kick-off.

Provision for Cup Matches

Rule 7

Where exemptions are necessary in the first round priority shall be given to the winners of The North West Counties Football League Challenge Cup in the previous season.

Clubs shall be drawn together in pairs and the first club to be drawn shall have the choice of ground, and if the scores are level at the end of the match an extra half hour shall be played, if the scores are still level at the end of extra time the match shall be replayed on the ground of the second club so drawn unless otherwise arranged.

Clubs who are ground sharing may have to forego home advantage, the owners or original tenants will take preference.

The venue shall be switched after two consecutive postponements due to an unfit playing surface.

If for some reason the first drawn club waives its right of ground and plays on the ground of the second drawn club and the match results in a draw, the second drawn club shall have the choice of ground in the replay. Clubs with floodlights must replay cup-ties by the Thursday of the week following the date of the original fixture.

If the scores are level at the end of a replay an extra half hour shall be played. If the scores are still level at the end of extra time the tie shall be decided by goals scored away from home counting twice. If the teams remain equal after this procedure the tie shall be decided by the taking of kicks from the penalty mark in accordance with F.I.F.A. Rules.

Southern League

Rule 6.7

A maximum of **FIVE** substitutes may be nominated

Provision for Cup Matches

Rules

The RedInsure Cup

3. The Competition shall be played on a knock-out basis.

All rounds with the exception of the Final to be played on a single-leg basis. In rounds played on a single-leg basis, if the scores are level at the end of 90 minutes, an extra 15 minutes each way shall be played. If the aggregate scores are still level at the end of extra time, the tie will be decided by the taking of kicks from the penalty mark in accordance with the procedure adopted by the International Football Association Board.

In rounds played on a two-leg basis, the team securing the best goal aggregate shall be declared the winner.

If the aggregate scores are level at the end of ninety minutes of the second leg, the team scoring the most goals in their away tie shall be declared the winner. If the goals scored by each Club in their away tie are equal, an extra 15 minutes each way extra time shall be played. If the aggregate scores remain level at the end of extra time the tie will be decided by the taking of kicks from the penalty mark in accordance with the procedure adopted by the International Football Association Board.

All rounds up to and including the semi-final will be drawn on a geographical basis with the date for each round and the Final Ties being decided by the Board of Directors. The Final Ties will be played on Saturdays, or midweek under floodlights, in April.

13. Match Officials will be appointed by the Appointing Authority and all the conditions of League Rule 15 will apply. In the Final Ties tokens will be awarded to the Match Officials.

Western League

Rule 6.7

A maximum of **THREE** substitutes may be nominated

Rule 15.4

Match Officials should be present at the appointment at least **90 minutes** prior to the scheduled time of kick-off

Provision for Cup Matches

Rule 8

The Competition shall be decided on a knockout basis; the Clubs scoring more goals than their opponents in any round shall, subject to the provision of any other rules, be eligible to enter the draw for the next round of the competition. In the event of the score being equal at the expiration of ninety minutes an extra 30 minutes (15 minutes each way) shall be played. If the score is equal at the expiration of the extra time the match will be decided on penalties, in accordance with and as laid down in the Laws of Association Football.

F.A. Premier Academy League

Club Colours and Shirt Numbers

Rule 54

When playing in Academy League Matches the players of each participating Member Club shall wear its home Strip unless the home Strips of the participating Member Clubs are alike or similar or are in the opinion of the Referee likely to cause confusion in which event players of the Visiting Club shall wear its away Strip or a combination of its home Strip and its away Strip. In the event of any dispute with regard to the Strip to be worn by either Member Club, the Referee's decision shall be final.

Provision concerning Players including number of Players

Rule 16

The Academy League shall comprise an Under 18 competition in which a participating team may name on its team sheet up to 3 Under 19 outfield players and 1 Under 19 goalkeeper.

Exchange of Team Sheets and provision for amendment prior to Kick-off

Rule 45

At least 30 minutes before the kick-off time of an Academy League Match, each participating Club:

- 45.1 shall hand to the Referee a team sheet in Form AL4; and
- 45.2 shall hand to its opponents a team sheet in Form AL5,
each duly completed.

Rule 46

If any player or substitute player named in the team sheet is injured after the submission of the team sheet but before kick-off, upon the Referee being satisfied that the injury is such that the player in question cannot reasonably be expected to play, the name of another player may be added to the team sheet as a player or substitute player.

Rule 47

No player whose name does not appear on the team sheet shall take the field of play in that Academy League Match.

Rule 48

In any Academy League Match a Member Club may include in its team sheet **up to 5 substitute players of whom not more than 3 may take part** in the Academy League Match subject to the conditions set out in Law 3 of the Laws of the Game.

Late Kick-offs

Rule 42

Unless otherwise decided by the Board, after consultation with both the Home Club and the Away Club, the kick-off time of an Academy League Match shall be 11.00am and in any case shall be confirmed on Form AL2.

Rule 43

Each Member Club participating in an Academy League Match shall adhere to the kick-off time and the Home Club shall report any delay to the Secretary together with any explanation thereof.

Rule 44

Any Member Club which without good reason causes the kick-off of an Academy League Match to be delayed from the time fixed will be in breach of these rules.

Payment of Match Officials

Rule 58

At the conclusion of each Academy League Match, the Home Club shall pay fees and expenses to Match Officials at such rates as the Board shall determine from time to time.

Rule 59

No Member Club or Official shall either directly or indirectly make or offer to make any payment to or confer or offer to confer any benefit upon any Match Official.

Duration of the Match, Half Time Duration and Abandonment

Rule 39

An Academy League Match shall not be postponed or abandoned except with the written consent of the Board or on the instructions of the appointed Referee who shall be empowered to instruct that the Academy League Match be postponed or abandoned only if he considers that the pitch is unfit for or if adverse weather conditions preclude the playing of the Academy League Match.

Rule 49

Subject to the provisions of Law 7 of the Laws of the Game and Rule 50, the duration of an Academy League Match shall be 90 minutes.

Rule 51

The half-time interval in Academy League Matches shall be 10 minutes.

Provision for Cup Matches

Not provided

Other

Rule 38

Not later than 14 days before the date upon which an Academy League Match is to be played in accordance with the fixture list, (or, if later, on the date upon which the Academy League match in question is determined), the Home Club shall send Form AL2 to the Visiting Club, the appointed Match Officials and the Secretary.

Rule 60

Prior to the commencement of an Academy League Match at which he has been appointed to officiate, the Referee shall:

60.1 together with the other Match Officials, arrive at the ground not less than 1 hour before the kick-off time;

60.2 decide on the fitness of the pitch for the playing of the Academy League Match and

- 60.2.1 if the Referee considers it to be unfit, instruct that the Academy League Match be postponed or that the kick-off be delayed;
- 60.2.2 if the Referee considers it to be necessary, instruct that the pitch be re-marked;
- 60.3 receive Form AL4 from each participating Member Club in accordance with Rule 45.1
- 60.4 check and approve any football to be used in the Academy League Match;
- 60.5 ensure that the players' Strip complies with the provisions of Rule 54;
- 60.6 decide the position of Assistant Referees for the kick-off and their direction of patrol and ensure that each carries a flag.

Rule 62

As soon as practicable after officiating at an Academy League Match the Referee shall complete and send to the Secretary Forms AL4 and AL7 and shall report to him in writing:

- 62.1 on the late arrival at the ground of any of the Match Officials giving reasons thereof;
- 62.2 on the circumstances surrounding the kick-off being delayed;
- 62.3 on either Assistant Referee taking over as Referee and stating the reasons thereof;
- 62.4 on any breach of these rules by Member Clubs, players, Officials, Managers and other Match Officials.