

# Berks & Bucks FA Membership Rules



<b>1</b>	<b>MEMBERSHIP</b>
a	<b>Full Membership.</b> All Competitions and Clubs playing in accordance with the Laws of the Game and the Rules and Regulations of The Football Association and having their ground or headquarters in the Counties of Berkshire or Buckinghamshire (pre-1974 boundaries) shall be eligible for Full Membership of the Association subject to the approval of Council All Clubs, before being admitted to Full Membership and at anytime thereafter when so required, shall satisfy the Council that they are properly constituted. A Competition, before being admitted to Full Membership shall satisfy the Council that all Clubs connected with it are affiliated to an Association recognised by The Football Association.
<b>2</b>	<b>SUBSCRIPTIONS</b>
a	<b>Club Annual Subscription:</b> The amount of the annual subscription payable by Clubs shall be set by the director in accordance with Article 5.
b	<b>Competition Annual Subscription:</b> The annual subscription of Competitions in membership of the Association shall be set by the
c	All subscriptions shall be payable before any form of competitive football is played.
<b>3</b>	<b>THE FOOTBALL ASSOCIATION – DELEGATION OF POWERS</b>
a	The Football Association under their Memorandum of Procedures have delegated to this Association powers to deal with violations of the Laws of the Game, The Rules and Regulations of The Football Association Competition and misconduct committed by any Club, Player, Official or Member whilst playing in a match for a Club, or a particular team of a Club, not dealt with by The Football
b	The Laws of the Game, the Rules and Regulations and the Definitions of Misconduct and the Bye-Laws of The Football Association as now published, or as subsequently amended and published, shall be enforced by this Association.
<b>4</b>	<b>ASSOCIATION CUP COMPETITIONS</b>
a	The Association shall be responsible for the control of the Association's Cup Competitions and shall have power to make the Rules of these Competitions and to amend and alter the Rules as and when they think fit.
<b>5</b>	<b>REFEREE APPOINTMENTS</b>
a	A Referee appointed to a Berks & Bucks FA County Cup match as Referee or Assistant Referee, who is unable to accept the appointment shall not be permitted to officiate on any match on the day of the County Cup match, unless permission is given by the Association's Competition Coordinator.
<b>6</b>	<b>REGULATIONS OF THIS ASSOCIATION</b>
a	The Council shall have power in accordance with the Memorandum and Articles of Association to make such Regulations as from time to time they deem necessary, which shall become effective upon publication.
b	The directors and the Council of this Association shall enforce the Regulations of this Association.
<b>7</b>	<b>COMPLAINTS OR CLAIMS BY CLUBS OR PLAYERS</b>
a	Any complaint or claim made by a Club or player shall be in writing following the Association's Complaints Procedure. In the event of a frivolous or vexatious complaint being made, the Association shall have power to compel the complaining Club or player to pay such expenses as may be deemed fit. The submission of a complaint will not alter the outcome of a disciplinary hearing/charge.
<b>8</b>	<b>APPEALS AGAINST THE DECISIONS OF THIS ASSOCIATION</b>
a	<b>Appeals against Decisions of the Association.</b> All appeals against decisions of this Association shall be made to The Football Association in accordance with the FA Appeal procedures issued from time to time.
b	<b>Association's Cup Competitions</b> Appeals made from the decisions of the Association with regard to matters affecting the Cup Competitions of this Association, shall be dealt with by the Association's Appeal & Complaints Panel.
<b>9</b>	<b>APPEALS, PROTESTS &amp; COMPLAINTS PANEL</b>
a	Where it is necessary for a panel to be appointed either to act solely in matters affecting this Association only, or jointly with other County Football Associations, the Executive, shall be empowered to appoint members of the panel as appropriate.
<b>10</b>	<b>DISCIPLINARY COMMITTEE</b>
a	In accordance with F.A. Rule, one or more Disciplinary Committee's shall be appointed who shall deal with cases of misconduct connected with the playing of matches by Clubs/Teams and their players, in such Leagues and Competitions as are designated from time to time by The Football Association.
b	The Disciplinary Committees shall have the power to delegate to any affiliated Association of The Football Association any cases where it is felt justice shall be better served by doing so.
<b>11</b>	<b>RECORDS TO BE KEPT</b>
a	All Clubs and Competitions shall keep the following Records which shall be retained for at least two (2) seasons preceding the current season, and which shall be produced should the Council of the Association so required.
	(i) <b>Minute Book</b> , containing a summary of the business transacted at all General and Committee Meetings, with a record of the Election of Members and Officers. This book shall be entered up immediately after each meeting.
	(ii) <b>Register of Members.</b> A Register containing names and addresses of all playing and non-playing Members shall be maintained.
	(iii) <b>Verified Balance Sheet</b> , showing the main cost areas, income and expenditure, profit and loss for the organisation.
b	<b>Competitions - Banking Account</b> All Competitions affiliated to this Association shall have a Banking Account into which all monies received shall be deposited and all cheques drawn on the account shall be signed by two (2) Officers of the Competition appointed for this purpose
<b>12</b>	<b>COMPETITIONS – MISCONDUCT OF OFFICIALS</b>
a	All affiliated Leagues & Competitions shall report immediately to the Football Services Department of this Association any case which involves misconduct by any of their Officials.
<b>13</b>	<b>COMPETITIONS – TO BE AUTONOMOUS</b>
a	Each Competition affiliated to this Association shall be a completely autonomous body and shall keep its Books of Accounts, Bank Accounts and Minute Books, also hold its Management Committee, Special General and Annual General Meetings, and generally conduct its affairs entirely separate from any other affiliated Competition.
<b>14</b>	<b>SANCTION AND CONTROL OF LEAGUES AND COMPETITIONS</b>
a	Leagues or Competitions shall make application for sanction to, and shall be sanctioned by, and be under the jurisdiction of the Association.
b	All leagues or competitions shall forward a copy of their rules to the Association, twenty-eight (28) days prior to the commencement of each season and in accordance with the Standard Code of rules.
c	The Annual General Meeting of all affiliated Competitions shall be held not later than 1 <sup>st</sup> July in each year.
d	Competitions must have their sanction approved by the Association before any matches within the competition take place.
e	A club wishing to appeal against a decision of an Affiliated Competition will be lead by the rules of the Football Association as changed from time to time.
<b>15</b>	<b>AFFILIATED/UNAFFILIATED FOOTBALL.</b>
a	Clubs, Players and Officials subject to the jurisdiction of this Association shall not be associated with or play with or against any Club which is not a member of this Association or some other Association recognised by The Football Association.

<b>b</b>	Unaffiliated Clubs shall not compete in any Competitions sanctioned by and affiliated to this or any other Association.
<b>c</b>	Once accepted into Membership a Club shall not change its name or present itself as another name locally without the permission of the Association.
<b>16</b>	<b>CHEQUE PAYMENTS</b>
<b>a</b>	Berks & Bucks FA will not accept cheques as a form of payment.
<b>17</b>	<b>CORRESPONDENCE</b>
<b>a</b>	Any Player, Club, League or Competition failing to reply to an official communication within the stipulated period of fourteen (14) days when requested to do so, shall be fined the sum of £20
<b>18</b>	<b>LEAGUES AND COMPETITIONS RULES</b>
<b>a</b>	All Leagues and Competitions sanctioned by the Association shall observe the Rules and Regulations of The Football Association and the Association. Any Rule, Regulation or practice of any such League or Competition which is inconsistent with the Rules and Regulations of The Football Association or the Association shall be void and unenforceable.
<b>b</b>	For the avoidance of doubt, the fact that a League or Competition has been sanctioned by the Association shall not render enforceable any such Rule, Regulation or practice which would otherwise be void and unenforceable under the Rules of The Football Association or the Association.
<b>19</b>	<b>CHANGE OF CLUB NAME/CHANGE OF OFFICIALS</b>
<b>a</b>	No Club shall change its affiliated name after affiliation, except with the consent of the Association and on payment of a fee of £20.00. Once accepted into Membership a Club shall not change its name without the permission of the Association. The Association reserves the right to refuse the use of a club name whose name is deemed inappropriate or offensive to others. Any newly formed club wishing to use a name previously in existence within Berks & Bucks FA must have its name approved by the Chief Executive. The Association reserves the right to refuse a name in the interests of the grassroots football community.
<b>a</b>	Any changes made during the season from that submitted during affiliation shall be notified to the Association or amended via the Whole Game System within seven (7) days, failing which a Club shall be liable to a fine of £20.
<b>20</b>	<b>PRECEDENCE OF CUP COMPETITIONS</b>
<b>a</b>	The following Order of Precedence shall be observed for Cup Competitions:
	(i) The Football Association Cup Competitions.
	(ii) The Berks and Bucks Football Association Cup Competitions.
	(iii) The Cup Competitions affiliated to The Berks and Bucks Football Association. In the following Group Order of Precedence.
	Group One – Formed between 1878-1899
	Group Two – Formed between 1900-1939
	Group Three – Formed between 1940-1969
	Group Four – Formed between 1970-1999
	Group Five – Formed between 2000-Present Day
<b>b</b>	Where any question of precedence arises in any one Group, priority shall be given to the Cup Competition having the earlier date of formation. Cup Fixtures made on original dates shall take precedence over re-arranged fixtures and/or replayed matches.
<b>c</b>	All Semi-Finals or Final Ties shall take precedence over Qualifying Rounds.
<b>d</b>	All Competitions shall issue each season, a list of the dates of each Cup Round of their Competition at the same time as Clubs are invited to enter the Competition. Failure to do so shall mean that the Competition concerned shall have no precedence over other Cup Competitions or League Fixtures.
<b>e</b>	Subsidiary Competitions sanctioned by The Football Association or by this Association or any other County Association shall not have any precedence over the Competitions listed in (a) to (c) above, and shall not have precedence over each other.
<b>21</b>	<b>PARTICIPANTS – AWARDS</b>
<b>a</b>	The Association shall have power to award suitable mementos to participants who represent this Association, and the Association shall decide under what conditions such awards shall be made.
<b>22</b>	<b>PLAYERS SELECTED TO REPRESENT THIS ASSOCIATION</b>
<b>a</b>	When a Player has been selected by this Association to play or attend as a Reserve in a Representative match, no Club affiliated to this Association shall ask or permit the player to play for them in a match during the twenty-four (24) hours immediately preceding the time of kick-off of the Representative Match and shall release the player selected from all commitments on the day of the Representative Match.
<b>23</b>	<b>DIVISIONS OF THE ASSOCIATION</b>
<b>a</b>	The area of the Association shall be divided by the directors into four (4) areas as follows, each of the areas shall have two (2) area leads to support the League representatives in that given area.
<b>b</b>	North - The Local Authority areas of Milton Keynes & Aylesbury Vale
<b>c</b>	South - The Local Authority areas of Chiltern, South Bucks & Wycombe
<b>d</b>	East - The Local Authority areas of Bracknell Forest, Royal Borough of Windsor & Maidenhead, Wokingham & Slough
<b>e</b>	West - The Local Authority areas of Reading, Vale of White Horse, South Oxfordshire and West Berkshire
<b>f</b>	<b>Note:</b> The above County and Municipal areas are those existing before the Boundary Commission changes which became effective on 1 <sup>st</sup> April 1974
<b>24</b>	<b>COUNCIL MEMBERS' ADMISSIONS TO GROUNDS</b>
<b>a</b>	Each Member of the Council shall be provided with a card of authority (which shall not be transferable) and upon production of this authority all Clubs and competitions in membership of this Association shall admit the holder to their grounds and stands.
<b>25</b>	<b>COUNCIL MEMBERS' LONG SERVICE MEDAL</b>
<b>a</b>	A Member of the Council, who has served upon the Council for fifteen (15) consecutive seasons or for eighteen (18) seasons in all, shall be awarded a suitable memento.
<b>26</b>	<b>COUNCIL MEETINGS</b>
<b>a</b>	The Chairperson shall determine the dates on which the Council shall meet, and shall be empowered to vary such dates or to call additional Meetings as deemed necessary.
<b>27</b>	<b>RECORD OF ATTENDANCE</b>
<b>a</b>	A record shall be kept of the attendance of Members at each Meeting.
<b>28</b>	<b>NOTICE OF MOTION</b>
<b>a</b>	Notices of all intended motions shall be given in writing to the Chief Executive ten (10) working days previous to the meeting, and such notices shall be placed on the Agenda in the order received. In the absence of the Member in whose name it stands, the motion shall not be proceeded with unless they have given written authority to some other Member to proceed with it.
<b>29</b>	<b>ORDER OF PROCEEDINGS</b>
<b>a</b>	The Business before the meeting as stated on the Agenda shall be proceeded with in such order as the Chairperson may direct.
<b>30</b>	<b>MODE OF DISCUSSION</b>
<b>a</b>	Each Member on speaking shall rise and address the Chairperson and not to any other Member of the Council and shall not speak for a longer period than five minutes on any one question. When two or more Members rise at one time the Chairperson shall decide who shall have priority of speaking and shall have power to check or call to order a speaker. Whenever the Chairperson rises to speak, a Member shall not rise until the Chair has been resumed. The ruling of the Chairperson on any question under the Standing Orders, or on points of order or explanation shall be final.
<b>31</b>	<b>MODE OF PROCEDURE</b>

a	No Member shall speak twice on any question, unless permission is given to explain or the attention of the Chairperson be called to a point of order, except the mover of the original resolution of an amendment that displaces an original resolution. When an amendment is moved upon a proposition, no further amendment shall be moved or considered until the first is disposed of. Any number of amendments may be brought forward in succession and the question shall be put in such a manner that if an amendment be negatived another may be moved upon the original proposition, but if the amendment be affirmed it shall form the proposition under consideration whereupon further amendments may be moved. When these have all been disposed of the question shall ultimately be put upon the original or amended proposition as the case may be, in order to its being passed as a resolution.
<b>32</b>	<b>OBJECTIONAL BUSINESS</b>
a	If the Chairperson shall be of the opinion that any motion proposed to be made is of an objectionable character they may at once put it to the vote (on which there shall be no discussion) whether it shall be entertained or not, and if two-thirds of the Members present decide not to entertain such a motion the matter is disposed of for that meeting.
<b>33</b>	<b>MODE OF VOTING</b>
a	The Chairperson shall determine the most appropriate mode of voting and communicate this prior to the commencement of any vote. If on a decision being taken the votes recorded are equally divided the Chairperson is entitled to give a casting vote.
<b>34</b>	<b>RESCINDING RESOLUTIONS</b>
a	A Resolution shall not be rescinded at the Meeting of the Council at which it has been passed unless the motion to rescind shall be carried by three-quarters of the Members present and voting.
<b>35</b>	<b>COMMITTEES OF THE WHOLE COUNCIL</b>
a	The Council by vote may resolve itself into a Committee of the Whole Council and whilst in Committee there shall be no restriction as to the number of times a Member may speak to the question.
<b>36</b>	<b>CONDUCT OF COUNCIL/BOARD MEMBERS</b>
a	All Council and Board members shall sign up to the Berks & Bucks FA Code of Conduct. Any breach of this conduct will be dealt with in accordance with the code.
<b>37</b>	<b>COUNCIL CLOTHING/ATTIRE</b>
a	Appropriate clothing shall be worn for the occasion at all times. Members of Council may wish to dress in Berks & Bucks FA branded clothing as supplied when representing the County at Council meetings and/or events Identification badges should be worn when representing the County.
<b>38</b>	<b>SENSITIVITY OF INFORMATION</b>
a	Council & Board is required to ensure that they act in accordance of the terms of Reference from the group in which they belong at all times. Information discussed is not to be discussed publicly until minutes of meetings have been received and adopted or with prior approval of the Chairperson of the event.
<b>39</b>	<b>TRANSPARENCY</b>
a	No member of the Council/Board shall be allowed to vote on any matter that may come up for discussion where it may be deemed to present a conflict of interest. The Chairperson of the Council may at his discretion request such member(s) to withdraw whilst the matter is being discussed.
<b>40</b>	<b>VOTING AT AGM/COUNCIL MEETINGS</b>
a	A motion having been passed through Council should have the support of Council members at the subsequent AGM.
<b>41</b>	<b>COMMUNICATION</b>
a	In the interests of transparency and consistency, all mass communications sent to members of the Association (Council, Clubs, Competitions, Referees) should also be copied to the Chief Executive Officer of the Association.
<b>42</b>	<b>INCLUSION ADVISORY GROUP</b>
a	The Inclusion Advisory Group has the following roles within the Association
	(i) support the development of good relationships with the local community, so that football can be used to create positive opportunities and increase participation for all
	(ii) educate individuals, clubs and competitions on equality issues in grassroots football.
	(iii) improve the football environment through eliminating bullying, harassment and any form of discrimination.
	(iv) Act as a check and challenge opportunity for the Association to ensure delivery against inclusion.
<b>43</b>	<b>YOUTH COUNCIL</b>
a	The Youth Council has the following roles within the Association
	(i) Represent and communicate the views of young people in the county regarding mini-soccer and youth football.
	(ii) to work on projects to meet identified needs in mini-soccer and youth football across the County.
	(iii) Actively engage in and promote partnership working to identify additional opportunities.
	(iv) Act as representatives of young people at relevant events and functions.
	(v) Act as a check and challenge opportunity for the Association to ensure delivery against football for young people.
b	A Maximum of two (2) members from the Youth Council will be elected to serve on the main Council for a period of three (3) years. Members are eligible for re-election but must be between the ages of 14-25.
c	A member ceases to be a representative of the Youth Council on Council on the AGM following their 25th birthday.
<b>44</b>	<b>AREA MEETINGS</b>
a	The Area meetings will be chaired by the Area Lead. As of 2021 the area lead will be appointed by the Officers delegated by the board, on receipt of an application detailing their credentials.
	(i) Represent and communicate the views of grassroots football.
	(ii) Act as a check and challenge opportunity for the Association to ensure delivery is relevant to the needs of football.
b	Area meetings will be held at least one (1) calendar month prior to the advertised Council meeting dates.....chaired the area leads with involvement from all departments of the Association. ....
c	Area Meeting - Area leads are to be appointed by the officers delegated by the board, on receipt of an application detailing their credentials
d	Area meetings will be held at least one (1) calendar month prior to the advertised Council meeting dates.....chaired the area leads with involvement from all departments of the Association. ....
e	Areas meetings are to be held in convenient location within area.
f	Each Area Meeting shall conduct its business in accordance with any terms of reference as set by the Association from time to time
<b>45</b>	<b>LEAGUE REPRESENTATIVES</b>
a	As of 2021 League Representatives must be elected at the league AGM. This position must be part of the Management Committee of the league it which it represents.
b	Those persons elected as League Representatives shall hold office for a period of three years following the Annual General Meeting at which their election is announced but shall be eligible for re-election.
c	All persons associated with the Association must comply with safeguarding and Code of conduct as advised by the Board & The Football Association from time to time.
d	No Individual will be permitted to represent more than one league at a given time.
<b>46</b>	<b>EDUCATION REPRESENTATIVE</b>
a	The Education Representative is to be appointed by the officers delegated by the board, on receipt of an application detailing their credentials.
b	The Association may in its absolute discretion at any time appoint ad hoc Advisory groups and working groups to deal with footballing matters as it sees fit.

<b>47</b>	<b>ALTERATIONS TO THESE RULES</b>
<b>a</b>	No alteration may be made to these rules save in accordance with the Memorandum and Articles of Association.

Last Updated June 2019