

## South West Hertfordshire Football Association – Watford Sunday Football League

These Rules cover the following competitions: SW Herts FA Watford Sunday Football League, SW Herts FA Sunday Challenge Cup, SW Herts FA Intermediate Cup, SW Herts FA Sunday Junior Cup, Watford Sunday League Invitation Cup, Watford Sunday League Presidents Cup, Watford Sunday League Reserve Cup, and any other such Competitions as the Association may wish to organize.

*RULES IN NON-BOLD ITALICS ARE RULES INTRODUCED BY THE WATFORD SUNDAY FOOTBALL LEAGUE, OR MAY BE ALTERNATIVES PROPOSED TO THE MANDATORY RULES BY THE FA. THESE MAY BE AMENDED OR ADDED TO AT THE AGM.*

ALL OTHER RULES IN BOLD TYPE ARE FA MANDATORY RULES AND CANNOT BE AMENDED OTHER THAN BY THE FA.

PLEASE NOTE THAT FROM THE 2021/22 SEASON ALL PLAYERS MUST BE REGISTERED THROUGH WGS.

### DEFINITIONS

#### 1. (A) In these Rules:

**“Affiliated Association”** means an Association accorded the status of an Affiliated Association under the rules of The FA.

**“AGM”** shall mean the annual general meeting held in accordance with the constitution of the Competition.

**“Club”** means a Club for the time being in membership of the Competition.

**“Competition”** means the *South West Hertfordshire Football Association - Watford Sunday Football League*.

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

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

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

**“Fees Tariff”** means a list of fees approved by the Clubs at a general meeting to be levied by the Management Committee for any matters for which fees are payable under the Rules, as set out at Schedule A.

**“Fines Tariff”** means a list of fines approved by the Clubs at a general meeting to be levied by the Management Committee for any breach of the Rules, as set out at Schedule A.

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

**“Management Committee”** means in the case of a Competition which is an unincorporated association, the management committee elected to manage the running of the Competition and where the Competition is incorporated it means the Board of Directors appointed in accordance with the articles of association of that company.

**“Match Officials”** means the referee, the assistant referees and any fourth official appointed to a Competition Match.

**“Non Contract Player”** means any Player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment.

**“Officer”** means an individual who is appointed or elected to a position in a Club or Competition which requires that individual to make day to day decisions.

**“Participant”** shall have the same meaning as set out in the Rules of The FA from time to time.

**“Player”** means any Contract Player, Non Contract Player or other player who plays or who is eligible to play for a Club.

**“Playing Season”** means the period between the date on which the first competitive fixture in the Competition is played each year until the date on which the last competitive fixture in the Competition is played.

**“Rules”** means these Rules under which the Competition is administered.

**“Sanctioning Authority”** means the Hertfordshire County Football Association Limited. **“Scholarship”** means a Scholarship as set out in Rule C 3 (a) (i) of the rules of The FA. **“Season”** means the period of time between an AGM and the subsequent AGM.

**“Secretary”** means such person or persons appointed or elected to carry out the administration of the Competition. **“SGM”** means a special general meeting held in accordance with the constitution of the Competition.

**“Team”** means a team affiliated to a Club, including where a Club provides more than one team in the Competition in accordance with the Rules.

**“The FA”** means The Football Association Limited.

**“WGS”** means the Whole Game System and the procedures for the operation thereof as determined by The FA from time to time.

**“written”** or **“in writing”** means the representation or reproduction of words or symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

(B) Unless stated otherwise, terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

## GOVERNANCE RULES

### COMPETITION NAME, CONSTITUTION

2.

- (A) The Competition will be known as *The South West Hertfordshire Football Association - Watford Sunday Football League/Cup*, (or such other name as the Competition may adopt). The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.
- (B) This Competition shall consist of not more than 72 Clubs approved by the Sanctioning Authority.
- (C) The geographical area covered by the Competition membership shall be *within an 8 mile radius of Watford Town Hall, in which area Clubs shall have their ground/head quarters.*
- (D) The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the Rules, regulations and policies of The FA.
- (E) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation thereto, subject to the provisions of Rule 7.
- (F) The Rules are taken from the Standard Code of Rules (the "Standard Code") determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.
- (G) All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date in a manner prescribed by the Sanctioning Authority and must have a constitution approved by the Sanctioning Authority. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- This Competition shall apply annually for sanction to the Sanctioning Authority and the constituent Teams of Clubs may be grouped in divisions, *each not exceeding 12 in number.*

#### (H) Inclusivity and Non-discrimination

- (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (to include those contained in the Equality Act 2010).
- (ii) This Competition and each Club must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.
- (iii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.
- (I) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including, but not limited to, Charter Standard and RESPECT programmes. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (J) All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The FA from time to time.
- (K) Clubs shall not enter any of their Teams playing in the Competition in any other competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (L) At the AGM or a SGM called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 22.
- (M) Only one Team shall be permitted from any Club to participate in the same division as another Team from the same Club unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. The Competition will obtain the prior approval of the Sanctioning Authority in the event of a division comprising of more than one Team from the same Club. This Competition will ensure that, where permission is given, Teams from a Club operating in the same division are run as separate entities with no interchange of players other than via transfers of registration in accordance with these Rules.
- (N) *The competition requires that each Club only enters one team, and that any additional teams should be entered as a separate Club and not include the term Reserves in their name.*
- (O) *The Competition will conduct all matters relating to the League/Divisions/Cups it organizes, and will have the right to determine the eligibility of any Club for entry to any of these .*
- (P) *The Competition shall operate a Social Media Policy and Guidelines as decided by the Management Committee and issued to all clubs*

### CLUB NAME

3. Any Club wishing to change its name must obtain permission from the Sanctioning Authority and from the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- Any Club intending to change its name from the previous season must submit, in writing with their Notice of Intent as required by Rule 11A, the Clubs new name and the reason for the change. The acceptance, or otherwise, of such change will be at the discretion of the Management Committee. If the Club accepted by this League at the previous AGM under Rule 2G, has a parent Club, the change of name and reason must be accompanied by a letter of agreement or otherwise from the parent Club*

#### **ENTRY FEE, SUBSCRIPTION, DEPOSIT**

4. (A) Applications by Clubs for admission to the Competition or the entry of an additional Team(s) from the same Club must be made in writing to the Secretary and must be accompanied by an Entry Fee per Team as set out in the Fees Tariff, which shall be returned in the event of non-election.

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

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

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

*This will be payable by continuing Clubs on or before 6pm on 15 May each year. This subscription will cover membership and entitle each Club to receive two free Directories/Rule Books, (Any replacement Directories/Rule Books will be supplied at a charge of £5), 30 Registration Forms and entry into the appropriate Cup Competitions. Failure to meet the above deadline will lead to the Club's application not being accepted.*

- (C) In the event of any issue concerning the membership of any Club with the Competition the Management Committee may require a Deposit to be paid (in accordance with the Fees Tariff) by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. Application for refund of the Deposit fee must be made within two seasons of ceasing to be members of the Competition, otherwise it will be deemed the Deposit is forfeited.

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

- (E) Clubs must advise annually to the Secretary in writing by 31<sup>st</sup> August of its Sanctioning Authority affiliation number for the forthcoming Playing Season. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its headquarters, its Officers and any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

#### **MANAGEMENT, NOMINATION, ELECTION**

5. (A) The Management Committee shall comprise the Officers of the Competition and 2 members who shall all be elected at the AGM.

- (B) Retiring Officers shall be eligible to become candidates for re-election without nomination provided that the Officer notifies the Secretary in writing not later than 15<sup>th</sup> May in each year.

All other candidates for election as Officers of the Competition or members of the Management Committee shall be nominated to the Secretary in writing, signed by the secretaries of two Clubs, not later than 15<sup>th</sup> May in each year. Names of the candidates for election shall be circulated with the notice of the AGM. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the AGM.

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

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

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

- (E) All communications received from Clubs must be conducted through their Officers and sent to the Secretary. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. (Note ; Officers consist of the 4 nominated persons signing the Competitions Undertaking Form, i.e. Chairman, Secretary, Treasurer, Manager. )

- (F) No member shall be eligible for election as a Vice President unless he/she has been deemed and proposed, by the Management Committee, to have provided meritorious service to the Association for a minimum continuous period of ten years from the date of their appointment to their position. Clubs may submit names of persons to the Management Committee for consideration under the above definition. All current Honorary positions will, under this Rule, will become defunct and members of the association meeting the requirements of Rules 4F and 4G will be proposed, and seconded for election at each Annual General Meeting. Other notable Honorary members of the Association will be proposed and seconded for election at each Annual General Meeting. Honorary Members may attend meetings but are not eligible to vote.

- (G) When Association Officers retire, the President may be nominated to become an Honorary Life Past President of the Association, and in the case of a Vice President may be nominated to become an Honorary Life President of the Association. Other Officers will be subject to qualification for Vice President under Rule 4F.

- (H) On Association Meeting nights, each Club in membership will be required to send a representative to the meeting. Voting will be as prescribed in Rule 6D. Clubs not represented at Competition (clubs) Meetings shall be fined £25. After missing two consecutive meetings, a written explanation must be sent to the Honorary Secretary within seven days of the date of the meeting giving reasons for non-attendance. Clubs missing three consecutive meetings will be required to appear before the Management Committee who may impose an additional fine.

## POWERS OF MANAGEMENT

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

(B) Subject to the permission of the Sanctioning Authority having been obtained, the Management Committee may order a match or matches to be played each Season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any Club which may have withdrawn during the Season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the Season.

(C) Each member of the Management Committee shall have the right to attend and vote at all Management Committee meetings and have one vote thereat, but no member shall be allowed to vote on any matters directly appertaining to such member or to the Club so represented or where there may be a conflict of interest. (This shall also apply to the procedure of any sub-committee).

In the event of the voting being equal on any matter, the Chairman of the Management Committee shall have a second or casting vote. A secret ballot may be taken if the majority of those present so desire.

(D) The Management Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competitions, including any not provided for in the rules. Any action by the Competition must be taken within 28 days of the Competition being notified.

With the exception of Rules 6(I), 8(H), and 9, for all alleged breaches of a Rule the Management Committee shall issue a formal written charge to the Club concerned. The Club charged shall be given 7 days from the date of notification of the charge to reply. In such reply a Club may:

- (i) Accept the charge and submit in writing a case of mitigation for consideration by the Management Committee on the papers; or
- (ii) Accept the charge and notify that it wishes to put its case of mitigation at a hearing before the Management Committee; or
- (iii) Deny the charge and submit in writing supporting evidence for consideration by the Management Committee on the papers; or
- (iv) Deny the charge and notify that it wishes to put its case of mitigation at a hearing before the Management Committee.

Where the Club charged fails to respond within 7 days, the Management Committee shall determine the charge in such manner and upon such evidence as it considers appropriate.

Where required, hearings shall take place as soon as reasonably practicable following receipt of the reply of the Club as more fully set out above.

Having considered the reply of the Club (whether in writing or at a hearing), the Management Committee shall make its decision and, in the event that the charge is accepted or proven, decide on the appropriate penalty (with reference to the Fines Tariff where applicable).

With the exception of Teams playing at Step 7 of the National League System, the maximum fine permitted for any breach of a Rule is

£250 and, when setting any fine, the Management Committee must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

The maximum fine permitted for a breach of a Rule by a Team playing at Step 7 of the National League System is £500. No Participant under the age of 18 can be fined.

All breaches of the Laws of the Game, or the Rules and Regulations of The FA shall be dealt with in accordance with FA Rules by the appropriate Association.

(E) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 7. Decisions of the Management Committee must be notified in writing to those concerned within 7 days.

(F) 30% of its members shall constitute a quorum for the transaction of business by the Management Committee or any sub-committee thereof.

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

(H) A Club must comply with an order or instruction of the Management Committee and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. A Club having failed to comply with an order or instruction of the Management Committee within 14 days of a specified date, shall not be allowed to complete fixtures or take part in the Competitions business until the order has been complied with. Clubs failing to satisfactorily attend to the business and/or the correspondence of the Competition shall be liable to be penalized at the discretion of the Management Committee. The penalty may include having its membership withdrawn (subject to SGM appeal)

(I) Subject to a Club's right of appeal in accordance with Rule 7 below, all fines and charges must be paid within 14 days of the date of notification of the decision. Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within a further 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid. If a Club has been suspended for non-payment of fines, they will be suspended from their next match, plus the fines must be cleared at least Five (5) days before the next fixture that the Club will be allowed to compete in.

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

(K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the

Competition between the AGM or SGM called to decide the constitution and the commencement of the Playing Season.

- (L) The business of the Competition as determined by the Management Committee may be transacted by electronic mail or facsimile.
- (M) *The Minutes of the Management Committee of the Association shall include confirmation of any fines imposed at the meeting.*
- (N) *Any Management Committee Member who fails to attend three consecutive meetings, without a written explanation, shall be deemed to have resigned their post.*
- (O) *A Club who is deemed guilty of a breach of the Rules that is liable to bring The Association into disrepute will be dealt with as the Committee determine and may have its membership removed as per Rule 12. Written notification of a charge of disrepute against a Club must be given and the Club will have right of protest as per Rule 7B and any subsequent appeal under Rule 16. Clubs are responsible for the behavior of their supporters.*

#### **PROTESTS, CLAIMS, COMPLAINTS, APPEALS**

- 7. (A) (i) All questions of eligibility, qualification of Players or interpretations of the Rules shall be referred to the Management Committee or a sub-committee duly appointed by the Management Committee.
  - (ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the referee before the commencement of the Competition Match.
  - (B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged with the Secretary within 14 days (excluding Sundays) of the Competition Match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.
  - (C) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum in accordance with the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the inquiry or to order that the costs to be shared by the parties.
  - (D) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days prior to the protest or complaint being heard.
    - (i) All parties must have received 7 days' notice of the hearing should they be instructed to attend.
    - (ii) Should a Club elect to state its case in person then it should indicate such when forwarding the written response.
  - (E) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.
  - (F) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within 14 days of the posting of the written notification of the decision causing the appeal, accompanied by a fee (as set out in the Fees Tariff), which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary. The procedure for the appeal shall be determined by the Sanctioning Authority, in such respect the Sanctioning Authority may (but is not obliged to):
    - (i) invite submissions by the parties involved;
    - (ii) convene a hearing to hear the appeal;
    - (iii) permit new evidence; or
    - (iv) impose deadlines as are appropriate.Any appeal shall not involve a rehearing of the evidence considered by the Management Committee.
  - (G) No appeal can be lodged against a decision taken at an AGM or SGM unless this is on the ground of unconstitutional conduct.
  - (H) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee (as set out in the Fees Tariff) which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Management Committee.
- All such protests, claims, complaints and appeals must be received in writing by the Secretary within fourteen days of the event or decision causing any of these to be submitted.

#### **ANNUAL GENERAL MEETING**

- 8. (A) The AGM shall be held not later than 30 June in each year. At this meeting the following business shall be transacted provided that at least two thirds (2/3) of members are present and entitled to vote:-
  - (i) To receive and confirm the minutes of the preceding AGM.
  - (ii) To receive and adopt the annual report, balance sheet and statement of accounts.
  - (iii) Election of Clubs to fill vacancies.
  - (iv) Constitution of the Competition for the ensuing Season.
  - (v) Election of Officers of the Competition and the Management Committee members.
  - (vi) Appointment of auditors.
  - (vii) Alteration of Rules, if any (see Rule 14).
  - (viii) Fix the date for the commencement of the Playing Season and kick off times applicable to the Competition.
  - (ix) Fix the date for the end of the Playing Season (save for Step 7 which shall be determined by The FA).

- (x) Other business of which due notice shall have been given and accepted as being relevant to an AGM.
- (B) A copy of the duly audited/verified balance sheet, statement of accounts and agenda shall be forwarded to each Club at least 14 days prior to the meeting, together with any proposed Rule changes.
- (C) A signed copy of the duly audited/verified balance sheet and statement of accounts shall be sent to the Sanctioning Authority within 14 days of its adoption by the AGM.
- (D) Each Club shall be empowered to send two delegates to an AGM. Each Club shall be entitled to one vote only. 14 days' notice shall be given of any AGM.
- (E) Clubs who have withdrawn their membership of the Competition during the Playing Season being concluded or who are not continuing membership shall be entitled to attend but shall vote only on matters relating to the Season being concluded. *This provision will not apply to Clubs expelled in accordance with Rule 12.*
- (F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chairman so decides.
- (G) No individual shall be entitled to vote on behalf of more than one Club.
- (H) Any continuing Club must be represented at the AGM. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (I) Officers of the Competition and Management Committee members shall be entitled to attend and vote at an AGM.
- (J) Where a Competition is an incorporated entity, the Officers of the Competition shall ensure that the Articles of Association of the Competition are consistent with the requirements of these Rules.

**SPECIAL GENERAL MEETINGS**

9. Upon receiving a requisition signed by two-thirds (2/3) of the Clubs in membership the Secretary shall call a SGM. The Management Committee may call a SGM at any time.  
 At least seven (7) days' notice shall be given of a meeting under this Rule, together with an agenda of the business to be transacted at such meeting.  
 Each Club shall be empowered to send two delegates to all SGMs. Each Club shall be entitled to one vote only. Any Club failing to be represented at a SGM shall be fined in accordance with the Fines Tariff.  
 Officers of the Competition and Management Committee members shall be entitled to attend and vote at all SGMs.

**AGREEMENT TO BE SIGNED**

10. Each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the application for membership for the coming Season, or upon indicating that the Club intends to compete.

"WE THE MEMBERS OF.....FC,  
 .....CHAIRMAN  
 ADDRESS.....  
 .....SECRETARY

ADDRESS.....

MEMBER ONE.....

ADDRESS.....

MEMBER TWO.....

ADDRESS.....

*Having been provided with a copy of the Rules and Regulations of the Watford Sunday Football League (SWHFA) Competition and do hereby agree for and on behalf of the said Club, if elected or accepted into membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 7."*

SIGNED.....CHAIRMAN

.....DATE

SIGNED.....SECRETARY

.....DATE SIGNED.....

TREASURER OR MEMBER 1 IF SAME AS ABOVE

.....DATE

SIGNED.....

The agreement shall be signed by:

- (i) Where a Club is an unincorporated association, the Club chairman and secretary; or
- (ii) Where a Club is an incorporated entity, two directors of the Club.

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

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

#### CONTINUATION OF MEMBERSHIP, WITHDRAWAL OF A CLUB

- 11. (A) Any Club intending, or having a provisional intention, to withdraw a Team from the Competition on completion of its fixtures and fulfillment of all other obligations to the Competition must notify the Secretary in writing by 31st March each season. This does not apply to a Club moving in accordance with Rule 22(B). Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (B) The Management Committee shall have the discretion to deal with a Team being unable to start or complete its fixtures for a Playing Season, including, but not limited to, issuing a fine in accordance with the Fines Tariff.
- (C) Notwithstanding the powers of the Management Committee pursuant to Rule 6(I), in the event of a Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee shall be empowered to refer the debt under The FA Football Debt Recovery provisions.

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

- 12. (A) At the AGM or SGM called for the purpose in accordance with the provisions of Rule 9, notice of motion having been duly circulated on the agenda by direction of the Management Committee, the accredited delegates present shall have the power to: (i) remove a member of the Management Committee from office; (ii) exclude any Club or Team from membership, both of which must be supported by more than two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A member of the Management Committee or Club which is the subject of the vote being taken shall be excluded from voting.
- (B) At the AGM, or at a SGM called for the purpose in accordance with the provisions of Rule 9, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable, which must be supported by more than two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.
- (C) Any Officer or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a Player or Players of another Club in the Competition to join them shall be liable to such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of clause (A) and/or (B) of this Rule. *Any action taken under this Rule will be reported to the Sanctioning Authority.*

#### TROPHY

- 13. (A) The following agreement shall be signed on behalf of the winners of the cup or trophy:-  
"We (A) (name) and (B) (name), the Chairman and Secretary of [ ] FC (Limited), members of and representing the Club, having been declared winners of cup or trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the cup or trophy to the Competition Secretary on or before the date of the March Competitions (Clubs) meeting. If the cup or trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."  
Failure to comply will result in a fine in accordance with the Fines Tariff.
- (B) *At the close of each Competition awards may/shall be made to the winners and runners-up if the funds of the Competition permit.*
- (C) *A Competition Cup or Trophy shall be vested in the Association Sanctioning the Competition as Trustees. If a Competition be discontinued for any reason, the Cup or Trophy shall be returned to the donor, if the conditions attached to so provide, or otherwise dealt with as The Association may decide.*
- (D) *Any Club failing to return trophies by the date of the March Club Meeting of the following season, as required by this Rule shall be fined not less than £25*
- (E) *The winning team and runners-up in each Division of The Association, and various cups, shall receive 16 mementoes to be provided by the Association*
- (F) *The winning teams and runners-up of all competitions may make application to the Management Committee for permission to purchase extra mementoes for which they must pay. This application must state the full names of the players for whom the extra mementoes are required, and the number of games each player has played in the competition for his Club, in the same season.*

## ALTERATION TO RULES

14. Alterations, for which consent has been given by the Sanctioning Authority, shall be made to these Rules only at the AGM or at a SGM specially convened for the purpose called in accordance with Rule 9. Any alteration made during the Playing Season to these Rules shall not take effect until the following Playing Season.

Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by 1<sup>ST</sup> April in each year.

The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 8<sup>th</sup> April and any amendments thereto shall be submitted to the Secretary by 22<sup>nd</sup> April. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if a majority of those present, entitled to vote and voting are in favour.

A copy of the proposed alterations to Rules to be considered at the AGM or SGM shall be submitted to the Sanctioning Authority or The FA (as applicable) at least 28 days prior to the date of the meeting.

## FINANCE

15. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.
- (B) All expenditure in excess of £500 shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.
- (C) The financial year of the Competition will end on 15<sup>th</sup> May.
- (D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be audited/verified annually by a suitably qualified person(s) who shall be appointed at the AGM.
- (E) *Each Club must ensure that all monies owed to the Club by its members is collected from them by the last day of the season, the date of which was agreed at the previous Annual General Meeting. Any monies owed after this date is the Club's own responsibility and cannot be referred to the League. If, however any of such debt relates to a Herts FA fine, Clubs may refer the matter to the Herts FA for any appropriate action. But any such referral to Herts FA must be within 28 days of payment being requested or within 112 days of the debt being incurred.*

## INSURANCE

16. (A) All Clubs must have valid public liability insurance cover of at least ten million pounds (£10,000,000) at all times.
- (B) All Clubs must have valid personal accident cover for all Players registered with them from time to time. The Players' personal accident insurance cover must be in place prior to the Club taking part in any Competition Match and shall be at least equal to the minimum recommended cover determined from time to time by the Sanctioning Authority. In instances where The FA is the Sanctioning Authority, the minimum recommended cover will be the cover required by the Affiliated Association to which a Club affiliates.

Failure to comply with Rule 16(A) or 16(B) will result in a fine in accordance with the Fines Tariff.

## DISSOLUTION

17. (A) Dissolution of the Competition shall be by resolution approved at a SGM by a majority of three quarters (3/4) of the members present and shall take effect from the date of the relevant SGM.
- (B) In the event of the dissolution of the Competition, the members of the Management Committee are responsible for the winding up of the assets and liabilities of the Competition.
- (C) The Management Committee shall deal with any surplus assets as follows:
- (i) Any surplus assets, save for a trophy or any other presentation, remaining after the discharge of the debts and liabilities of the Competition shall be transferred only to another Competition or Affiliated Association or The Football Association Benevolent Fund or to such other charitable or benevolent object in the locality of the Competition as determined by resolution at or before the time of winding up, and approved in writing by the Sanctioning Authority.
  - (ii) If a Competition is discontinued for any reason a trophy or any other presentation shall be returned to the donor if the conditions attached to it so provide or, if not, dealt with as the Sanctioning Authority may decide.



## MATCH RELATED RULES

### QUALIFICATION OF PLAYERS

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

- (i) signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club, which is submitted to the Competition 5 days prior to the Player playing and whose registration has been confirmed by the Competition prior to that Player playing in a Competition Match; (Note: A player is NOT registered until the Club Secretary receives the Pink copy & Photograph Identity card, with the exception of Emergency Registrations.)

Or

signed a fully and correctly completed Competition registration form in ink on a match day prior to playing which is countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club, and submitted to the Competition within two days (Sundays excluded) subsequent to the Competition Match. The Player shall not play again on a subsequent match day until the Club is in possession of the approval of the Competition. A maximum of 1 Player may be registered in accordance with this paragraph 18(A)(ii) (see note 1 below); Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

*Note 1: A signed, fully and correctly completed Competition Emergency registration form in ink on a match day prior to playing which is countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club and submitted to the Competition within two days of the match. This applies to League (not Cup) matches only and up to a maximum of 5 registrations per season, for Double Headers 1 emergency registration can be used in each match. The three-part form must be completed prior to the match and must be countersigned by the oppositions representative who cannot refuse to sign the form. Referee may if necessary countersign the form. The countersigning does not validate the registration of the player concerned: the validation will be completed by the procedures at below. The distribution of the completed form must be dealt with as follows, the three parts must be sent to the Registrations Secretary together with the Match Report Form and the Emergency Registration Fee of £10 (which includes the Registrations Fee). The completed forms must be submitted within two days of the match as described in Rule 21A relating to submission of Match Reports. The Club making such Emergency Registrations will be held liable for any breaches of the Rules, which may be uncovered after the event, e.g. registering a suspended or otherwise ineligible player etc. An Emergency Registration Form will be accepted, subject to the provisions of this Rule, without a photograph as required by Rule 8B1A. However, a formal Registration Form must then be submitted within 5 days as required by Rule 18(A)i. Any breach of this Rule will be subject to a £10 fine together with any other required action for any other breach of Rules uncovered under 18A above.*

or

- (i) registered through WGS.

Any registration form which is sent by either of the means set out at Rules 18(A) (i) or (ii) above that is not fully and correctly completed will be returned to the Club unprocessed. If a Club attempts to register a player via WGS but does not fully and correctly complete the necessary information via WGS, the registration will not be processed.

For Clubs registering Players under Rules 18(A) (i) or (ii), registration forms will be provided in a format to be determined by the Competition (see note 2 below). For Clubs registering Players via WGS (under Rule 18 (A) (iii)), Clubs must access WGS in order to complete the registration process. (NB : If Clubs are required to register players via WGS, instructions and requirements will be issued by the Competition in advance and must be adhered to or the registration(s) will not be processed)

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

*Note 2: A fully, correctly completed and signed Competition registration form (The Regulations set out on the Registration Forms shall be deemed to be part of these Rules) in ink, countersigned by an Officer, which is submitted to the Competition [5] days prior to the Player playing and whose registration has been confirmed by the Competition prior to that Player playing in a Competition Match. Clubs must submit with the above-mentioned Registration Form, 2 passport size photographs (no larger than 2"x2") of each player to be registered. The photographs will be suitably validated by the Registrations Secretariat and one such photograph/identity card will be returned to the Club with the appropriately endorsed Registration Form. It is the responsibility of the Club Secretary to ensure that the above procedure is dealt with as stated, any Registration Forms not accompanied by the required photographs will be returned in the stamped addressed envelope required by Rule 18S, together with those Registration forms which have been properly submitted. Resubmission of the incorrect Registration forms must be accompanied by a further stamped self-addressed envelope. Registration Forms will be valid for the current season only and each player must be re-registered each season.*

- (B) (i) Contract players are not permitted in this Competition with the exception of those Players who are registered under Contract with the same Club who have a team operating at Steps 1 to 6 of the National League System.

It is the responsibility of each Club to ensure that any Player registered to the Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 10 and over crossing borders including Wales, Scotland and Ireland.

- (ii) Each Club must have at least 11 Players registered 14 days before the start of each Playing Season. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (iii) At the beginning of the season, Registration Forms must be submitted to the Registrations Secretariat by 8pm at least 14 days before the first Sunday in September in each year. Any Club wishing to register a player to play on the first Sunday in September or thereafter, after the 14-day deadline, must submit to the Registrations Secretariat a written explanation why the registration is required, together with the sum of £10, which includes Registration Fee, for each registration required. (see also last sentence of Rule 18A1)

Each team must register a minimum of eleven (11) players 14 days before the start of each playing season; otherwise the Management Committee may deem that the team has resigned their membership.

- (C) A Player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) to any Club(s) shall be permitted to register and play for a Club in Competition Matches, save that the Player may be liable to be suspended from playing for that Club should the Player fail to comply with the terms of the Football Debt Recovery Regulations in respect of that Football Debt.
- (D) A fee as set out in the Fees Tariff shall be paid by each Club/Team for each Player registered.
- (E) The Management Committee shall decide all registration disputes.

In the event of a player signing a registration form or having a registration submitted for more than one Club, priority of registration shall decide for which Club the Player shall be registered. The Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

- (F) It shall be a breach of Rule for a Player to:-
  - (i) Play for more than one Club in the Competition in the same Playing Season without first being transferred.
  - (ii) Having registered for one Club in the Competition, register for another Club in the Competition in that Playing Season except for the purpose of a transfer.
  - (iii) Submit a signed registration form or submit a registration through WGS for registration that the Player had willfully neglected to accurately or fully complete.

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

- (G) (i) The Management Committee shall have the power to accept the registration of any Player subject to the provisions of Rules 18(G) (ii) and (iii) below.
  - (ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any Player or may fine any Player, at their discretion (in accordance with the Fines Tariff) who has been charged and found guilty of registration irregularities (subject to Rule 7).
  - (iii) The Management Committee shall have power to make application to refuse or cancel the registration of any Player charged and found guilty of undesirable conduct (subject to Rule 7) subject to the right of appeal to the Sanctioning Authority. Application should be made to the parent County of the Club the Player is registered or intending to be registered with.
 

Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a Participant from being involved in this Competition.
  - (iv) For a Player who has previously had a registration removed in accordance with Rule 18(G)(iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the Player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of bringing the Competition into disrepute.
 

(Note: Action under Rule 18(G) (iii) shall not be taken against a Player for misconduct until the matter has been dealt with by the Sanctioning Authority, and then only in cases of the Player bringing the Competition into disrepute and will in any event be subject to an appeal to the Sanctioning Authority or The FA. All decisions must include the period of restriction. For the purpose of this Rule, bringing the Competition into disrepute can only be considered where the Player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in any competition (and is not restricted to the Competition) in a period of two years or less from the date of the first offence.)

- (H) Subject to compliance with FA Rule C2(a) when a Club wishes to register a player who is already registered with another club it shall submit a transfer form (in a format as determined by the Competition \*SEE NOTE 3 BELOW) to the Competition accompanied by a fee as set out in the Fees Tariff. Such transfer shall be referred by the Competition to the club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Competition and to the player concerned within 3 days of receipt of the notification. Upon receipt of the Club's consent, or upon its failure to give written objection within 3 days, the Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date or 5 days after receipt of such transfer.

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

\*NOTE 3 - A transfer form must first be requested from the Competition, then sent to the Registrations Secretariat together with a new registration form enclosing a fee of £10 that is inclusive of the registration fee. The transfer of registration will not be completed until the new Club's Honorary Secretary receives the registration counterfoil stamped and dated by the Honorary Registrations Secretariat. No transfer will be granted unless a player has been registered with his current Club for a minimum period of 28 days. Transfer forms will be supplied on application to the Assistant General Secretary/Archivist. The transfer form incorporates a statement that the player has cleared his financial obligation to his present Club.

- (I) A Player may not be registered for a Club nor transferred to another Club in the Competition after 8pm on 20<sup>th</sup> February each year except by special permission of the Management Committee.
- (J) A Club shall keep a list of the Players it registers and a record of all matches in which those Players have played for the Club, and shall produce such records upon demand by the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (K) A register containing the names of all Players registered for each Club, with the date of registration, shall be kept by the (Registrations) Secretary and shall be open to the inspection of an Officer of the Club at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Playing

**Season only.**

In the event of a Non Contract Player without a written contract changing his status to that of a Contract Player with the same Club, another Club in the Competition or with a Club in another competition his registration as a Non Contract Player will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 18(B)(i).

(L) A Player shall not be eligible to play for a Team in any special championship, promotion or relegation deciding Competition Match (as specified in Rule 22(A)) unless the Player has played 3 Competition Matches for that Team in the current Playing Season.

(M) Not used in this competition.

(N)

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

*(NB – A suspended player is ineligible. Any Club, or Club Official breaking this Rule or Rule L on more than two occasions may be excluded from further participation in the Competition)*

(ii) The Management Committee may vary the sanction as relates to the deduction of points set out at Rule 18(N)(i) only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status.

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

- a) Award the points available in the Competition Match in question to the opponents, subject to the Competition Match not being ordered to be replayed; or
- b) Levy penalty points against the Club in default; or
- c) Order that such Competition Match or Matches be replayed (on such terms as are decided by the Management Committee).

(O) The following clause applies to Competitions involving Players in full-time secondary education:-  
Priority must be given at all times to school and school organisations activities. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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

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

(P) Not Used

(Q) *It will be the responsibility of the Club Secretary to ensure that the endorsed photograph/identity cards are available at all League and Cup matches for production when required, either by their opponents, the referee or a representative of the Management Committee assigned to carry out a Registration Check. It is compulsory for the Club Secretary or assigned representative to inspect the oppositions Photograph/Identity cards prior to the match and to report any infringements to the Management Committee. This procedure need not be carried out if a member of the Management Committee has already carried it out. If a Club Secretary is not available at any match he/she must ensure that a responsible member of the team shall act as the Club's Representative in this matter. If the Photograph/identity cards are not presented when required as above, a member of the defaulting Club has until the end of the first half of normal time to produce them for inspection. In the event of any dispute, the offending Club is required to submit an explanation to the General Secretary at the latest within four days of receiving the fine. Any allegations of ineligible players made, after the match has ended will not be accepted particularly if the Photograph/Identity Cards were not inspected during the valid period for such checking. Any Club found to be in breach of this Rule will be subject to a £50 fine and may, at the discretion of the Management Committee, have points deducted from their total number of points gained. In addition, any other breaches of Rules uncovered by the checking of Photograph/identity cards will be dealt with accordingly.*

(R) *If a player transfers to a new Club within the League, the Photograph/identity card must be transferred to the new Club with the appropriate form required by Rule 8I. Players must still be re-registered each year in accordance with Rule 18A. If a Photograph/identity card is lost, the cost of its replacement will be £10 and until the replacement is received the player will not be eligible to play in matches for the Club.*

(S) *All registration forms sent, or delivered to the Registrations Secretariat, must be accompanied by a stamped addressed envelope, for return of the counterfoils.*

(T) *A player may have his registration cancelled by a Club providing the Registrations Secretariat is given written notification.*

(U) *A fee of £5 will be charged for the checking of any registration form or forms. A letter of application with this £5 fee must be sent to the Registrations Secretariat at least 24 hours in advance of this.*

(V) *In the event of a player signing a registration form or having a registration submitted for more than one Club, priority of registration shall decide for which Club the player shall be registered. The Secretary shall notify the Club last applying to register the player of the fact of the previous registration. (Registration will be for the first Club the player plays for and the registration to the other Club will be rescinded)*

(W) *In accordance with rule 18J, Clubs shall keep a list of players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee. Failure to comply*

will result in a fine not exceeding £20. At the request of a duly appointed Officer, (or agent), of the Competition, (and in the presence of that officer or agent), all players competing in a match will be required to list their names and provide a signature validating their details. Any discrepancies in the list so compiled will be subject to investigation by the Management Committee who may issue such fine/punishment, as they feel appropriate.

- (X) Clubs shall be solely responsible for the discipline administration of their players and Club as advised and directed by Hertfordshire FA. The Competition will not be responsible for this administration or dealing with their discipline matters, these and any related questions should be dealt with via the Whole System or Hertfordshire FA.

## **CLUB COLOURS**

19. (A) Every Club must register the colour of its shirts and shorts with the Secretary by 15<sup>th</sup> May each year who shall decide as to their suitability.

Any Club wishing to change its colours during the Playing Season must obtain permission from the Management Committee. Goalkeepers must wear colours which distinguish them from all other Players and the Match Officials.

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

Any Team not being able to play in its normal colours as registered with the Competition shall notify its opponents the colours in which they will play (including the colours of the goalkeepers jersey) at least 5 days before the Competition Match.

If, in the opinion of the referee, two Teams have the same or similar colours, the *home* Team shall make the change. Should a Team delay the scheduled time of kick off for a Competition Match by not having a change of colours they will be fined in accordance with the Fines Tariff.

Shirts must be numbered, failing which a fine will be levied in accordance with the Fines Tariff.

- (B) Outfield players kit must be of a uniform standard, colour and design and socks must be distinguishable from the oppositions, any sock tape or supports should match the main colour of the socks.
- (C) Any club reported for 19B above or any other kit issues not listed in 19A above shall be fined in accordance with Fines Tariff.

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

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

Clubs must take all reasonable precautions to keep their Grounds in a playable condition. All Competition Matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home Team a match has to be replayed, the Management Committee shall have power to order the venue to be changed.

The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for Competition Matches and to order the Club concerned to play its Competition Match(es) on another ground.

Football Turf Pitches (3G) are allowed in this Competition provided they meet the required performance standards and are listed on the FA's Register of Football Turf Pitches. All Football Turf Pitches used must be tested (by a FIFA accredited test institute) every three years and the results passed to The FA. The FA will give a decision on the suitability for use and add the pitch to the Register.

The home Club is also responsible for advising participants of footwear requirements when confirming match arrangements in accordance with Rule 20(C).

Within the National League System ("NLS") all Competition Matches shall have a duration of 90 minutes. All Competition Matches outside of the NLS shall have duration of 90 minutes unless a shorter time (not less than sixty (60) minutes) is mutually arranged by the two Clubs in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves. Two matches involving the same two Teams can be played on the same day providing the total playing time is not more than 120 minutes. The times of kick-off shall be fixed at the AGM and can only be altered by the mutual consent of the two competing Clubs prior to the scheduled date of the Competition Match with written notification given to the Competition at least 7 days prior.

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

The home Team must provide goal nets, corner flags and at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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

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

- (C) An Officer of the home Club must give notice of full particulars of the location of, and access to, the Ground and time of kick-off to the Match Officials\* and an Officer of the opposing Club at least 5 clear days prior to the playing of the match. If not so provided, the away Club shall seek such details and report the circumstances to the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.\* Note; *(This will not apply when the referee is appointed less than 5 days prior to the fixture)*
- (D) In accordance with the Laws of the Game, the minimum number of Players that will constitute a Team for a Competition Match is 7. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (i) *In the event of a Club playing in any match and starting with less than 11 players, they may be fined for each missing player in accordance with the Fines Tariff.*
- (E) (i) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to impose a fine (in accordance with the Fines Tariff), deduct points from the defaulting Club, award the points from the Competition Match in question to the opponents, order the defaulting Club to pay any reasonable expenses incurred by the opponents or otherwise deal with them except the award of goals. Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a Competition Match to be played on a neutral ground or on the opponent's Ground if they are satisfied that such action is warranted by the circumstances.
- (ii) Any Club with more than one Team in the Competition shall always fulfill its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, A Team.
- (iii) Any Club unable to fulfill a fixture or where a Competition Match has been postponed for any reason must, without delay, give notice to the (Fixtures) Secretary, the Competition Referees Appointments Secretary, the secretary of the opposing Club and the Match Officials.
- (iv) In the event of a Competition Match not being played or abandoned owing to causes over which neither Club has control, it should be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the (Fixtures) Secretary within 5 days the Management Committee shall have the power to order the Competition Match to be played on a named date or on or before a given date. Where it is to the advantage of the Competition and the Clubs involved agree, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (v) The Management Committee shall review all Competition Matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does *no injustice* to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a Competition Match was abandoned owing to the conduct of one Team or its Club member(s) they shall be empowered to award the points for the Competition Match to the opponent. In cases where a Competition Match has been abandoned owing to the conduct of both Teams or their Club member(s), the Management Committee shall rule that neither Team will be awarded any points for that Competition Match and it shall not be replayed. No fine(s) can be applied by the Management Committee for an abandoned Competition Match.
- (vi) The Management Committee shall review any Competition Match that has taken place where either or both Teams were under a suspension imposed upon them by The FA or Affiliated Association. In each case the Team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 18(N) above. Where both Teams were under suspension the game must be declared null and void and shall not be replayed.
- (F) A Club may at its discretion and in accordance with the Laws of the Game use substitute Players in any Competition Match. A Club may name up to 5 substitute Players of whom not more than 5 may be used.  
*A Player who has been substituted himself becomes a substitute and may replace a Player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.*  
*Where a Competition does allow return substitutes, a Club may use up to 5 from 5 substitute Players in a Competition Match.*  
 The referee shall be informed of the names of the substitute Players not later than 10 minutes before the start of the Competition Match and a Player not so named may not take part in that Competition Match.  
 A Player who has been named as a substitute before the start of the Competition Match but does not actually play in that game shall not be considered to have been a Player in that Competition Match within the meaning of Rule 18 of this Competition.
- (G) The half time interval shall be of 5 - 15 minutes' duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the referee.
- (H) The Teams taking part in a Competition Match shall identify Team captain who shall wear an armband and shall have a responsibility to offer support in the management of the on-field discipline of his/her teammates. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (I) Clubs shall be responsible for providing changing accommodation and erecting goal nets (unless done by pitch provider. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (J) Any Club failing to commence at the appointed kick off time (with exception of 20A) shall be fined or be otherwise dealt with as the Management Committee may determine. If any team is responsible for more than three late kick offs in the current season they may be instructed to appear before the Management Committee who may levy an increased fine for each offence after the third. Failure to comply with these Rules will result in a fine in accordance with the Fines Tariff.
- (K) Every Club must have a First Aid Kit at every fixture and its presence will be monitored either by the referee or a representative of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (L) Club's must be available to play on Sunday, or evenings as required by the Association. and may be called upon even if no fixtures are published, provided that the Secretary of the Club received notification not later than the fifth day prior to the date of the fixture. In the case of a revised fixture date, the Clubs must be given by the Competition five clear days' notice of the match (unless otherwise mutually agreed).
- (M) When required double header fixtures may have to be arranged and these will be two matches of maximum 60 minutes duration for each game, played back to back on the same day. Clubs cannot agree to play only one match for the 6 points available, they must play 2 x 60 minute matches. Notification of such matches will be as in rule 20L.
- (N) The Management Committee shall have the power to order that Premier Division games, (and other games they deem applicable) shall have roped off areas as directed. The roping posts and ropes should be set back from the touch lines a minimum of 5 feet. The roping off of the areas to be the responsibility of the Home Club. Failure to comply with this rule will in a fine in accordance with the Fines Tariff.
- (O) Any Club wishing to postpone a fixture between the first date of the season, as determines at the AGM, and the 31st March, must give 14 days' notice for consideration by the Management Committee. Any postponement under this Rule will be considered to be the one and only agreed postponement for the season. If any Club fails to complete a fixture during this period, other than any agreed as above, the fixture will be awarded as a 0-0 win to the opposition and the offending Club will be fined as stated in Rule 20O(ii). This 14 days' notice will not apply from 1<sup>st</sup> April of the current season, as no request for postponements will be agreed under any circumstances.
- (i) From the first Sunday of the season any Club who does not attend, or calls off the fixture on the day, will be fined as stated in Rule 20O(ii) and the fixture will be awarded to their opponents as a 0- 0 win. A Club who gives at least 24 hours' notice to their opponents that they will be unable to fulfill the fixture, will be fined as stated in Rule 20O(ii) and the fixture will be re-arranged.
- (ii) In the event of a Club failing to keep its engagement, and/or re-arranged engagement, the Management Committee shall have the following powers.
- a) To impose a maximum fine of £100 for each engagement.
  - b) To deduct points from the defaulting Club.
  - c) To award points to the non-defaulting Club, from the match in question.
  - d) Order the defaulting Club to pay any expenses incurred by the non-defaulting club
  - e) Or otherwise deal with the defaulting Club except by the award of goals to the non-defaulting Club.
- (iii) Any Club that incurs three fines for late cancellation will have their membership reviewed by the Management Committee at the conclusion of the season.

## REPORTING RESULTS

21. (A) The appropriate Registrations Secretary must receive within 3 days of the date played, the result of each Competition Match in the prescribed manner in rule 21D. This must include the forename(s) and surname of the Team Players (in block letters) and also the referee markings required by Rule 23, or any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- Or
- If Clubs required to report through the Full-Time System, and a Club attempts to report a result via Full Time but does not fully and correctly complete the necessary information via Full Time, the result will not be accepted or processed. (NB : If Clubs are required to report results via Full- Time, instructions and requirements will be issued by the Competition in advance and must be adhered to or the results will not be processed)
- (B) The Home and away Clubs shall telephone/SMS/email/notify the result of each Competition Match to the Results phone number provided by 3pm on the day of the match or 9pm for midweek matches. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (C) The match result notification, correctly completed, shall be signed by an Officer of the Club, or as prescribed by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) A Match Report form as per Rule 21(A) must also include the registration numbers of all players named listed against the number of the shirt they wore and goal scorers if any, and a mark out of 10 given for the opposition's sportsmanship, a fine of £5 per missing item will be imposed for failure to supply properly any of the required information. Forms must either be posted or emailed as advised by the Competition within the time limits.
- (E) Late Match Report forms will be determined by date of posting or recorded time of e-mail sent and dealt with under

## Rule 21A

- (F) Clubs will be further in breach of Rule 21A for each week, or part week, that a Match Report form is late after the initial deadlines specified above until a properly Completed Result Form is received by the Registrations Secretariat. In the event that the required Match Report Form has not been received after 14 days from the due date, as prescribed by this Rule, the Club concerned will be suspended from its next scheduled match.
- (G) Each Club must submit within 15 minutes of the end of the match (on the Match Reports Form provided), full details of the match to the referee and to the oppositions representative. Failure to comply with this Rule will incur a fine of not less than £15 for failing to provide the referee with the required information and/or £5 for not providing the opposition with the information. These fines will be doubled for second or subsequent offences up to the amount stated in the Fines Tariff.
- (H) All Clubs playing in any County Cup Match must forward their results as if it were a home fixture as per Rule 21B. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (I) Clubs should still send the Result Form, (within the deadlines, and to the persons prescribed above), where a match is not completed. Where a match is not completed the Result Form must be sent with all details given in the same way as a completed fixture. Clubs must fulfill this Rule in addition to other provisions of the Association Rules as applicable to matches, which are not played, or completed.
- (J) Clubs in the Premier and Division 1, must provide a brief written press match report by 1 pm on Monday or within one day of an evening game for inclusion in the League report to the Watford Observer as prescribed by the Competition, failure provide a match report or a late report will result in a fine. This report can be sent via e-mail or Twitter. For Clubs outside these two Divisions the sending of reports for Divisional matches will be optional. However ALL CLUBS are required to send match report if they win a County Cup ties, also if they reach the quarter/semi finals regardless of result, or if they reach a Competition Cup semi final. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (K) Fines issued to Clubs by an officer of the Competition for breach of any Competition Rule will carry penalty points in accordance with the under mentioned scale.

### a) 3 Points

No/Incorrect/Late Match Report. Continued non-submission of Match Report (per week). No Match Report to referee or opposition. Failure to attend to correspondence or meetings. Late kick off. No Linesman. Late Registrations. Failure to notify Match result. Failure to confirm with referee. Failure to provide a Match Bal I, Failure to provide Press Match Report, Referee not marked. No referee's name. Marking referee 60 or below with no explanation. Reminder Report on referee marking still not received. Failure to confirm with opponents. Failure to produce ID cards when requested by opposition or League official. Failure to have and produce first aid kit at a fixture. No corner flags, Continual breaches of the Rules.

### b) 4 Points

Failure to complete a fixture. Starting with less than 11 players. Any other breach of Rule.

### c) 5 Points

Playing ineligible player.

On reaching a total of 40 points Clubs will receive a warning letter. If a Club reaches a total of 20 points over its penalty point allowance, they shall be required to appear before the Management Committee to review, discuss and agree to improvements and be fined not less than £20. Following the above actions the Clubs concerned will receive a final warning letter which they must sign and return, undertaking to improve their administration, the length of this undertaking to be of a period as deemed appropriate by the Management Committee. This final letter will advise that the Club's renewal for the following season could be at risk if no improvement shown in the Club's administration. Should the Club then incur further penalty points above the 60 mark, a fine of £2 per 5 excess penalty points will be issued, and actions taken to exclude them from the Competition as per Rule 12B. Failure to comply with this Rule will result in the fines above and in accordance to this Rule up to the amount stated in the Fines Tariff.

## DETERMINING CHAMPIONSHIP

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

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

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

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

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

If the records of two or more Teams are still equal and it is necessary for any reason to determine the position of each then the Teams affected shall play a deciding match or matches under conditions as determined by the Management Committee.

- (B) **Automatic promotion shall be applied for the first 2 Teams and automatic relegation shall be applied for the last 2 Teams in each division except as provided for hereunder, subject to the provisions of Rule 2(L).**
- (i) **Should one or more Teams withdraw from any one division after the Playing Season has commenced an equal number of Teams to those withdrawing in that division shall not be automatically relegated.**
  - (ii) **Vacancies occurring after the conclusion of the Playing Season may be filled in any of the following ways:**
    - (a) **retention of otherwise relegated Team(s); or**
    - (b) **additional promotion of the next ranked Team(s) from the division below; or**
    - (c) **election.**
  - (iii) **The last 2 Teams in the lowest division shall retire, but be eligible for re-election except as below, and be subject to the conditions of Rule 22 (B)(i) above.**
  - (iv) **Not Used.**
  - (v) **Not Used.**
- (C) **Not Used.**
- (D) **In the event of a Team withdrawing from the Competition before completing 75% of its fixtures for the Playing Season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. For the purposes of this Rule 22(D) a completed fixture shall include any Competition Match(es) which has been awarded by the Management Committee.**
- (E) **Not Used.**

#### **MATCH OFFICIALS**

23. (A) **Registered referees (and assistant referees where approved by The FA or County FA) for all Competition Matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority.**
- (B) **In the event of the non-appearance of the appointed referee the appointed senior assistant referee shall take charge and a substitute assistant referee appointed by the competing Teams. In cases where there are no officially appointed Match Officials in attendance, the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that Competition Match, have the full powers, status and authority of a registered referee. Individuals under the age of 16 must not participate either as a referee or assistant referee in any Competition Match.**
- (C) **Where assistant referees are not appointed each Team shall provide a Club assistant referee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
- (D) **The appointed referee shall have power to decide as to the fitness of the Ground in all Competition Matches and that decision shall be final, subject to the determination of the Local Authority or the owners of a Ground, which must be accepted. (Note: Club Officials cannot declare a pitch unfit without first consulting with the referee, Local Authority or owners of ground).**
- (E) **Subject to any limits/provisions laid down by the Sanctioning Authority, Match Officials appointed under this Rule shall be paid a match fee in accordance with the Fees Tariff**  
**Match Officials will be paid their fees and/or expenses by the home Club immediately after the Competition Match (\*See Note Below). Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**  
*\*(Note: The Home and Away Club shall each pay the Officials 50% of their fees immediately after the match, where assistant referees are appointed each team will pay one Assistant Referees fee. Away Clubs should make their payment to the Home Club at the same time as handing over the copy of the Match Report form to opponents as per Rule 21G.*  
*The fees for referees and assistant Referees shall be reviewed and fixed for the forthcoming season at the AGM preceding the start of that season)*
- (F) **In the event of a Competition Match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to *half fee only*. Where a Competition Match is not played owing to one Club being in default, that Club shall be ordered to pay the Match Officials, if they attend the Ground, their full fee and expenses. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
- (G) **A referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Affiliated Association with which he or she is registered.**
- (H) **Each Club shall, in a manner prescribed from time to time by The FA, award marks to the referee for each Competition Match and the name of the referee and the marks awarded shall be submitted to the Competition on the prescribed form provided. Clubs failing to comply with this Rule shall be liable to be fined (in accordance with the Fines Tariff) or dealt with as the Management Committee shall determine.**
- (I) **The Competition shall keep a record of the markings and, on the form provided by the prescribed**



date each Season, shall submit a summary to The FA/County FA.

- (J) The referee shall submit a report form, supplied by the Competition, giving the result of the Competition Match, the number of Players in each Team and the time of kick-off to the appropriate Registration Secretary within two days of the Competition Match. The report should also include details of any improperly marked grounds and information relating to incomplete or reduced time games.
- (K) Match Officials shall be supplied, each season, with a copy of the Competition Rules free of charge.
- (L) Each Club shall, in a manner prescribed from time to time by The Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition on the prescribed Form provided in accordance with the schedule below. Any Club giving a referee a mark of 60 or under shall submit a written explanation to accompany the Match Report Form (and which must be received within the time limits imposed by Rule 21A. Clubs failing to comply with this Rule result in a fine in accordance with the Fines Tariff..
- Referees must acknowledge match details with the Home Club where required by the Referee's Secretary, (or the management Committee). Any referee failing to acknowledge appropriately in such circumstances shall be reported to, and dealt with by, the Management Committee.

### GUIDE TO MARKING A REFEREE

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

#### Mark Range            Comment

91-100        The referee was extremely accurate in decision making and very successfully controlled the game using management and communication skills to create an environment of fair play adding real value to the game.

81-90         The referee was very accurate in decision making and successfully controlled the game using management and communication skills to create an environment of fair play.

71-80         The referee was accurate in decision making and controlled the game and communicating with the players making a positive contribution towards fair play.

61-70         The referee was reasonably accurate in decision making and controlled the game quite well and communicated with the players establishing a measurable degree of fair play.

51-60         The referee had some shortcomings in the level of accuracy of decision making and control with only limited success in communicating with the players resulting in variable fair play.

50 and below The referee had significant shortcomings in the level of accuracy and decision making and control and poor communication with the players

**Notes**        Using a scale of up to 100 allows greater flexibility for Clubs to distinguish between different

refereeing performance more accurately. A mark within each mark range can be given to reflect a referee's

performance. E.g. a mark of 79 indicates a better performance than a mark of 71. A mark between 71 and 80

represents the standard of refereeing expected.

When a mark of 60 or less is awarded an explanation must be provided to the League or Competition in writing as stated in Rule 23L. It must include comments which could help improve the referee's future performances. Even when a referee has significant shortcomings there will be some possible aspects which should be given credit, extremely low marks should be very rare.

### REPRESENTATIVE MATCHES

**24(A)** In the event of a Club having a Competition fixture on the same day as a Herts County Cup Fixture, or Competition Representative fixture, in which two or more players, or their goal keeper, included in the Representative squad. That Club may apply to the Competitions Secretary, at least 5 days prior to the fixture, for postponement of their match.

(B) Players can only qualify for selection for the Representative squad after they have played more than 3 games for their parent Club.

## CUP COMPETITIONS

- 25 (A) *The Competitions shall be called the Watford League Challenge Cup (Senior, Intermediate, Junior), The Invitation Cup, The Presidents Cup and the Reserve Cup, or by any other name, or names, as the Management Committee shall agree and may include a sponsor's name. The Competitions will be conducted in accordance with the Rules, regulations and Bye Laws of the FA and the Hertfordshire FA Ltd, by the Management Committee of The Association. The Senior Competition is open to all teams. The Presidents, Intermediate and Junior Cups will be decided by the Management Committee in conjunction with that season's Constitution, as will any other Cup Competitions to be played.*
- (B) *In all Competitions entries shall be decided by the Management Committee.*
- (C) *All Clubs will participate in the Senior Challenge Cup and will enter the Intermediate or Junior sections as the Management Committee so decree.*
- (D) *Any team competing in the Junior section may play not more than two nominated players who have played more than once in the Intermediate section. A player (or players) who is named as substitute, shall not be deemed to have taken part in the match unless he has actually entered the field of play to take part in the match.*
- (E) *Except in the first round, all players must be registered members of their Club in The Association at least 7 days prior to the match. For the purposes of this Rule, entry of a Club to a Competition for the first time at later stages of that Competition will be considered to be their first round in that competition.*
- (F) *In all Cup Competitions no player may play for more than one Club in any competition.*
- (G) *Players under written contract, as described in Rule 18B(i) are not eligible for any Cup Competitions. With the exception of those players registered under contract with the same team operating at Step 1 to 6 of the National League System.*
- (H) *In the event of a Club being found guilty of playing an ineligible player, it shall be with under Rule 18N and the match will be awarded to their opponents. If the match is a group stage League match, the defaulting Club will be excluded from the competition. And their record shall be expunged from the competition for the current season.*
- (I) *Clubs drawn first will play on their home ground. In all matches, the Club drawn first will be responsible for all pitch expenses, officials fees will be equally between both clubs unless the Management Committee decides otherwise. The semi-finals will be played on neutral grounds (where possible) nominated by the Management Committee. All expenses for semi-finals will be shared by both Clubs.*
- (J) *All cup ties shall be played on dates arranged by the Honorary Competitions Secretary, and any team cancelling the fixture without providing good cause, on that date, may be struck out of the Competition. Rule 20O(ii) of The Association, relating to cancellations, shall apply to cup-ties.*
- (K) *When Cup quarter and semifinals are scheduled to be played they must be refereed by the appointed referee. If the appointed referee, or appointed substitute, fails to attend for any reason the fixture will be re-scheduled. In all other Cup Matches Rule 23B will apply if referee fails to attend for any reason.*
- (L) *Extra time, if necessary, shall be played in all rounds and this will be 15 minutes each way duration. 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 shall notify both teams. If scores are level after extra time has been played, the tie shall be decided by the taking of a kick from the penalty mark, according to the procedures laid down in the International Board Decision contained within the Laws of Association Football.*
- (M) *In the event of extra time not being completed and neither Club being at fault, the match shall be replayed on the ground of the Club, which did not have choice of ground for the original match.*
- (N) *Neutral Assistant Referees, if available, will be appointed to semi-final and final ties.*
- (O) *A match ball will be provided by both teams in semi-finals, and given to the Referee prior to the kick -off*
- (P) *If both teams have the same colours in the semi-finals the first drawn Club will change. In a final the Honorary Competitions Secretary will decide on colours if necessary.*
- (Q) *Clubs competing in a final tie must notify the Honorary Secretary and their opponents of the squad (a maximum of 20 players may be named) from which the team and substitutes will be selected, at least 14 days before the date of the final. No protest or objection to the qualifications of any players mentioned in such list will be investigated unless notice of objection is given seven days prior to the match. At this time Clubs involved should also notify their opponents, and the Competitions Secretary, of their intended colours. Failure to comply with this Rule will result in affine in accordance with the Fines Tariff.*
- (R) *On the day of the match a team of 11 & 5 substitutes are to be selected from the 20 players named.*
- (S) *Should any match be abandoned owing to misconduct of players or spectators, the Management Committee shall have the power to order the result to stand irrespective of the time played. The Management Committee shall, at its discretion, expel the Club(s) at fault from the Cup Competition, or arrange for the match to be replayed with the offending team paying all match expenses. The offending Club(s) may also be charged under Rule 6D.*
- (T) *In all other matters the Rules of the South West Herts FA will apply, and any situation not covered by The Association Rules for Cup Competitions, shall be decided by the Management Committee.*
- (U) *The Competitions competed for under this nomenclature shall be, the Invitation Cup, the Presidents Cup and the Reserve Cup (or such other name as may be required and agreed by the Management Committee). They shall be conducted in accordance with the Laws of Association Football, the Herts FA Ltd and The Associations Own Rules, by the Management Committee of The Association.*
- (V) *The competitions are open to invited member Clubs of The Association. The Competitions may be played on a knockout basis or League basis, which will be determined by the Management Committee each season. If on a knockout basis extra time will be played with penalties. An entry fee of £3 may be charged if the Management Committee so decides. When this Competition is run on a League basis the*

*first match in which each Club competes will be considered a first Round Cup Tie for the purposes of Association Rule 25N.*

- (W) All other Rules will be applied as in the Competitions Cup Rules, and any matter not so covered will be decided upon by the Management Committee.*
- (X) Any player sent off in a Cup Final shall not have his award presented at the end of the game, unless special dispensation is given at the discretion of the Management Committee.*
- (Y) Both teams appearing in the Final shall be expected to wear smart dress for the Final and both teams will enter the field of play in Cup Final style as pre- advised before the final . Clubs in a Cup Final shall ensure that all their players are named with correct shirts numbers on the team sheet including substitutes and that it is completed correctly. All players including substitutes are to attend the presentation ceremony to collect their awards and also the after match clubhouse function, subject to rule 25(X). Failure to meet any of these requirements or any other improper behaviour will be considered as undesirable conduct and the club or clubs concerned being charged . Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. Also the club of the offending player or players may face further action under Rule 12.*

## SCHEDULE A

FEES TARIFF			
RULE	DESCRIPTION	MINIMUM	MAXIMUM
4 (A) & 4(C)	CLUB ENTRY FEE / DEPOSIT	£25.00	£25.00
4 (B)	CLUB/TEAM ANNUAL SUBSCRIPTION	£100.00	£100.00
7 (C), 7 (E),	PROTEST/APPEAL FEES	£10.00	£10.00
7 (F)	APPEAL TO SANCTIONING AUTHORITY	£50.00	£50.00
18 (D)	PLAYER REGISTRATION FEE	£5.00	£10.00
18 (H)	TRANSFER FEE	£10.00	£10.00
23 (E)	REFEREE FEES	£40.00	£40.00
23 (E)	ASSISTANT REFEREE FEES	£20.00	£20.00
18(R )	REPLACEMENT PLAYER ID CARD	£10.00	£10.00
18(U)	CHECKING OF REGISTRATION FORM(S) BY	£5.00	£5.00
25(V)	ADDITIONAL CUP ENTRY FEE	£3.00	£3.00

FINES TARIFF			
RULE	DESCRIPTION	MINIMUM	MAXIMUM
2 (G)	FAILURE TO AFFILIATE WITH HERTS FA	£25.00	£25.00
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£25.00	£25.00
2 (K)	UNAUTHORISED ENTRY OF TEAMS INTO OTHER COMPETITIONS WITH PERMISSION	£25.00	£25.00
3	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£25.00	£25.00
4 (C)	FAILURE TO PAY A DEPOSIT	£25.00	£25.00
4(E)	FAILURE TO PROVIDE AFFILIATION	£10.00	£10.00
5(E)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED	£10.00	£10.00
5(H)	FAILURE TO BE REPRESENTED AT	£25.00	£25.00
6 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT	£10.00	£10.00
6 (I)	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	£10.00	£10.00
8 (H)	FAILURE TO BE REPRESENTED AT AGM	£25.00	£25.00
9	FAILURE TO BE REPRESENTED AT SGM	£25.00	£25.00
10	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£10.00	£10.00
11(A)	FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE	£25.00	£25.00
11 (B)	FAILURE TO COMMENCE/COMPLETE	£100.00	£100.00
13 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE	£25.00	£25.00
13(D)	FAILURE TO RETURN TROPHIES BY DUE	£25.00	£25.00
16(A)	FAILURE TO HAVE THE REQUIRED LIABILITY INSURANCE	£10.00	£10.00
16(B)	FAILURE TO HAVE THE REQUIRED PERSONAL ACCIDENT INSURANCE	£10.00	£10.00
18 (A)	FAILURE TO CORRECTLY REGISTER A	£10.00	£10.00
18 (B) (ii)	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE SEASON COMMENCING	£20.00	£20.00
18 (F)	REGISTERING OR PLAYING FOR MULTIPLE CLUBS.	£5.00	£5.00
18 (G)(ii)	REGISTRATION IRREGULARITIES, OR INACCURATE COMPLETION OF A	£25.00	£25.00
18J	FAILURE OF CLUB TO KEEP LIST OF PLAYERS & MATCH RECORDS	£20.00	£20.00
18 (N)	PLAYING AN INELIGIBLE PLAYER	£25.00	£25.00
18(O)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£10.00	£10.00
18Q	FAILURE TO PRODUCE PHOTO ID CARDS WHEN REQUESTED	£50.00	£50.00
18(W)	DISCREPANCIES IN LIST OF REGISTERED PLAYERS & RECORDS	£20.00	£20.00
19A	DELAYING KICK OFF DUE TO NO CHANGE OF COLOURS	£10.00	£10.00

19A	FAILURE TO NUMBER SHIRTS	£10.00	£10.00
19B	FAILURE TO HAVE UNIFORM STANDARD KIT OR CLASH OF SOCKS WITH	£5.00	£20.00
19C	MISCELLANEOUS KIT ISSUES UNDER RULE 19	£5.00	£50.00
20(A)	DELAYING KICK OFF DUE TO FAILURE TO PROVIDE REQUIRED EQUIPMENT (NETS/CORNER FLAGS MATCH BALLS)	£5.00	£5.00
20 (B)	FAILURE TO PLAY MATCHES ON THE DATE	£50.00	£50.00
20 (C)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£20.00	£20.00
20 (D)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS- £5 PER	£5.00	£20.00
20 (E) (i) & (iv)	FAILURE TO PLAY FIXTURE	£100.00	£100.00
20 (H)	NO CAPTAIN'S ARMBAND	£5.00	£5.00
20(I)	FAILURE TO PROVIDE CHANGING ACCOMODATION AND OR ERRECTING	£10.00	£10.00
20(J)	LATE KICK OFF ( WITH EXCEPTION OF 20A)	£5.00	£100.00
20(K)	FAILURE TO HAVE FIRST AID KIT AT FIXTURE	£5.00	£5.00
20(N)	FAILURE TO ROPE OFF PITCH WHEN	£5.00	£5.00
20(O) (ii)	FAILURE TO FULFILL A FIXTURE	£10.00	£100.00
21 (A)	LATE RESULT NOTIFICATION FORM	£25.00	£25.00
21 (B)	FAILURE TO PROVIDE RESULT	£10.00	£10.00
21(C)	RESULT NOTIFICATION NOT SIGNED BY APPROPRIATE	£5.00	£5.00
21(D)	MISSING REQUIRED INFORMATION ON MATCH REPORT FORM	£5.00 Per Item	£50.00
21G	FAILURE TO SUBMIT MATCH REPORTS TO REFEREE	£15.00	£250.00
21G	FAILURE TO SUBMIT MATCH REPORTS TO OPPOSITION	£5.00	£250.00
21(H)	FAILURE TO PROVIDE COUNTY CUP RESULT	£10.00	£10.00
21(J)	FAILURE TO SUPPLY PRESS MATCH	£10.00	£10.00
21(K)	PENALTY POINTS FOR POOR ADMINISTRATION ( FIRST STAGE)	£20.00	£20.00
21(K)	EACH ADDITIONAL 5 PENALTY POINTS FOR POOR ADMINISTRATION	£2.00	£250.00
23 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£5.00	£5.00
23 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£20.00	£40.00
23 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£10.00/ £20.00	£20.00 / £40.00
23 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£5.00	£5.00
23(L)	FAILURE TO PROVIDE EXPLANATION OF REFEREE'S MARK 60 OR UNDER	£5.00	£5.00
25(Q)	FAILURE TO PROVIDE CUP FINAL SQUAD 14 DAYS PRIOR TO FINAL	£5.00	£5.00
25(Y)	CUP FINAL REQUIREMENTS AND	£50.00	£50.00

## SCHEDULE A

Fees Tariff  
Fines Tariff

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