

REGULATIONS OF THE ASSOCIATION

1. **Long Service Awards** – The type of Long Service Award shall be decided by the Board. An award shall be presented to a member of the Council who has served for a period of ten years. A second award shall be made when a member of the Council has served a further fifteen years on the Council.
2. **Long Service Certificates (Clubs and Competitions)** – A person who has rendered service to football within the area of the Association for at least ten consecutive years may be presented with a Long Service Certificate. A second award may be presented after a further fifteen consecutive years have been completed. In this Regulation "service" shall include administration of a Club or Competition or such other duty as the Board deem appropriate.

Nominations may be made by Clubs, Competitions, Officers and Councillors and shall be made on a form provided by the Association obtainable from the Chief Executive of the Association. The completed form must be returned to the Chief Executive by 1st March. A maximum of 15 10-year and 15 25-year Certificates may be made in any one year. Any unsuccessful nomination will be reconsidered in subsequent seasons.

3. **Long Service Awards (Referees, Referee Observers and Referee Training Personnel)** – A Referee who is currently registered with this Association and has registered as active for a minimum of 20 years, of which at least 15 years must be in Middlesex, may be presented with a Long Service Award and Certificate by this Association. A Referee, a Referee Observer or a Member of the Association's Training Personnel who has given a minimum of 20 years' service may be presented with a Long Service Award and Certificate by this Association. The type of award shall be determined by the Board.

A Referee who is currently registered with this Association and has registered as active for a minimum of 40 years, of which at least 30 years must be in Middlesex, may be presented with a further Long Service Award by this Association. A Referee, a Referee Observer or a Member of the Association's Training Personnel who has given a minimum of 40 years' service may be presented with a further Long Service Award by this Association. The type of award shall be determined by the Board.

A maximum of 10 awards for 20 years' service may be made in any one year for Referees and a maximum of five awards for 20 years' service in each of the other categories. Referee, Observer and Referee Training Personnel records will be consulted annually but nominations may be made by the Middlesex Referees' Societies, Competitions, Councillors and Officers and shall be made on a form obtainable from the Chief Executive of the Association. The completed form must be returned to the Chief Executive by 1st January.

4. **Special Award** – A person who, in the opinion of the Board, has rendered exceptional service to football may be presented with a Special Award. The nature of the award shall be decided by the Board.
5. **Change of Name** – The name of any Club in membership must differ in some respect from the names of all other Clubs in membership. If a Club desires to change its name from the one shown on Football Association Form A submitted at the time of seeking or renewing membership, the Club must apply to the Chief Executive giving details of the proposed new name. Any new name approved by the Board shall only become operative between 1st June and 30th June in any year unless the Club concerned can satisfy the Board that another date shall be fixed.
6. **Change of Secretary** – Any Club which changes its Secretary from that notified to the Chief Executive or any Secretary who changes his address shall forthwith notify the fact to the Chief Executive in writing. If a Club fails to observe this section of the Regulations a fine of £15 shall be imposed.
7. **Temporary Absence of Secretary** – If the Secretary of a Club is proposing to leave the address registered with the Association for a period of at least seven days, he must inform the Chief

Executive in writing or by e-mail before the absence together with the name and address of a deputy to act during such period. Any Club which fails to observe this section of the Regulations shall be fined £15.

8. **Ground Collections** – In all cases where a collection of any kind is asked for, application must be made to the Chief Executive, who will satisfy himself that the consent of the Club on whose ground the collection is to be made has been obtained.
9. **Use of Grounds** – Member Clubs must not permit the use of their grounds by unaffiliated Clubs or by unsanctioned Competitions.
10. **Scratch Teams** – No Club may arrange a match that includes scratch teams or a benefit match without the approval of the Chief Executive.
11. **Expenses** - Members of Council and persons co-opted to Council, Committees and/or Sub Groups shall be entitled to claim expenses in the manner laid down, from time to time, by the Association. Such expenses should be submitted at least half-yearly to the Finance Department. Any expenses, which are not claimed within twelve months from the time when they are incurred, will be deemed to have been waived.
12. **Presentations** – Clubs must obtain prior approval from the Chief Executive before making a collection or giving a presentation to players and officials.
13. **Pre-Season Matches** – The pre-season period for each Club shall be defined as the period between 1st June and the day preceding the commencement of regular fixtures by the Competition in which the Club competes. In the case of a Club whose teams compete in more than one Competition the playing season for each team will be decided by the Competition in which the team competes. Second or Reserve teams must always be so described.
14. **Advertising** – Permission must be obtained from the Chief Executive before advertising may be worn on players' clothing.
15. **Bonds** – Competitions do not have the power to impose bonds on member clubs in respect of good behaviour.
16. **Effective date of Operation of Decisions** – No decision made by the Council, Board, a Committee, an Appeals Board or a Commission shall be operative until the expiry of any period allowed for appeal against the decision.
17. **Referees' Markings** – Competitions in membership of, or sanctioned by, this Association shall operate a system of Club markings of referees for all games in accordance with the Regulations of The Football Association. Competitions shall maintain a record of the games taken and the marks gained by each referee and send the details to the Chief Executive as required.
18. **Resignation of Councillors** – An Officer or Councillor who is contemplating resignation, or who does not intend to seek re-election at the expiry of his term of office, shall give at least twenty-eight days' notice to the Chief Executive of the Association. The Chief Executive shall report the fact to the Board. Any office bearer who relinquishes office will be expected to assist his successor for at least twenty-eight days after his successor has been appointed.
19. **Financial Obligations of Clubs** – Rule 12 provides that the Association will only take action to assist in recovering outstanding sums due where the debt is an amount as determined annually by the Board. Competitions must endeavour to prevent debts arising as far as possible by –

[i] requesting Clubs to deposit with the Competition a sum considered adequate to cover liabilities from which outstanding sums can be recovered;

- [ii] preventing liabilities from increasing to such an extent that they exceed the sum of the deposit held.

Competitions must include in their Rules a time limit for payment of subscriptions, fines and other sums and take action to prevent Clubs from participating in the Competition if payment is not received by the due date. Competitions are advised that if the foregoing provisions are not observed the Association may not be prepared to take the action set out in Rule 12.

- 20. Leagues & Competitions – Referees** – Leagues and Competitions are reminded that their Panels must consist only of referees registered with their appropriate county for the season in question. Leagues and Competitions sanctioned by the Association are required to submit full details of the referees forming their panel of match officials to the Chief Executive by October 31 each season. This may be provided in form of the list being contained in a handbook submitted in line with Regulation 21, below. Any alteration to the panel must be advised in writing to the Association Office no later than the last day of the month in which the alteration occurred.

Failure to comply with this section of the Regulation may result in the offending League or Competition being fined the sum of £15. After notification, for each further 14 days that the offending League or Competition fails to comply a further fine of £15 may be imposed.

When requested to do so, Leagues and Competitions must supply information relating to referee performance in order to assist the Association with its procedures.

Failure to comply with this section of the Regulation by the due date indicated in any correspondence, may result in the offending League or Competition being fined a sum of up to £30 per official for whom the information is sought. After notification, for each further day that the offending League or Competition fails to comply, a further fine of up to £5 may be imposed for each official for whom the information is sought.

- 21. Leagues & Competitions Handbooks** – Leagues and Competitions sanctioned by the Association are required to submit one copy of their handbooks to the Chief Executive by October 31 each season.

One copy of the rules must also be submitted by Leagues and Competitions to the Association Office as and when they are reprinted. Failure to comply with this Regulation may result in the offending League or Competition being fined the sum of £15. After notification, for each further 14 days that the offending League or Competition fails to comply a further fine of £15 may be imposed.

- 22. Correspondence** – The reply to correspondence from the Association must be received within a period ending at the close of Office hours (5pm) 14 days after the date of the Association's correspondence unless otherwise specified. Replies should be sent to the Association Office or to the person issuing the correspondence as appropriate. Fax or email replies will only be accepted if the original correspondence indicates their acceptability. Failure to comply with the Regulation may result in the levy of a fine of £15 against the defaulting party.

- 23. Remittances** – Except where any other means of payment is expressly permitted by the Association, any monies due to it must be paid by means of cheque, bankers draft or postal order. Cash will only be accepted in person at the Association Office during Office hours which are normally Monday to Friday 9.00am to 5.00pm with the exception of Public Holidays.

- 24. Lifting of a Suspension** – Where the Association has suspended a club or player, whether for non-payment of debt or for any other reason, such suspension shall only be lifted by the Association Office (during office hours), after all requirements have been complied with. Any payment due must be made in accordance with Regulation 23.

- 25. Association Handbook & Association Suspension Lists** – Where produced by the Association, re-affiliating Clubs and Competitions must inform the Association Office by 1 October that have not received their Association Handbook and Association Suspension Lists. Clubs and Competitions failing to notify the Association Office of non-receipt by the due date will be fined an amount consistent with the subscription fees detailed in Association Rule 4(a).

- 26. Attendance** – Any competition, club, club official or player who is either summoned to appear by the Association or requests to appear before the Association for any reason, must attend at the due time on the due date. Failure to comply with the Regulation may result in a fine of £15 being levied against the defaulting party.
- 27. Alcohol consumption** – Where the Association is responsible for match arrangements, the host club and the participating clubs, where applicable, shall ensure that glasses, glass bottles or cans containing alcohol are not permitted outside of the Clubhouse and must not be brought into grounds.

No alcohol is to be consumed in the ground or premises during the period of any match, except as may be governed by the terms of the club licence with regard to its own members but, notwithstanding such, no alcohol is to be taken or consumed outside the licensed clubhouse or any other authorised area during such match period or brought into the ground.

STANDING ORDERS FOR MEETINGS

1. The Board, at its first meeting after the Annual General Meeting, shall determine the date, time and place of all meetings of the Council, Board, Committees and Sub Committees.
2. The Chief Executive of the Association shall send to every member of the Council or Board, as appropriate, an Agenda so as to reach the member at least three clear days before the meeting. The Chief Executive shall also send a copy of every report and of the Minutes of Committees in his possession at the same time as he dispatches the Agenda.
3. All Council, Board and Committee meetings, if not concluded earlier, shall terminate at 10.00pm unless the members present, by resolution, agree to extend the meeting. No contentious business shall be considered during any extension and any items remaining unconsidered at the termination shall be dealt with at the next ordinary meeting or a special meeting called for the purpose.
4. When an item of the Agenda for any meeting of the Council, Board, Committee or a Sub Committee relates to an Association, Competition or Club and a member of the Council, Board, Committee or of the Sub Committee is or has been a member of that organisation, or considers that there may be, directly or indirectly, a conflicting interest or duty, the member shall, as soon as the item is called by the Chairman of the Meeting, declare his interest and leave the meeting until such time as the item is concluded.
5. A member of the Council or Board, as appropriate, may submit a motion for consideration of the Council or Board, as appropriate, provided it is received by the Chief Executive at least 14 clear days before the date fixed for the meeting. The Chief Executive shall include any such motion in the Agenda unless he decides it would be more expeditious for the motion to be referred, in the first instance, to a Committee for consideration. However, a member of Council may submit a motion for consideration by a meeting at the meeting, provided that a copy thereof has been supplied to the Chairman of the meeting before discussion has commenced and that a motion to allow consideration has been approved by a majority of the members present and voting.
6. The business of ordinary meetings shall proceed in the following order:
 - [a] The Minutes of the previous ordinary meeting and of any special meetings held subsequently shall be taken. The Minutes shall be read unless copies have previously been supplied to members. Subject to any amendments the Minutes shall then be signed by the Chairman. Any matters arising from the Minutes shall then be considered.
 - [b] A report from the Chief Executive to include items of correspondence since the previous ordinary meeting. Any necessary orders thereon shall be given.
 - [c] Reports and Minutes of Committees and sub groups that have been approved by the Board shall be submitted. All reports and minutes shall be in writing and be presented by the Chairmen of Committees. If a report or minutes have not been sent to every member of the Council prior to the meeting, they may be submitted if the Board or Council, by resolution, so decides. Reports and minutes may be considered in sections or in their entirety at the discretion of the Board or Council. Reports shall then be adopted, with or without amendments. Minutes of Committees shall be received and noted. Reports and minutes shall be entered fully in the Minutes of the Council Meeting.
 - [d] Motions received shall then be submitted.
 - [e] Any other competent and urgent business shall then be considered.
7. A resolution may be rescinded at the meeting at which it has been agreed if a motion to rescind is supported by a majority of the members present and voting.
8. All debates shall be conducted in accordance with the normal rules of debate.
9. Other than with the express permission of the Chairman, all mobile telephones and pagers shall remain off or switched to silent mode during all Association meetings.