

## REGULATIONS OF THE ASSOCIATION

1. **Long Service Awards (County Member)** - The Working Group, upon the recommendation of the CEO, may grant a Long Service Award to any County Member who has served for fifteen (15) years in total, not necessarily continuous, in addition to be empowered to grant further awards in each subsequent period of ten (10) years, for twenty-five (25), thirty-five (35) and forty-five (45) years' service.
2. **Long Service Awards (Clubs, Competitions and Leagues)** - The Working Group may grant a Long Service Award for fifteen (15) years proven service as duly appointed active officer in a club, competition or league, which has been affiliated to this County Association during the period under review. In addition, it may grant further award(s) for each subsequent period of ten (10) years, for twenty-five (25), thirty-five (35) and forty-five (45) years' service.

The Working Group may grant a Long Service Award to any club, league or competition, which has been in continuous Active Affiliation for a period of one hundred (100) years and one-hundred and twenty-five (125) years. In addition, it may grant further awards for such further period(s) as deemed appropriate.

3. **Long Service Awards (Referees)** - The Referee Working Group, upon the recommendation of the RDO, may grant an Award to any Referee who is currently registered with this Association and has registered as active for at least fifteen (15) years in Surrey. In addition, it may grant further award(s) for each subsequent period of ten (10) years, for twenty-five (25), thirty-five (35) and forty-five (45) years' service.

Personnel records will be consulted annually but nominations may be made by the Surrey Referees' Societies, Competitions, Councillors and Officers and shall be made on a form obtainable from the County Association. The completed form must be returned to the RDO for approval by the Referee Working Group.

4. **Use of Grounds** – Member Clubs must not permit the use of their grounds by unaffiliated Clubs or by unsanctioned Competitions.
5. **Scratch Teams** – No Club may arrange a match that includes scratch teams or a benefit match without the approval of the Chief Executive.
6. **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.
7. **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.
8. **Advertising** – Permission must be obtained from the Chief Executive before advertising may be worn on players' clothing.
9. **Bonds** – Competitions do not have the power to impose bonds on member clubs in respect of good behaviour.
10. **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.

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9. **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.
10. **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.
11. **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.
12. **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.
13. **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.
14. **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).
15. **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 time on the due date. Failure to comply with the Regulation may result in a £15 fine being levied against the defaulting party.

## **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 five clear days before the meeting, and the Minutes of the previous County Meeting shall be sent to each member within fourteen (14) days of such Meeting.
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. Notices of all intended motions shall be sent to the CEO at least seven clear days before each County Meeting, and be placed upon the Agenda; any matter of pressing importance, however, may be at once dealt with upon a motion for urgency having been duly moved, seconded and carried by a two-thirds majority of members present. All motions must be moved and seconded. Both mover and seconder must be present to put forward their motion.
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. The discussion, statements of members, evidence of witness, and other matters within and before the County in Committee, and all other Committees, is deemed privileged, and the County shall have power to censure or suspend from service on the County for such period as it deems appropriate, any member proven to be guilty of a breach of this order.
10. If the Chairman at any County Meeting shall be of the opinion that any motion proposed thereat is of an objectionable character it shall be competent for him, either before or after the same is brought forward, to put it to the vote without discussion, whether the Motion shall be entertained or not, and, if two-thirds of the members present decide not to entertain such Motion, the same shall be considered as disposed of for that day.
11. 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.