

## **MEMBERSHIP RULES OF WESTMORLAND COUNTY FOOTBALL ASSOCIATION LIMITED**

These Rules are made pursuant to the Association's Memorandum and Articles of Association. Where the provisions of these Rules differ from those of the Memorandum and Articles of Association, the provisions of the latter shall apply.

### **1. ENTRANCE FEE AND SUBSCRIPTIONS**

#### **Entrance Fee**

Each Club and League upon being admitted to the Association as a member shall pay such Entrance Fee as the directors shall from time to time prescribe.

### **2. AFFILIATION OF CLUBS**

#### **Full Membership**

All Clubs playing in Full Membership must register and play in an affiliated League and play in a Westmorland County FA Cup Competition and pay an annual subscription as the directors shall from time to time prescribe pursuant to Article 5.

#### **Youth/Junior Membership**

All Clubs playing in an Under 18 Sanctioned League will be eligible for Youth/Junior Membership upon payment of such annual subscription as the directors shall from time to time prescribe pursuant to Article 5.

#### **Small Sided Membership**

Small Sided teams playing in a Small Sided Sanctioned League or Cup competition will be eligible for Associate Membership upon payment of such annual subscription as the directors shall from time to time prescribe pursuant to Article 5.

#### **Associate Membership**

Upon payment of such annual subscription as the directors shall from time to time prescribe Open-Age and Youth Clubs will be eligible for Associate Membership to enable them to participate on a casual basis or recognised national affiliated competition.

Clubs affiliated to other County Associations playing in Leagues sanctioned by this Association shall pay the above membership fees. All clubs that are eligible must enter at least one cup competition (excluding Invitation Trophy) promoted by the Association, unless otherwise decided by Council. Sunday League clubs will conform with the Sunday Cup Rules.

#### **Exemption Fee for Entry to Cup Competition**

Any club not entering a cup competition in accordance with Rule shall pay an exemption fee as follows:

- Contributory League Club           £250
- Supply League Club                 £150
- Open Age Club                         £ 75
- Junior Club                             £ 50

### **3. LEAGUES TO BE SANCTIONED**

Leagues and other Combinations of Clubs shall become members of the Association, but no League or other combination of clubs shall be formed without the consent of the Association. All applications for membership shall be made annually before 12 June on a Form D in the Schedule annexed to these Rules. No club belonging to the Association shall play against any club belonging to any League or Combination of Clubs to whom such consent has not been given. When any League or Combination, already sanctioned, alters its constitution, or makes any general changes in its Clubs, a new application must be made on Form D. Such application must be accompanied by a fee of Twenty Pounds (£20). Any Club belonging to the Westmorland County Football Association accepting membership of any League, Alliance or Combination affiliated to Westmorland County Football Association and withdrawing from such membership or failing to perform its engagements with such Leagues, etc. shall be deemed guilty of misconduct and shall be liable to such suspension or penalty as the Council may think fit.

### **4. CHARITY AND BENEFIT COMPETITION TO BE SANCTIONED**

Every Charity or Benefit Competition shall, before commencing a Competition be sanctioned by the Council. All applications shall be made annually on the Form E in the Schedule annexed to these Rules. All such Competitions shall observe the Rules of the Association and no Club (member of the Association) shall play or take part in any Charity or Benefit Competition that has not been sanctioned by the Council. The Executive Officer of every League, Charity or Benefit Competition shall, at the close of the Competition in each season, forward to the Executive Officer of the Association a Balance Sheet, duly audited by an Auditor who has been approved by the Association, and a list of the Clubs, with the addresses of the Secretaries, that have played in the Competition. The Council shall have power to sanction for the benefit of players or officials of affiliated members. Application for such sanction must be made by the Executive Officer of the affiliated member, who will be responsible for the proper carrying out of the match.

### **5. MEDAL COMPETITIONS**

Clubs desiring to promote Cup or Medal Competitions must, before commencing such a Competition, obtain the consent of the Association. Application for consent must be made to the Executive Officer of the Association. Two of the proposed Rules of the Competition and a Fee of Twenty Five Pounds (£25) must be sent with the application. Not more than 32 teams will be allowed in one Competition. Clubs must forward a list of the entries on or before the commencement of the First Round of the Competition. The Council in giving consent may impose such conditions as it thinks fit.

### **6. ANNUAL GENERAL MEETING**

The Clubs whose subscriptions have not been paid for the ensuing season by the Monday preceding the meeting shall be allowed to discuss and vote on the Executive Officer's Report and the Financial Report only. Any League or Full Member Club failing to be represented at the Annual General Meeting shall be fined Ten Pounds (£10).

### **7. ALTERATION OF RULES**

No alteration or addition shall be made in or to the Membership Rules unless made in accordance with Article 6.

### **8. UNRECOGNISED MATCHES**

Clubs, players and referees shall not compete in any match or competition, the proceeds of which are not devoted to a recognised Football Club or Football Association, or some other project approved by The Football Association. The playing of matches arranged by private individuals for speculative purposes shall not be permitted.

### **9. UNRECOGNISED FOOTBALL**

The Council shall have power to prohibit members of the Association from playing with or against any Club which is not a member of some recognised association.

## **10. FOOTBALL AND RELIGIOUS OBSERVANCE**

Clubs and participants under the jurisdiction of the Association, shall not play with or against any Club which is not a member of the Association or some other recognised association.

A participant cannot be compelled to play football on bona fide occasions where religious observance precludes such activity, save when the participant:

- i) has consented to do so on such occasions, or
- ii) is registered as a player under written contract, which shall be taken as consent to play on such occasions unless otherwise provided for in the contract.

Annually, when planning programmes, competitions shall define and notify agreed dates of such occasions.

## **11. SIX-A-SIDE COMPETITIONS**

Six-a-Side and similar irregular competitions at which gate money is taken are forbidden, unless the consent of the affiliated association concerned has been obtained. Where two affiliated associations cover the same area, the permission must be obtained from the Senior Association. Anyone who is a contract player shall not take part in any scratch game, charity or benefit match under the jurisdiction of the Association without the previous consent of the Council, and shall not be given or receive more than his necessary hotel and travelling expenses actually paid.

## **12. SCRATCH MATCHES**

Clubs shall not play matches against Scratch teams when any consideration (other than necessary hotel or travelling expenses actually paid) is paid to Scratch teams or anyone connected therewith, without the permission of the Association or associations concerned. Two Scratch teams shall not play against each other when gate money is taken, without the permission of the Association or associations concerned. Where two affiliated associations cover the same area, the permission must be obtained from the Senior Association.

## **13. CLUBS TO KEEP PROPER BOOKS**

All Clubs shall keep proper books of account and a Minute Book of their meetings, showing the election of any new member and the date of the election. The Council shall have power to call upon any League, Club or Player to produce any books, letters or documents and other evidence the Council may desire.

All Books and Vouchers for at least two seasons preceding the current season, must be retained by each Club and be ready for production whenever required by The Football Association or by the Association. County Associations are also empowered to call for the books of at least two Clubs each season.

Each Club must prior to 31 December each year, hold an Annual General Meeting, when an audited Income/Expenditure Statement and Balance Sheet shall be presented.

## **14. PUBLIC LIABILITY INSURANCE**

The Association will obtain Public Liability Insurance for all affiliated Clubs, through an appropriate Insurance Company or Broker.

## **15. COUNCIL MEMBERS' TICKETS**

Each member of the Council shall be furnished with a ticket (which shall not be transferable) and all Clubs shall admit the holder to the grounds and stands upon production of such ticket without requiring any other authority.

## **16. COUNTY MATCHES**

Non-Contract players included in the squad (having been informed in writing) shall be at the disposal of the Council for all matches arranged by the Association and any player (without good and sufficient cause) refusing to comply with the arrangements of the Council for playing the match or failing to attend such a match, may be adjudged by the Council to have been guilty of misconduct, any Club or Official who may be deemed to have encouraged or instigated such a player to commit a breach of instruction of rule, shall be deemed guilty of a similar offence.

A team may cancel a Westmorland County Cup fixture, if it so desires, providing that one or more players or officials are included in the party who are recognised as regular team players. A player selected for a County Squad shall not be permitted to play for his Club on the day of the County Match. Failure to comply will result in the Player and the Club being fined and/or suspended as prescribed by Council.

The Council shall have the privilege of using any ground for Cup or County Matches during the season on payment of such fees as decided by Council.

## **17. GATE RECEIPTS**

All gate receipts in which the Association has an interest shall be checked by the Executive Officer, who shall certify to the correctness, and at the first meeting of the Council thereafter report the receipts and minute accordingly.

Any Admittance Charge should be decided by Council.

## **18. REGISTRATION OF PLAYERS**

Players will have Contract or Non-Contract status. All players must be registered on the form provided by the Association. A bona-fide player of a Club is one who has signed an Association registration form for each club and who has been registered and approved by the Association.

### **Block Registration**

A Block Registration Form will be provided to each club showing players registered with them in the previous season.

Each club must complete and return the form to the Executive Officer prior to their first game.

Players who are not registered on the Block Form must be registered individually as detailed below.

### **Priority of Registration**

In the event of a player signing registration forms for more than one club in the same League, priority of registration shall be the deciding factor. The club submitting the latter form shall be notified of the prior registration of the Player. The circumstances under which the registration forms were signed shall be investigated by the Association's Council and appropriate action taken against club and/or player.

### **Late Registrations**

In order to effect a speedy registration of a player, it shall be permissible for a player to participate in his first match immediately following the signing of a registration form, providing the form is countersigned by an official of the opposition club. Disciplinary action will be taken against any clubs who refuse to countersign upon request.

It is the Club Executive Officer's duty to forward the form to the Association within three days.

Except within the period of the ensuing three days the players registered cannot play a further game for the Club until the necessary form has been received by the Association and found to conform to regulations. Under these circumstances it is the Club's responsibility to check the registration is in order.

#### **Transfers**

No player shall be permitted to play or sign for more than one club in the same League unless transferring their resignation from one club to another when the transfer section of the Registration Form must be signed by both club secretaries. The form must be forwarded to the Association in accordance with the above rule.

#### **Circulation to Affiliated Leagues**

The Association will keep a record of all players registered with each Club, which will be supplied to the respective Leagues, if so desired.

### **19. REGISTRATION OF REFEREES**

Referees shall register with the Association on payment of a fee notified by The Football Association for all classes, including the Annual Insurance Premiums, and will be renewed annually. Referees shall be classified annually by the Referees' Committee.

Clubs shall mark referees according to their performance on the form provided for this purpose. Such markings shall be on a 1 to 100 scale.

### **20. CONDUCT OF PLAYERS, OFFICIALS OR SPECTATORS**

Every Club is responsible to the Association for the action of its players, officials and spectators, and is required to take all precautions necessary to prevent spectators threatening, assaulting or using obscene language to officials and players during matches or after. No official of any Club, Association, League or Combination, Referee, Assistant Referee or Player shall bet on any football match and Clubs must prevent betting by spectators if the conduct of any Club or any of its players, members or officials is objectionable in Cup Ties or other matches in connection thereafter, the Council shall have full power to deal with the same.

### **21. MANDATORY ADMINISTRATION CHARGES**

Clubs shall pay an Administration Charge of Eight Pounds (£8) in respect of each player sent off the field of play.

Clubs shall pay an Administration Charge of Eight Pounds (£8) in respect of each Caution recorded against a player or member of the Club.

Clubs must pay the Administration Charges of players under 16 years of age. Such charges to be remitted, together with an acknowledgement of the Sending-Off or Caution to the Executive Officer within 14 days of the notice. Clubs failing to comply shall be liable to a fine as determined by the Council.

Disciplinary action against Clubs, Players or Officials shall be in accordance with The Football Association memorandum Parts ONE and TWO for dealing with offences by players of Non-Full Member Clubs of The Football Association.

### **22. COMPLAINTS AND APPEALS**

Any complaint or claim made under these Rules shall be in writing and two copies shall be sent to the Executive Officer, accompanied by a deposit of Ten Pounds (£10) which deposit may be forfeited if the complaint is sustained. The Council shall also have the power to compel every party to the complaint to pay such expenses as may be deemed fit. All complaints relating to non-fulfilment of fixtures must be made within seven days from the date upon which such match should have been played, unless special grounds are shown for delay. All claims by players against Clubs for wages or expenses must be limited to the current season, and will not be considered unless the claims are made within 28 days of the close of the season, unless special grounds are shown for the delay.

In cases of appeal against the decision of any League or Competition, notice of such intention, or notice of such appeal must be submitted to the Executive Officer of the League or Competition concerned within 14 days of the decision and a copy must be sent to the Executive Officer of the Association. On receipt of the submission the Executive Officer of the League or Competition shall request, in writing, for an Appeals Committee to be formed to hear the appeal, such Committee to comprise of three members plus the Executive Officer. The request should be supported, in writing, with the following details:

Details of the Charges and Hearing Date  
Details of the Punishment Awarded  
Appeal Fee £25

### **23. OFFENCES BY CLUBS OR INDIVIDUALS**

The Council may call upon Clubs or Individuals charged with offending against the Rules to prove to the satisfaction of the Council that the offence has not been committed, and failing such satisfactory proof, the Club may be adjudged guilty of the offence.

### **24. APPEALS BY CLUBS OR PLAYERS**

Any League, Competition, Club or Individual wishing to appeal against the decision of the Association shall forward to the Executive Officer of The Football Association, 25 Soho Square, London W1D 4FA within 14 days from the meeting at which the Council gave its decision and by registered post, a notice setting forward the grounds of the appeal, together with the sum stipulated by The Football Association. At the same time an exact copy of the notice must be sent to the Executive Officer of the Association also by registered post. In the case of an Association or Club the appeal must be signed by the Chairman or his deputy and one member of the Committee.

Appeals cannot be made in regard to matters arising out of the Competitions of the Association when the Rules provide that the decision of the Association is final. The Appeals Board appointed by The Football Association to hear the appeal shall have power to order the deposit to be forfeited if it thinks fit and may order, in addition, the appellant concerned to pay the cost of the hearing.

**25. BARRISTERS AND SOLICITORS NOT TO REPRESENT CLUBS**

Neither Barristers nor Solicitors shall represent any party unless he be Executive Officer of a Club concerned and appears as such in the Club Register.

**26. FA CHALLENGE CUP FINAL TICKETS**

Applications from the Officers, Council Members, Life Members, Vice-Presidents, Leagues, Clubs and Westmorland Referees' Association, for FA Challenge Cup Final Tickets shall be made in writing to the Executive Officer by 31 December each year. The allocation of tickets will be decided by Council.

**27. STANDARD CODE OF PUNISHMENT**

A Standard Code of Punishment against offending Clubs, to be decided by Council

**28. MATTERS NOT IN THESE RULES**

The Council shall have power to deal with any matter not specially provided for in these Rules.