

MEMBERSHIP RULES FOR WILTSHIRE COUNTY FOOTBALL ASSOCIATION LIMITED (“the Association”)

1. These Rules are made pursuant to the Articles of Association of Wiltshire County Football Association Limited. Where there is any inconsistency between these Rules and the Articles of Association, the provisions of the Articles of Association prevail. Similarly where there is any inconsistency between Wiltshire County F.A. Ltd. Rules and the Rules and Regulations of The Football Association the provisions of the Rules and Regulations of the Football Association prevail. All Discipline and Appeals procedures are conducted in accordance with the Rules and Regulations of the Football Association.

2. Membership

(a) All Clubs, Competitions and Leagues playing in the County of Wiltshire according to the Laws of the Game and Rules and Regulations of the Football Association shall be eligible for membership, subject to the approval of the Council of this Association. Each Club shall register its headquarters in accordance with Rule 9 and they shall not be changed without the consent of the Council.

(b) Clubs with teams outside of the National League System wishing to play in a League or Competition not affiliated to this Association shall provide reasons for wanting to do so upon affiliation;

(c) All affiliated Clubs, Leagues and Competitions are reminded that it is mandatory that they shall hold Public Liability Insurance. All clubs must also hold Personal Accident Insurance. Note: As the terms of the Wiltshire County Football Association the Public Liability Insurance scheme does not cover Stands, Clubs whose ground include a Stand(s) for spectators need to negotiate additional Public Liability Insurance to cover the Stand(s) and provide the Association with a copy of the relevant certificate.

(d) All affiliated Clubs are reminded to have a Club Constitution. The Rules must clearly set out the majority required for any alterations to the Club Rules, which will be deemed to be a simple majority unless otherwise stated.

3. Affiliation fees

(a) Annual affiliation fees shall be set out in the Fees and Fines tariff, as published in the County Handbook and paid by such date as the directors shall prescribe pursuant to Article 9.

(b) Each Club, Cup or League Competition shall forward an independently verified balance sheet of their previous Season’s accounts to the Football Services Manager of the Association within 28 days of their Annual General Meeting, failing which, a fine in accordance with the Fees and Fines Tariff as published in the County Handbook may be imposed. No person taking an active part in the management of any Club shall be permitted to verify the accounts of that Club.

(c) Application to run Tournaments must be made in writing to the Football Services Team of the Association at least 21 days prior to the date of the Tournament. A list of Clubs taking part must be submitted seven days prior to the event.

(d) All small sided tournaments must be conducted in accordance with the Regulations for the Sanction and Control of Small Side Tournaments as set out in FA Rules and Regulations where they apply and strictly in accordance with the Standard Rules for Small Side Tournaments.

(e) Teams competing in Small Side Leagues/Competitions operated by Sports/Leisure Centres shall pay an affiliation fee in accordance with the Fees and Fines tariff as published in the County Handbook. These Teams shall be known as ‘slots’ as per the Small Sided League sanction process.

4. Alterations to Membership Rules

In the event of any alteration or addition being considered necessary to these Rules, such alteration shall only be made in accordance with Article 6 of the Association’s Articles of Association.

5. Books of Clubs, Competitions and Leagues

The Council shall have power to call upon any affiliated Club, Cup Competition, League or individual member to produce any books, letters or documents and other documentary evidence relating to such Club, Cup

Competition or League, or individual member, as the Council may desire. All books and vouchers for at least two seasons preceding the current season must be retained by the Club and be ready for production whenever required by the Association. All statements made by witnesses before the Council or any Committee of this Association and all reports and decisions of such Council or Committee, including reports of the evidence given before them, shall be deemed absolutely privileged.

6. County Matches

All Member Clubs of this Association shall be bound to place their players at the disposal of the Association or other County Associations for all County Matches or any game organised under its auspices.

A player chosen to represent the Association in any match must play in such match, and is debarred from taking part in any other match on the date in question, or within 24 hours prior to the kick-off time arranged for the Association match. Should the selected player fail to play for the Association, the player may not take part in any other match that day.

Any club or official who may have been deemed to encourage or instigate players to commit a breach of instruction or rule may be charged with misconduct.

Any person who is unavailable to play in a Representative match must submit to the Football Services Manager in writing, the reasons for his/her unavailability at least seven days prior to the commencement of the match.

- (a) Any club having two or more players selected to represent the Association shall be permitted, if it so wishes, to cancel a League, Cup or other affiliated competition fixture 24 hours either before or after the date on which the County match is due to be played. Such cancellation must be made within 48 hours of receipt of notice of players selected.

7. Affiliated Competitions

No Club belonging to this Association shall be allowed to compete in any Cup, or other Competition unless the sanction of the Association shall have been obtained by the Club(s) promoting the Competition. Every Competing Club shall be affiliated to its Association. It shall be mandatory for teams to compete in County Cup Competitions for which they are eligible to compete.

8. Unaffiliated Competitions

No Club shall be allowed to play any Club who is not in membership with this or some other recognised Association. Clubs and players must not play matches during the month of June except for 5- or 6-a-side tournaments or Wiltshire FA Pilot Flexi-League which have been approved by the appropriate County Association, unless special dispensation has been granted by the Wiltshire FA.

9. Particulars of Clubs

(a) The Secretary of each Club affiliated to this Association shall complete on or before the date prescribed by the Board of Directors in each year club details as requested via the Whole Game System

(b) Any club wishing to change its name must be made in writing to the Football Services Manager for approval

10. Consents

Applications to play friendly or charity matches for which consent of the Association is necessary shall be made at least seven days previous to such match being played. A full statement of the accounts of such match shall be sent to the Association within 28 days after the game shall have been played, failing which a fine in accordance with the Fees and Fines tariff as printed and published in the County Handbook will be imposed.

11. Council Members' Privilege

(a) Each member of the Council and all Life Members of the Council shall be furnished with a Photo ID Ground Pass (which shall not be transferable), and all Clubs belonging to this Association shall admit the holder to their grounds, stands and enclosures upon production of such ground pass without requiring any other authority.

(b) Council Members shall be allowed to claim travelling expenses when using their own vehicles to attend Council business at the same rate per mile as that payable to Match Officials officiating in County

Competitions. The rate per mile payable for travelling expenses shall be determined by the Board of Directors of The Wiltshire County Football Association Ltd.

12. Correspondence

(a) All replies (and/or acknowledgements) to correspondence issued by the Association must be completed in full where necessary and returned within 14 days of the date intimated on the communication unless otherwise instructed. Failure to do so will result in a fine as set out in the Fees and Fines Tariff being imposed. This fine will apply to all late submissions and will be per documents issued.

(b) Failure to forward any payment(s) and/or reply by the due date may result in a league, competition, team(s) and/or participant(s) or member(s) being suspended from all football activity from the date stipulated by the Association. The suspension will remain active until such time as the payment has been received.

(c) Further action, including but not limited to suspension of a league, competition or team(s) from playing football may be taken by the Council or its Discipline Panel and/or its Governance Committee.

(d) Unless specifically requested, receipts will not be issued for any payment made by cheque to the Association.

(e) All charges incurred by the Association in connection with returned cheques shall be the responsibility of the appropriate League, Competition, Club, Councillor or Referee and such amounts to be reimbursed within fourteen days of their notification. A charge as set out in the Fines and Fees tariff will be imposed.

13. Power of Association to deal with Violations of Laws, Rules and Regulations

(a) The Association shall have the right to fine, suspend or expel any member of Council, Official, Members or player of any affiliated Club or League who may be proved guilty of any offences connected with football or football management.

(b) Should a meeting be called to consider the conduct of a Club, the Football Services Manager shall give seven days' notice to the Secretary of the alleged offending Club.

(c) Subject to the meeting having been constitutionally established and conducted, there can be no appeal against a decision of an Annual or Special General Meeting.

14. Priority of Referee & Assistant Referee Appointments

The appointment of Referees and Association to Wiltshire FA County Cup matches take priority over all other appointments except those made by The Football Association or the Football League or any other match agreed by the Council.