

# NORTH BUCKS & DISTRICT FOOTBALL LEAGUE

## LEAGUE RULES - 2017 / 2018 SEASON

### 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.

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

“Club” means a Club for the time being in membership of the Competition and “Team” means a side from a Club especially where a Club provides more than one (1) Team in a Division in accordance with the Rules.

“Competition” means the North Bucks & District Football League.

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

“Secretary” means such person or persons appointed or elected to carry out the administration 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.

“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.

“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.

“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.

“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 dates 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 Berks & Bucks County Football Association Limited.

“Scholarship” means a Scholarship as set out in Rule C 3 (a) (i) of the Rules of The FA.

“Team Sheet” means a form provided by the Competition on which the names of the Players taking part in a Competition match are listed.

“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) The Rules are taken from the Standard Code of Rules for Youth Competitions (the “Standard Code”) determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirement of the Standard Code shall be deemed to apply to the Competition.

(C) 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 16.

(D) The Competition shall be known as “the North Bucks & District Football League”. The Clubs participating in the Competition shall 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.

(E) The administration of the Competition under these Rules shall 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.

### **NOMENCLATURE AND CONSTITUTION**

2. (A) This Competition shall be designated the North Bucks & District Football League and shall consist of not more than forty-four (44) Clubs approved by the sanctioning Authority.

(B) All such Member Clubs shall be affiliated to an affiliated County Football Association and their names and particulars shall be returned annually by the appointed date on the Form “D” to a recognised County Football Association. The area covered by the Competition Membership shall be in North Bucks and Bordering Counties.

This Competition shall apply annually for sanction to the Berks & Bucks Football Association and the constituent Teams of Member Clubs may be grouped in Divisions, each not exceeding eighteen (18) in number.

(C) This Competition shall only permit one (1) Team from a Club to participate in the same Division less there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. This Competition shall obtain the prior approval of the sanctioning Association in the event of a Division comprising of more than one (1) Team from the same Club. This Competition shall 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 Competition Rules.

(D) Inclusivity and Non-Discrimination

(i) This Competition and each Member Club shall be committed to promoting inclusivity and to eliminating all forms of discrimination.

(ii) Any alleged breach of the Equality Act 2010 legislation shall be referred to the appropriate sanctioning Association for investigation.

(E) Clubs shall 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.

(F) Member 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 of the Competition).

(G) The League Management Committee shall carry out an inspection of the facilities of each Club making application, and a report of their findings, in writing, which shall be made available at the Annual General Meeting. New Clubs accepted into membership of the League at the Annual General Meeting shall be considered to be on probation for twelve (12) months.

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

3. (A) Applications by Clubs for admission to this Competition or the entry of an additional Team(s) shall be made in writing to the Secretary before 31<sup>st</sup> March and shall be accompanied by an Entry Fee (£50.00 per Team) as set out in the Fees and Fines Tariff, which shall be returned in the event of non-election. Any Club in membership wishing to enter a Reserve side for the following season shall intimate their intention in writing not later than 30th April.

Reserve Teams of Clubs who have their First Team in other Leagues shall not be allowed to compete in Division 1 and 2 of the North Bucks and District Football League.

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 Annual General Meeting or a Special General Meeting. The Entry Fee shall apply.

- (B) The Annual Subscription shall be (£50.00 per Team) as set out in the Fees Tariff payable on or before the 31<sup>st</sup> July in each year.

(C) In the event of any issue concerning the membership of any Club with the Competition, the Management Committee may require a Deposit (£25.00) as set out in the Fees Tariff to be paid by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit.

(D) A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and Deposit have been paid.

(E) Clubs shall advise annually to the Secretary in writing not later than twenty-one (21) days after the Annual General Meeting of its County Football Association affiliation number for the forthcoming Season, failing which they shall incur a fine (£25.00) as set out in the Fines Tariff. Clubs shall advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

(F) Each Club in Membership of the North Bucks & District Football League shall advise the League Secretary annually of an email address, which should be that of the Club Secretary or other designated Officer, for the dissemination of and formal communication between the League and each member Club.

It shall be the responsibility of the Club Secretary to ensure this address is maintained, as it shall be the only method of formal dissemination of information.

## **MANAGEMENT, NOMINATION, ELECTION**

4. (A) The Competition shall be governed in accordance with the Rules and Regulations of The Football Association by a Management Committee comprised of the Officers and nine (9) members who shall be elected at the Annual General Meeting.

The Officers of the Competition shall be the President, Vice-Presidents, Chairman, Vice-Chairman, General Secretary, Treasurer, Registrations Secretary, Fixtures Secretary, Results Secretary, Referee's Secretary and Minutes & Press Officer, to be elected annually at the Annual General Meeting (N.B. Verifiers of Accounts are not Officers).

All participants shall abide by The Football Association Regulations for Safeguarding Children as determined by the Association from time to time.

(B) Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for elections as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two (2) Member Clubs, not later than 30<sup>th</sup> April in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting.

In the event of vacancies occurring during the playing season, the Management Committee have power to co-opt to fill such vacancies.

(C) The Management Committee shall meet **as and when required with no more than three (3) calendar months between each meeting.**

On receiving a requisition signed by two-thirds of the Members of the Management Committee the Secretary shall convene a meeting of the 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 shall be conducted through their nominated Officers.

(F) Contact with the League Management Committee shall be before 21.00 hrs. Only emergency or with prior notice shall they be contacted afterwards.

(G) Club Secretaries who do not receive minutes and fixtures within ten (10) days of the Management Committee meetings, as published in the official Handbook, shall apply to the General Secretary immediately in writing.

### **POWERS OF MANAGEMENT**

5. (A) The Management Committee may appoint Sub-Committees and delegate such of their powers as they deem necessary. The decisions of all such 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 Football Association 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 (see Rule 6(E)).

(C) Each Member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and have one **(1)** 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 is a conflict of interest. (This shall apply to the procedure of any Sub-Committee).

In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.

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

With the exception of Rules 5(I), 6(H) and 19 for any breaches of Rule a formal written charge shall be issued. The respondent shall be given seven (7) days from the date of notice to reply to the charge and given the opportunity to:-

- (i) Accept or deny the charge
- (ii) Submit in writing a case of mitigation, or
- (iii) Put their case before the Management Committee at a personal hearing

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

Any fines levied shall be in accordance with the Fines Tariff.

The maximum fine permitted for any breach of Competition Rule is £250.00 and, when setting any fine, the Competition shall ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

(E) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 16.

Decisions of the Management Committee shall be notified in writing to those concerned within ten (10) days.

(F) More than fifty percent (50%) of its Members shall constitute a quorum for the transaction of business of the Management Committee or any Sub-Committee of the Competition.

(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 having failed to comply with an order or instruction of the Management Committee within twenty-one (21) days of receipt of such order or within twenty-one (21) days of an operating date specified in that order, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to be fined (£50.00) in accordance with the Fines Tariff or otherwise penalised at the discretion of the Management Committee.

(I) All fines and charges are payable forthwith and shall be paid within twenty-one (21) days of the date of notification of the decision.

Any Club failing to do so shall incur a fine (£50.00) in accordance with the Fines Tariff. Further failure to pay the fine including the additional sum within fourteen (14) days shall result in fixtures being withdrawn until such time as the outstanding payments are settled.

(J) A member of the Management Committee appointed by the Competition to attend a meeting or match may have any 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 Annual General Meeting or Special General Meeting called to decide the constitution and the commencement of the Competition season.

(L) The business of the Competition as determined by the Management Committee shall be transacted by electronic mail or facsimile.

### **ANNUAL GENERAL MEETING**

6. (A) The Annual General Meeting shall be held not later than 30<sup>th</sup> June and be transacted provided that at least thirty (30) Members are present and entitled to vote:

- (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
- (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 ensuing season.
- (v) Election of Officers and Management Committee.
- (vi) Appointment of Verifier of Accounts.
- (vii) Alteration to Rules, if any.
- (viii) Fix the date for the commencement of the season and kick-off times applicable to the Competition.
- (ix) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.

(B) A copy of the duly verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen (14) days prior to the meeting, together with any proposed change of Rules.

(C) A signed copy of the duly verified Balance Sheet, Statement of Accounts shall be sent to the Berks & Bucks County Football Association within fourteen (14) days of its adoption by the Annual General Meeting.

(D) Each Member Club shall be empowered to send two (2) delegates to an Annual General Meeting. Each Club shall be entitled to one (1) vote only. Not less than fourteen (14) days' notice shall be given of any meeting.

(E) Clubs who have withdrawn their Membership of the Competition during the 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 shall not apply to Clubs expelled in accordance with Rule 17.

(F) All voting shall be conducted by a show of Voting Cards unless a ballot is demanded by at least fifty percent (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 (1) Member Club.

(H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall **incur a fine (£25.00)** in accordance with the Fines Tariff.

(I) Officers and Management Committee Members shall be entitled to attend and vote at an Annual General Meeting.

### **AGREEMENT TO BE SIGNED**

7. The Chairman and the Secretary of each Club which is an unincorporated Association, and two (2) Directors of each Club which is an incorporated entity 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, A (name) of (address) (Chairman/Director) and B (name) of (address) (Secretary/Director) of the \_\_\_\_\_ Football Club (Limited) have been provided with a copy of the Rules and Regulations of the North Bucks and District Football League Competition and do hereby agree for and on behalf of the said Club 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 16.

Any alternation of the Chairman and/or Secretary on the above Agreement shall be notified to the County Football Association to which the Club is affiliated and to the Secretary of the Competition. **Failure to comply shall incur a fine (£20.00) as set out in the Fines Tariff.**

### **QUALIFICATION OF PLAYERS**

8. (A) (i) Contract players, as defined in Football Association Rules, 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 signing a registration form for that Club has, where necessary, the required International Transfer Certificate. Clearance is required for any player aged ten (10) and over crossing borders including Wales, Scotland and Ireland.

(ii) While serving in any branch of Her Majesty's Regular Forces a player shall first obtain the consent of his Association Secretary before signing a registration form to play for a Club.

(B) A registered player member of a Club is one who, being in all other aspects eligible, has:-

- (1) Signed a fully and correctly completed Competition Registration Form in ink, countersigned by an Officer of the Club who shall clearly state their name and designation, submitted electronically (by email or fax), and who has been registered with the Registration Secretary three

(3) days prior to playing and whose Registration has been confirmed by the Competition prior to playing. The League Registration Secretary shall confirm approval to the Club within two (2) days of receiving the Registration Form.

(2) Signed a fully and correctly completed Competition Registration Form in ink, on a match day prior to playing, countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club who shall clearly state their name and designation, submitted electronically (by email or fax) to the Registration Secretary within two (2) days (Sundays excluded) subsequent to the match. The player shall not again play until the Club is in possession of the approval of the Management Committee. A maximum of three (3) players may be registered on the day of the match. The League Registration Secretary shall confirm approval to the Club within two (2) days of receiving the Registration Form.

**Failure to correctly register a player shall incur a fine (£15.00) as set out in the Fines Tariff.**

(C) Each Team shall have a minimum of twelve (12) players registered with the Registration Secretary of the League not later than 7<sup>th</sup> August in each season. Failure to comply shall incur a fine (£20.00) as set out in the Fines Tariff

(D) A Club competing in two (2) Divisions of the League shall not be allowed to include in its lower Division side more than three (3) higher Division players. (The definition of a higher Division player is one who has played in 50% or more of the Clubs games in the higher Division to date during the current season). This Rule shall apply after 31<sup>st</sup> October in each season.

(E) A player having taken part in matches for any Club affiliated to any County Football Association shall not be allowed to join, be transferred to, or sign for a Club in the Competition without first proving to the Officials of the intended Club that the player has discharged all reasonable financial liabilities to the previous Club or Clubs, and a Club Official may not accept such player's signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played.

**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 the Competition, 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.**

(F) A fee (£0.50 for players registered between 1<sup>st</sup> July to 30<sup>th</sup> September and £1.00 for players registered from 1<sup>st</sup> October to the end of the season) as set out in the Fees Tariff shall be paid by each Club/Team for each player registered.

Registration Forms shall be obtained electronically from the League. Clubs shall be required to submit payment for twenty (20) players per Team together with their Annual Subscription. Additional player registrations shall be invoiced by the League at appropriate stages of the season.

(G) 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 (1) Club priority of registration shall decide for which Club the player shall be registered. The Registration Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

(H) It shall be deemed misconduct for a player to:

- (i) Play for more than one (1) Club in the Competition in the same season without first being transferred.
- (ii) Having signed for one (1) Club in the Competition, sign for another Club in the Competition in that season except for the purpose of a transfer.
- (iii) Submit a signed Registration Form for registration that the player had wilfully neglected to accurately or fully complete.

For signing or playing for multiple Clubs, or inaccurate completion of a Registration Form shall incur a fine (£25.00) as set out in the Fines Tariff.

(J) (i) The Management Committee shall have power to accept the registration of any player subject to the provisions of Rule 8(J)(ii) and Rule 8(J)(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, proved guilty of registration irregularities. (Subject to Rule 16).

(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 16) subject to the right of appeal to The Football Association or the relevant County Football Association.

Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a participant from being involved in this Competition. Application should be made to the parent County of the Club the player is registered or intending to be registered with.

(iv) For a player who has previously had a registration removed in accordance with Rule 8(J) (iii) but has a registration accepted at the expiry of exclusion shall be considered to be under a probationary period of twelve (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 8(J)(iii) shall not be taken against a player for misconduct on the field of play until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute and shall in any case be subject to an Appeal to The Football Association. All decisions shall 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 one-hundred and twelve (112) days suspension, or ten (10) matches in match based discipline, in a period of two (2) years or less from the date of the first offence.)

(K) Subject to The Football Association Rule C2(a) dealing with players without a written contract when a player desires to transfer, the Club the player wishes to transfer to shall submit a Transfer Form (in a format determined by the Competition) to the Registration Secretary accompanied by a fee (£5.00) as set out in the Fines Tariff. Such transfer shall be referred by the Registration Secretary 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 Registration Secretary and to the player concerned within three (3) days of receipt of the Transfer Form. Upon receipt of the Club's consent, or upon its failure to give written objection within three (3) days the Competition 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 of such transfer.

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

No player shall be allowed more than one (1) transfer during the season, except in exceptional circumstances by permission of the Management Committee.

(L) A player may not be registered for a Club or transferred to another Club in the Competition after 1<sup>st</sup> March except by special permission of the Management Committee.

(M) A Club shall keep a list of the 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.



(N) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the Registration Secretary and shall be open to the inspection of any duly appointed Member Club Representative at all Management Committee meetings or at other times mutually agreed.

Registrations are valid for one (1) season only.

In the event of a 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 player without a written contract shall automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 8(A)(i).

A player shall not be eligible to play for a Team in any special championship, promotion or relegation deciding match (as specified in Rule 12(A)) unless the player has played five (5) games for that Team in this Competition in the current season.

(O) A player who has played in any League senior to the North Bucks League during the current season shall not be eligible in the Second Division of the North Bucks League, without previous consent of the Management Committee.

A player having in the current season played in more than two (2) matches in an FA or County Senior Competition or in any League equal to or higher status than the Premier Division of the Hellenic League, United Counties or Spartan South Midlands League (excluding Reserve Section of any League) shall not be eligible to play in any Division of the North Bucks Football League without the sanction of the Management Committee.

(P) (i) Any Club found to have played an ineligible Player in a match or matches shall have any points gained from that match or matches deducted from its record, up to a maximum of **twelve (12)** points, and have levied upon it a fine **(£50.00) as set out in the Fines Tariff**. The Management Committee may also order that such match or matches be replayed on such terms as are decided by the Management Committee which may also levy penalty points against the Club in default.

(ii) The Management Committee may vary this decision in respect of the points gained 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) In exceptional circumstances, the Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.

(Q) The following Clause applies to Competitions involving players:-

- (i) Priority shall be given at all times to school and school organisations activities.
- (ii) The availability of children shall be cleared with the Head Teacher (except for Sunday Leagues).
- (iii) To play open age football the player shall have achieved the age of sixteen (16).

(Note: For players under the age of eighteen (18) the provisions contained in Football Association Rules shall apply.)

### **CLUB COLOURS, CLUB NAME**

9. (A) Every Club shall register the colour of its shirts and shorts with the Secretary by 21<sup>st</sup> July who shall decide as their suitability.

Goalkeepers shall wear colours, which distinguish them from 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 the colours in which they shall play to its opponents at least five (5) days before the match.

If, in the opinion of the Referee, two (2) Clubs have the same or similar colours, the Home Team shall make the change. Any Team not having a change of colours or delaying the kick-off by not having a change shall be fined (£5.00) in accordance with the Fines Tariff.

The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or shorts as they think fit.

All players are to wear shirts with unique numbers.

Failure to comply shall incur a fine (£5.00) as set out in the Fines Tariff, per player.

(B) Any Club wishing to change its name and/or colours shall obtain permission from its affiliated County Association and from the Management Committee. For failing to obtain consent to change Club Name or Kit Colours shall incur a fine (£15.00) as set out in the Fines Tariff.

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

10. (A) The Annual General Meeting shall determine the date for commencement of the season.

Any Club shall be called upon to play a fixture if notified not later than the Monday prior to a Saturday in any given week.

Clubs shall submit to the Fixture Secretary prior to 1<sup>st</sup> July dates which Home or Away games are preferred.

(B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board.

Clubs shall take all reasonable precautions to keep their grounds in a playable condition. All 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 matches in the Competition and to order the Club concerned to play its fixtures on another ground.

All Premier Division pitches shall be completely roped-in. All pitch markings shall be clearly defined. The use of creosote is prohibited. Failure to comply shall incur a fine (£5.00) as set out in the Fines Tariff.

Football Turf pitches (3G) are allowed in this Competition providing they meet the required performance standards and are listed on the FA's Register of Football Turf pitches. For Clubs playing at Step 7 and below a pitch shall be tested (by a FIFA accredited test institute) every three (3) years and the results passed to The Football Association. The Football Association shall 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 10(D).

Within the National League System ("NLS") all matches shall have a duration of ninety (90) minutes. All matches outside of the NLS shall have a duration of ninety (90) minutes unless a shorter time (not less than sixty (60) minutes) is mutually arranged by the two (2) Clubs in consultation with the Referee prior to the commencement of the match, and in any event shall be of equal halves. Two (2) matches involving the same two (2) Teams can be played on the same day providing the total playing time is not more than one-hundred & twenty (120) minutes.

The kick-off times shall be fixed at the Annual General Meeting and can only be altered by the mutual consent of the two (2) competing Clubs prior to the scheduled date of the match with written notification given to the Competition at least seven (7) days prior.

The times of the kick-off for Saturday matches shall be: August to October 3-00pm, November to February 2-00pm and March to May 3-00pm.

Any Club failing to commence at the appointed time shall be fined a sum (£5.00) as set out in the Fines Tariff or be otherwise dealt with as the Management Committee may determine.

Referees shall order matches to commence at the appointed time and shall report all late starts to the Competition and advise the Captain of the offending Team(s) of his intention to do so.

The Home Team shall provide at least two (2) footballs fit for play and the Referee shall notify the Captain of his intention to make a report to the Competition if the footballs are unsuitable. Goal nets shall be used in all matches. Failure to provide suitable footballs or nets shall incur a fine (£5.00) as set out in the Fines Tariff.

All Clubs shall hand to the Referee and their opponents at least fifteen (15) minutes prior to kick-off, a Team Sheet listing the names of the players and substitutes to be used.

(C) Except by permission of the Management Committee all matches shall be played on the dates originally fixed but priority shall be given to The Football Association and all relevant County Association Cup Competitions of which Clubs shall give at least ten (10) days' notice to the Fixture Secretary. Failure to give such notification shall incur a fine (£5.00) as set out in the Fines Tariff. All other matches shall be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Fixture Secretary.

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

(D) The Secretary of the Home Club shall give notice of full particulars of the location of, and access to, the ground and time of kick-off to the Match Officials and the Secretary of the opposing Club at least five (5) clear days prior to the playing of the match. The Away Club shall seek and acknowledge receipt of such particulars and report the circumstances to the Competition.

Any Club failing to comply with this Rule shall be liable to a fine (£10.00) as set out in the Fines Tariff.

Any Club unable to play at their ground as stated in the handbook, shall seek permission from the Management Committee to play at an alternative venue. Any Club failing to comply with this Rule shall incur a fine (£20.00) as set out in the Fines Tariff.

(E) In the event of a Club playing in any match with less than eleven (11) players they shall incur a fine (£5.00) as set out in the Fines Tariff for each missing player. A minimum of seven (7) players shall constitute a Team for a Competition match.

(F) (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 inflict a fine (not exceeding £50.00) as set out in the Fines Tariff, deduct points from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the awarding of goals. Notwithstanding the foregoing Home and Away provision, the Management Committee shall have power to order a 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.

All claims for expenses to be forwarded to the General Secretary within seven (7) days from the date of the match, which the claim is being made. Applications received after the termination of seven (7) days shall not be entertained.

(ii) Any Club with more than one (1) Team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, 'A' Team. Clubs in breach of

this requirement shall incur a fine (£10.00) in accordance with the Fines Tariff or otherwise dealt with by the Management Committee.

(iii) Any Club unable to fulfil a fixture or where a fixture has been postponed for any reason shall, without delay, give notice to the Fixture Secretary, the Referee Secretary, the Secretary of the opposing Club and the Match Officials. Any Club failing to comply shall incur a fine (£10.00) in accordance with the Fines Tariff and dealt with by the Management Committee who may inflict any penalty it may deem suitable. 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.

(iv) In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date arranged by the Fixture Secretary and approved by the Management Committee.

(v) The Management Committee shall review all abandoned matches 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 match was abandoned owing to the conduct of one (1) Team or its Club member(s) they shall be empowered to award the points for the match to the opponent. In cases, where a match has been abandoned owing to the conduct of both Teams or their Club member(s), the Management Committee shall Rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match.

(vi) The Management Committee shall review any match that has taken place where either or both Teams were under a suspension imposed upon them by the Association 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 8(Q) above. Where both Teams were under suspension the game shall be declared null and void.

(G) A Club may at its discretion and in accordance with the Laws of the Game use five (5) substitute players in any match in this Competition who may be selected from five (5) players.

Except for matches played at Step 7 of the National League System, 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.

The Referee shall be informed of the names of the substitutes not later than fifteen (15) minutes before the start of the match and a player not so named may not take part in that match.

A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.

(H) The half time interval shall be of fifteen (15) minutes duration, but is shall not exceed fifteen (15) minutes. The half time interval may only be altered with the consent of the Referee.

(I) Home Clubs shall supply liquid refreshment to Match Officials during or after the game. Failure to provide refreshments shall incur a fine (£5.00) as set out in the Fines Tariff.

(J) The League shall require all players and Club Officials to have signed The Football Association Respect Codes of Conduct and produce these if so requested by the League Management Committee.

The participating Clubs taking part in the fixture shall identify a Team Captain designated with a Captain's armband who has a responsibility to offer support in the management of the on-field discipline of his Team mates.

Prior to each match the participating Teams and Officials shall conduct the "Respect" handshake and/or participating Teams to offer "three cheers" and handshakes to the opposing Team after the match.

## REPORTING RESULTS

11. (A) The Registration Secretary shall receive within two (2) days of the date the match is played, the result of each Competition match in the prescribed manner. This shall include forename(s) and surname of Team players (in block letters) and also the Referee markings required by Rule 13, or any other information required by the Competition. Failure to do so shall incur (£10.00) a fine as set out in the Fines Tariff and/or the Club being dealt with as the Management Committee decides.

(B) The Home Club shall telephone / SMS / email the result of each match including external Cup Competitions to the General Secretary within one and one half-hours of the completion of the match. Results of County Cup Fixtures shall also be communicated to the Fixture's Secretary. Failure to comply shall incur a fine (£20.00) as set out in the Fines Tariff.

(C) The match result notification, correctly completed, shall be signed by a responsible member of the Club. The Management Committee shall have power to take such action as they deem suitable against a Club, which submits an incomplete form or incorrect information. If proven the Club shall incur a fine (£30.00) in accordance with the Fines Tariff.

N.B. If the fixed penalty exceeds £20.00 the Club shall be charged as detailed in Rule 5(D).

## DETERMINING CHAMPIONSHIP

12. (A) Team rankings within the Competition shall be decided by points with three (3) points to be awarded for a win and one (1) point for a drawn match. The Teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches shall not be played for double points.

In circumstances where two (2) or more Teams are equal on points Team rankings shall be determined by goal difference where the goals scored against by each Team shall be deducted from the goals scored by that Team and the largest positive difference shall be placed the highest. In the event of the goal difference being equal the highest placed Team shall be the Team, which has scored the most goals. In the event that two (2) or more Teams have the same goal difference and have scored the same number of goals then the highest placed Team shall be the Team, which has won the most matches.

In the event of the two (2) 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 season shall be the highest placed Team.

If the records of two (2) 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 as determined by the Management Committee.

(B)(i) Clubs finishing in the two (2) lowest places of the Premier Division shall have the right to apply for re-election, to be considered along with new applications for membership. Promotion and relegation between Divisions shall be at the discretion of the Management Committee.

(ii) The Reserve Teams of the Clubs competing shall play in a lower Division to that in which the First Team are playing.

(D) In the event of a Team not completing 75% of its fixtures for the season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. **For the purposes of this Rule 12(C) a completed fixture shall include any Competition match(es) which has been awarded by the Management Committee.**

## REFEREES

13. (A) Registered Referees (and Assistant Referees where approved by The Football Association or County Football Association) for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s).

(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 Assistant Referees, the Clubs shall agree upon a Referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee. Individuals under the age of sixteen (16) shall not participate either as a Referee or Assistant Referee in any open age Competition.

Whenever possible Assistant Referees shall be appointed to Premier Division matches.

Referees and Assistant Referees shall notify the Referee Secretary in writing within three (3) days of receipt of the appointment, stating if he accepts or declines the appointment. If he declines the appointment, the Referee Secretary shall arrange for another Official to take the appointment.

(C) The Management Committee may, if they consider it desirable, or upon application by the two (2) competing Clubs, appoint Assistant Referees, if available, to any match. Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so shall incur a fine (£5.00) being imposed on the defaulting Team in accordance with the Fines Tariff.

In the Premier and Intermediate Divisions of the League, a substitute shall not act as a Club Assistant Referee. In Division One and Two of the League, a substitute shall be permitted to act as Club Assistant Referee at the discretion of the appointed Match Official, and if in doing so, no fine shall be implemented on the Club.

(D) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final subject to either in the case of a ground of a Local Authority or the owners of the ground, the representative of that body is the sole arbiter and whose decision shall be accepted unless the ground is declared fit for play.

In the event of inclement weather, the Home side shall arrange an inspection of the ground on the day of the match by a local Referee. The Referee called in to inspect the ground, shall be entitled to travelling expenses.

(E) Subject to any limits/provisions laid down by the sanctioning Association Match Officials appointed under this Rule shall be entitled to charge standard class public transport expenses or private car expenses (£0.25 per mile) as set out in the Fees Tariff, together with Match Fees of £27.50 for the Referee and £15.00 for the Assistant Referees when appointed as set out in the Fees Tariff.

The Home Club shall pay the Officials their fees and expenses immediately after the match in the Match Officials Dressing Room. Fees and expenses for Assistant Referees shall be shared equally by each Club. Failure to pay Match Officials their fees and expenses shall incur a fine (£20.00) as set out in the Fines Tariff.

(F) In the event of a match not being played because of circumstances over which the Club has no control, the Match Officials, if present, shall be entitled to half fee plus expenses. Where a match is not played owing to one (1) Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full and expenses.

(G) A Referee not keeping his engagement, and failing to give a satisfactory explanation as to his non-appearance, may have his name removed from the List of Referees and the fact reported to the Association with which he registered.

(H) 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. Clubs failing to comply with this Rule shall be liable to be fined in accordance with the fees and fines tariff or dealt with as the Management Committee shall determine.

Any Club marking fifty (50) or below to submit a written reason for so doing to the Referee Secretary within three (3) days of the match.

**Failure to award marks to Match Officials as required shall incur a fine (£5.00) as set out in the Fines Tariff.**

(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 Football Association/County Association.

(J) The Referee shall submit a Report Form, supplied by the Competition, giving the result of the match, the number of players in each Team and the time of kick-off, failure to supply suitable Club Assistant Referee, any allegation or complaint as to the ground or the appurtenances of the game, and shall indicate in his report which of the competing Clubs was, in his opinion, at fault having informed the Club of his intention to the General Secretary within two (2) days of the match.

(K) Referees and Assistant Referees shall be supplied, each season, with a copy of the Competition Rules free of charge.

(L) Referees and Assistant Referees shall have undertaken a Respect briefing offered by The Football Association/County Football Association or the League.

### **CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB**

14. (A) After 31<sup>st</sup> December in the current season a Club intending, or having a provisional intention, to withdraw a Team from the Competition on completion of its fixture and fulfilment of all other obligations to the Competition shall notify the Secretary in writing by 31<sup>st</sup> March each season or be liable to a fine (£50.00) as set out in the Fines Tariff.

(B) A Club shall not be allowed to withdraw any or all of its Teams from the Competition after the Annual General Meeting for the following season. Any Club infringing this Rule shall be liable to a fine as set out in the fees and fines tariff, per Team, and shall also be liable for its share of any call which may be made under Rule 5(B).

(C) In the event of a Member Club which is an unincorporated association withdrawing and/or disbanding it shall be immediately liable to discharge all its financial and other obligations to the Competition.

In the event that a Member Club failing to discharge all its financial obligations to the Competition in excess of £50.00, the Management Committee are empowered to refer the debt under The FA Football Debt Recovery provisions.

### **PROTEST AND COMPLAINTS**

15. (A)(i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.

(ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue shall not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match. Any Club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this Rule and shall be dealt with by the Management Committee.

(B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which shall contain full particulars of the grounds upon which they are founded) shall be lodged in duplicate with the Secretary within three (3) days (excluding Sundays) of the 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) Any dispute occurring between Clubs in the Competition shall be referred for determination by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.

(D) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a fee (£10.00) as set out in 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 the losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.

(E) All parties to a protest or complaint shall receive a copy of the submission and shall be afforded an opportunity to make a statement at least seven (7) days prior to the protest or complaint being heard.

(i) All parties shall have received seven (7) days' notice of the Hearing should they be instructed to attend.

(iii) Should a Club elect to state its case in person then they should forward a deposit (£10.00) as set out in the Fees Tariff and indicate such when forwarding the written response.

**(F) No appeal can be lodged against a decision taken at an Annual General Meeting or Special General Meeting unless this is on the grounds of unconstitutional conduct.**

### **PROTESTS, APPEALS**

16. (A) 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 shall send a copy of such protest, appeal, claim or complaint and deposit a fee (£50.00) 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.

(B) All such protests, claims, complaints and appeals shall be received in writing by the Competition Secretary within fourteen (14) days of the event or decision causing any of these to be submitted.

(C) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.

(D) Any appeal against a decision of the Management Committee shall be lodged with the Sanctioning Authority within fourteen (14) days of the posting of the written notification of the decision causing the appeal, accompanied by a fee which may be forfeited in the event of the appeal not being upheld. A copy of the appeal shall also be sent to the Secretary.

(E) If so requested the Management Committee may arbitrate on any disputes, protests, appeals claims or complaints between two Clubs in which event both Clubs shall send a non-returnable fee (£25.00) as set out in the Fees Tariff. Such arbitration shall be final and binding upon the parties to the arbitration.

### **EXCLUSION OF CLUBS, OR TEAMS, MISCONDUCT, CLUB, OFFICIALS, PLAYERS**

17. (A) At the Annual General Meeting, or Special General Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership, which shall be supported by (more than) two-thirds of those present and voting. Voting on this point shall be conducted by ballot.



(B) At the Annual General Meeting, or Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, 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 shall be supported by (more than) two-thirds 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 official 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 expulsion or 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 Rule 17(A) and Rule 17(B) together with a fine (£50.00) as set out in the Fines Tariff.

(D) Any Club or Team failing to complete its fixtures in any season shall (unless the conditions are beyond their control, or the accredited delegates present at the Annual General Meeting or a Special General Meeting decide otherwise by a majority of two-thirds of the votes cast) be excluded from membership the following season.

### **TROPHY: LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED, AWARDS**

18. (A) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-

“We A \_\_\_\_\_ and B \_\_\_\_\_, the Chairman and Secretary of (Club) FC, members of and representing the Club, having been declared winners of the North Bucks & District Football League 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 1<sup>st</sup> March. 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 complete and return the Trophy Agreement shall incur a fine (£25.00) as set out in the Fines Tariff.**

(B) The League Secretary reminds all Clubs holding Trophies, at least one (1) month before 1<sup>st</sup> March, to return those Trophies on or before 1<sup>st</sup> March. A fine (£25.00) as set out in the Fines Tariff shall be imposed for failing to return the League Trophy by the date stated.

(C) **Insurance and Engraving of Trophies:** The Management Committee shall be responsible for the insurance of all trophies, which are the property of the League. The winners of the respective Trophies each season shall be responsible for the necessary engraving.

### **SPECIAL GENERAL MEETINGS**

19. Upon receiving a requisition signed by two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting.

The Management Committee may call a Special General Meeting at any time.

At least seven (7) days' notice shall be given of either meeting under this Rule, together with an Agenda of the business to be transacted at such meeting.

Each Full Member Club shall be empowered to send two (2) delegates to all Special General Meetings. Each Club shall be entitled to one (1) vote only as are members of the Management Committee. Not less than seven (7) days' notice shall be given of any meeting.

Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall incur a fine (£25.00) in accordance with the Fines Tariff.

Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

### **ALTERATION TO RULES**

20. (A) Alterations, for which consent has been given by the sanctioning Association, shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alterations made during the playing season to these Rules shall not take effect until the following season.

(B) Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by 28<sup>th</sup> February in each year. The proposals, together with any proposals from the Management Committee, shall be circulated to the Clubs by 15<sup>th</sup> March and any amendments thereto shall be submitted to the Secretary by 31<sup>st</sup> March.

The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if (more than) two-thirds of those present and entitled to vote and voting are in favour.

(C) A copy of the proposed alterations and proposed amendments to be considered at the Annual General Meeting shall be submitted to the Berks & Bucks Football Association by not later than 14<sup>th</sup> April.

A copy of the proposed alterations and proposed amendments to be considered at **the Annual General Meeting or** Special General Meeting shall be submitted to the Berks & Bucks Football Association by no later than twenty-eight (28) days prior to the date of the meeting.

(D) Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Berks & Bucks Football Association shall have been obtained.

### **FINANCE**

21. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition shall be lodged.

(B) All expenditure in excess of £50.00 shall be approved by the Management Committee. Cheques shall be signed by at least two (2) Officers nominated by the Management Committee.

(C) The financial year of the Competition shall end on 1<sup>st</sup> May.

(D) The books, or a certified Balance Sheet, of the Competition shall be prepared and shall be verified annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

### **INSURANCE**

22. All Clubs shall have a **valid** Public Liability Insurance cover of at least ten (10) million pounds (£10,000,000) **at all times**.

**All Clubs shall have valid personal accident cover for all Players registered with them from time-to-time. The Players' Personal Accident cover shall 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 Association. In instances where The Football Association is the sanctioning Association, the minimum recommended cover shall be the cover required by the Affiliated Association to which a Club affiliates.**

## DISSOLUTION

23. (A) Dissolution of the Competition shall be by resolution approved at a Special General Meeting by a majority of three (3) quarters of the members present and shall take effect from the date of the relevant Special General Meeting.
- (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 Association.
- (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

## RULES BINDING ON CLUBS

24. (A) Each Member Club shall be deemed to have given its assent to the foregoing Rules and agreed to abide by the decisions of the Management Committee subject to Rule 16. Each Member Club shall abide by any issued Football Association Code of Conduct.
- (B) A Club who is in breach of the same Rule on more than three (3) occasions in any one (1) season shall be subject to an additional fine (£20.00) as set out in the Fines Tariff, for every subsequent breach thereafter.

## CHALLENGE TROPHY KNOCKOUT COMPETITION

1. The Competition shall be called the North Bucks and District Challenge Trophy and shall be organised on the lines of a Knockout Competition.
2. The Officers of the North Bucks and District Football League shall be for all intents and purposes be the legal owners of the trophies, which cannot be won outright. The entire control and management of the Competition shall be vested in the Management Committee of the North Bucks and District Football League.
3. The Competition (which shall be on Cup-tie principles) shall be open to all North Bucks and District Football League Clubs not competing in more than three (3) other weekday Competitions during the same season. The Competition shall be organised in sections.
4. A player shall not in the same season play for more than one (1) Club in the North Bucks and District Challenge Trophy, but the members of each respective Team may be changed during the series of matches in any of the sections. In the Semi-Final and Final Ties.

Each Club shall, not less than ten (10) days before the match, send the Registration Secretary of the North Bucks League and to the opposing Club, a list of players from which the Team for such Semi-Final or Final Tie shall be selected. A fine (£10.00) as set out in the Fines Tariff shall be imposed for any infringement of this Rule. A player having played in a higher Division Trophy Semi-Final or Final shall not be eligible to play in a lower Division Trophy Semi-Final or Final.

Notice or objection to the qualification of any player in such lists shall be sent by registered post to the Secretary of the opposing Club and the North Bucks League. In all matches a playing member is one who has been duly elected a member of this Club and his name registered by the Secretary of the North Bucks and District Football League in accordance with League Rule 8. Only three (3) players who have played in the First Team Challenge Trophy shall be allowed in a lower Division of the Challenge Trophy Competition.

This Rule shall apply after 31<sup>st</sup> October in each season. Players who have taken part in Reserve Team Shield matches shall be eligible to play in First Team Shield matches in the same season.

A Club may, at its discretion, use five (5) substitute players at any time in a match, who may be selected from five (5) players, except to replace a player who has been dismissed from the field of play by the Referee for misconduct after play has commenced. The substitution can only be made when play is stopped for any reason and the Referee has given permission.

Except for matches played at Step 7 of the National League System, 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.

No player shall be eligible for the Semi-Final and Final matches until they have taken part in five (5) North Bucks League and Trophy matches during the current season for the Club currently holding their registration. No player shall play for more than one (1) Club in this Competition in the same season.

Any Club in default shall be excluded from further participation in the Trophy Competition.

5. The Management Committee shall have the power to zone Clubs of the purpose of the draw. The Management Committee to have full control of the Finals and in arranging dates for rounds prior to the Final.
6. All matches up to the Final shall be played on the ground of the Club first named. Extra time of thirty (30) minutes (fifteen (15) minutes each way) shall be played in the event of a draw. In the event of Teams being level after extra time has been played, the match shall be decided by the taking of kicks from the Penalty Mark in accordance with International Board Recommended Procedures. Kick-off times shall be thirty (30) minutes earlier for League matches. The Finals shall be played on neutral grounds.

7. After Match Officials expenses have been paid, the gate receipts to be equally divided between the Clubs taking part in the match. Prior to the Final Ties, Officials Fees and expenses shall be the same as for League matches (League Rule 13), **and are to be divided equally and paid between the two (2) Teams.**
8. The Entrance Fee (**£10.00**) shall be payable as set out in the Fees Tariff.
9. Ineligibility of players and cancellations shall be dealt with the same as the appropriate League Rules. Match Reports as per League Rule 11.
10. All protests and complaints shall be lodged with the General Secretary in triplicate within two (2) days of the matches or fixtures to which they refer (Sunday not included), and shall be accompanied by a deposit (**£10.00**) as set out in the Fees Tariff, which shall be forfeited if the protest is considered frivolous. Protests and complaints shall be heard and determined by the Management Committee (including the appointment of Referees), which is final.
11. Clubs which appeal against the decision of the Management Committee shall make a deposit (**£50.00**) as set out in the Fees Tariff, which shall be forfeited if the Appeals Committee appointed by Berks & Bucks Football Association deem such appeal to be frivolous or unreasonable.
12. In the Final Ties the total gate shall be taken and the expense of the match defrayed by the League. Dates of the Final Ties shall be arranged at the discretion of the Management Committee.
13. Awards shall be provided for the winners of the trophy and awards shall also be provided for the runners-up if the Management Committee considers that the finances of the Competition warrant it. The matter to be decided by a meeting of the Management Committee prior to the playing of the Final Ties.
14. Any other matter not provided for in these Rules shall be determined by the Management Committee.

## NORTH BUCKS & DISTRICT FOOTBALL LEAGUE INTER DIVISIONAL CHALLENGE CUP

1. The Competition shall be called the North Bucks & District Football League Inter Divisional Challenge Cup, and shall be organised on the lines of a Knockout Competition.
2. The Officers of the North Bucks and District Football League shall be for all intents and purposes be the legal owners of the trophies, which cannot be won outright. The entire control and management of the Competition shall be vested in the Management Committee of the North Bucks and District Football League.
3. The Competition (which shall be on Cup-tie principles) shall be open to all North Bucks and District Football League Clubs not competing in more than three (3) other weekday Competitions during the same season. The Competition shall be organised in one section.
4. A player shall not in the same season play for more than one (1) Club in the Inter Divisional Challenge Trophy, but the members of each respective Team may be changed during the series of matches in any of the sections. In the Semi-Final and Final Ties.

Each Club shall, not less than ten (10) days before the match, send the Registration Secretary of the North Bucks League and to the opposing Club, a list of players from which the Team for such Semi-Final or Final Tie shall be selected. A fine (£10.00) as set out in the Fines Tariff shall be imposed for any infringement of this Rule.

A Club may, at its discretion, use five (5) substitute players at any time in a match, who may be selected from five (5) players, except to replace a player who has been dismissed from the field of play by the Referee for misconduct after play has commenced. The substitution can only be made when play is stopped for any reason and the Referee has given permission.

Except for matches played at Step 7 of the National League System, 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.

No player is eligible for the Semi-Final and Final matches until they have taken part in five (5) North Bucks League and Trophy matches during the current season for the Club currently holding their registration. No player shall play for more than one (1) Club in this Competition in the same season.

5. The Management Committee to have full control over the Finals and in arranging dates for rounds prior to the Final.
6. All matches up to the Final shall be played on the ground of the Club first named. Extra time of thirty (30) minutes (fifteen (15) minutes each way) shall be played in the event of a draw. In the event of Teams being level after extra time has been played, the match shall be decided by the taking of kicks from the Penalty Mark in accordance with International Board Recommended Procedures. Kick-off times shall be thirty (30) minutes earlier for League matches. The Finals shall be played on neutral grounds.
7. **After Match Officials expenses have been paid, the gate receipts to be equally divided between the Clubs taking part in the match. Prior to the Final Ties, Officials Fees and expenses shall be the same as for League matches (League Rule 13), and are to be divided equally and paid between the two (2) Clubs.**
8. Ineligibility of players and cancellations shall be dealt with the same as appropriate League Rules.
9. All protests and complaints shall be lodged with the General Secretary in triplicate within two (2) days of the matches or fixtures to which they refer (Sunday not included), and shall be accompanied by a deposit (£10.00) as set out in the Fees Tariff, which shall be forfeited if the protest is considered frivolous. Protests and complaints shall be heard and determined by the Management Committee (including the appointment of Referees), which is final.

10. Clubs which appeal against the decision of the Management Committee shall make a deposit (£50.00) as set out in the Fees Tariff, which shall be forfeited if the Appeals Committee appointed by Berks & Bucks Football Association deem such appeal to be frivolous or unreasonable.
11. Awards shall be provided for the winners of the trophy and awards shall also be provided for the runners-up if the Management Committee considers that the finances of the Competition warrant it. The matter to be decided by a meeting of the Management Committee prior to the playing of the Final Ties.
12. Any other matter not provided for in these Rules shall be determined by the Management Committee.

## RESERVE TEAM CHALLENGE TROPHY

1. The Competition shall be called the North Bucks and District Reserve Team Challenge Trophy, and shall be organised on the lines of a Knockout Competition.
2. The Officers of the North Bucks and District Football League shall be for all intents and purposes be the legal owners of the trophies, which cannot be won outright. The entire control and management of the Competition shall be vested in the Management Committee of the North Bucks and District Football League.
3. The Competition (which shall be on Cup-tie principles) shall be open to all North Bucks and District Football League Clubs not competing in more than three (3) other weekday Competitions during the same season. The Competition shall be organised in one section.
4. **Qualification of Players:** Only three (3) who have played in the First Team Challenge Trophy or the InterDivisional Challenge Trophy shall be allowed to play in the Reserve Team Challenge Trophy Competition.

Qualification of the Reserve Team Challenge Trophy Final shall be a player who has played in a previous round of this Competition and who has played a minimum of five (5) matches for his Club in the North Bucks and District Football League. No player shall play for more than one (1) Club in this Competition in the same season.

5. In the Semi-Final and Final Ties, each Club shall, not less than ten (10) days before the match, send the Registration Secretary of the North Bucks League and to the opposing Club, a list of players from which the Team for such Semi-Final or Final Tie shall be selected. A fine (£10.00) as set out in the Fines Tariff shall be imposed for any infringement of this Rule.
  - (a) Notice or objection to the qualification of any player in such lists shall be sent by registered post to the Secretary of the opposing Club and the North Bucks League. In all matches a playing member is one who has been duly elected a member of this Club and his name registered by the Secretary of the North Bucks and District Football League in accordance with League Rule 8.
  - (b) A Club may, at its discretion, use five (5) substitute players at any time in a match, who may be selected from five (5) players, except to replace a player who has been dismissed from the field of play by the Referee for misconduct after play has commenced. The substitution can only be made when play is stopped for any reason and the Referee has given permission.

Except for matches played at Step 7 of the National League System, 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.

6. The Management Committee to have full control over the Finals and in arranging dates for rounds prior to the Final. All matches up to the Final shall be played on the ground of the Club first named. Extra time of thirty (30) minutes (fifteen (15) minutes each way) shall be played in the event of a draw. In the event of Teams being level after extra time has been played, the match shall be decided by the taking of kicks from the Penalty Mark in accordance with International Board Recommended Procedures. Kick-off times shall be thirty (30) minutes earlier for League matches. The Finals shall be played on neutral grounds.
7. After Match Officials expenses have been paid, the gate receipts to be equally divided between the Clubs taking part in the match. Prior to the Final Ties, Officials Fees and expenses shall be the same as for League matches (League Rule 13), **and are to be divided equally and paid between the two (2) Teams.**
8. Ineligibility of players and cancellations shall be dealt with the same as appropriate League Rules.



9. All protests and complaints shall be lodged with the General Secretary in triplicate within two (2) days of the matches or fixtures to which they refer (Sunday not included), and shall be accompanied by a deposit (£10.00) as set out in the Fees Tariff, which shall be forfeited if the protest is considered frivolous. Protests and complaints shall be heard and determined by the Management Committee (including the appointment of Referees), which is final.
10. Clubs which appeal against the decision of the Management Committee shall make a deposit (£50.00) as set out in the Fees Tariff, which shall be forfeited if the Appeals Committee appointed by Berks & Bucks Football Association deem such appeal to be frivolous or unreasonable.
11. In the Final Ties the total gate shall be taken and the expense of the match defrayed by the League. Dates of the Final Ties shall be arranged at the discretion of the Management Committee.
12. Awards shall be provided for the winners of the trophy and awards shall also be provided for the runners-up if the Management Committee considers that the finances of the Competition warrant it. The matter to be decided by a meeting of the Management Committee prior to the playing of the Final Ties.
13. Any other matter not provided for in these Rules shall be determined by the Management Committee.

## **CHILD PROTECTION**

1. Any act, statement, conduct or other matter, which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.
2. In these Regulations the expression "Offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
3. Upon receipt by The Association of:
  - 3.1 notification that an individual has been charged with an Offence; or
  - 3.2 notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
  - 3.3 any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children then The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.
4. In reaching its determination as to whether an order under Regulation 3 should be made The Association shall give consideration, inter alia, to the following factors:
  - 4.1 whether a child is or children are or may be at risk of harm;
  - 4.2 whether the matters are of a serious nature;
  - 4.3 whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded.
5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under The Rules of The Association or any Offence is decided or brought to an end.
6. Where an order is imposed on an individual under Regulation 3 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.
7. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or any specific football activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.
8. For the purposes of these Regulations, The Association shall act through its Council or any Committee or Sub-Committee thereof, including the Board.
9. Notification in writing of an order referred to above shall be given to the person concerned and/or any Club with which he is associated as soon as reasonably practicable.
10. The applicable standard of proof shall be the civil standard, of the balance of probability. The more serious the allegation taking into account the nature of the misconduct alleged and the context of the case the greater the burden of evidence required to find the matter proved. Save that for charges pursuant to The Football Association's Child Protection Policy, where the welfare and protection of children shall be paramount and the test shall be whether more likely than not.

## FEES TARIFF

<b>Rule Number</b>	<b>Description</b>	<b>Maximum Fee</b>
3 (A)	New Club Application Fee	£ 50.00
3 (B)	Annual Subscription (Per Team)	£ 50.00
3 (C)	Deposit Fee (Discretion of Management Committee)	£ 25.00
8 (F)	Player Registration Fee (Per Player)(From 1 <sup>st</sup> July - 30 <sup>th</sup> Sept.)	£ 0.50
	Player Registration Fee (Per Player)(From 1 <sup>st</sup> Oct. onwards)	£ 1.00
8 (K)	Transfer Fee	£ 5.00
13 (E)	Referee's Fees	£ 27.50
13 (E)	Assistant Referee's Fees	£ 15.00
13 (E)	Referee's Expenses (Per Mile)	£ 0.25
15 (D)	Protest Fee	£ 10.00
15 (E) (ii)	Protest Deposit	£ 10.00
16 (A)	Appeal Deposit (As Set by the Berks & Bucks County F.A.)	£ 50.00
16 (E)	Arbitration Deposit	£ 25.00
CT Rule 8	Challenge Trophy Entry Fee	£ 10.00
CT Rule 10	Challenge Trophy Protest Fee	£ 10.00
CT Rule 11	Challenge Trophy Appeal Fee (As Set by the Berks & Bucks County F.A.)	£ 50.00
IDCC Rule 9	Inter Divisional Trophy Protest Fee	£ 10.00
IDCC Rule 10	Inter Divisional Trophy Appeal Fee (As Set by the Berks & Bucks County F.A.)	£ 50.00
RTCT Rule 9	Reserve Team Challenge Trophy Protest Fee	£ 10.00
RTCT Rule 10	Reserve Team Challenge Trophy Appeal Fee (As Set by the Berks & Bucks County F.A.)	£ 50.00

## FINES TARIFF

<b>Rule Number</b>	<b>Description</b>	<b>Maximum Fine</b>
3 (E)	Failing to Submit Club Details Form 21 Days following AGM	£ 25.00
5 (H)	Failing to Comply with an Instruction of the Management Committee	£ 50.00
5 (I)	Failing to Pay a Fine within 21 Days of Notice	£ 50.00
6 (H)	Failing to be Represented at the Annual General Meeting	£ 25.00
7	Failing to Submit the Required Written Agreement or to Notify Changes to Signatories	£ 20.00
8 (B)	Failing to Correctly Register a Player	£ 15.00

8 (C)	Failure to have the Required Number of Registered Players prior to 7 <sup>th</sup> August (Per Team)	£ 20.00
8 (H)(i) / (ii) / (iii)	Signing or Playing for Multiple Clubs, or Inaccurate Completion of a Registration Form	£ 25.00
8 (Q)	Playing an Ineligible Player	£ 50.00
9 (A)	Delaying Kick off through Kit Clash	£ 5.00
9 (A)	Failing to commence with Shirts Numbered 1 - 11 (Per Player)	£ 5.00
9 (B)	Failing to Obtain Consent to change Club Name / Kit Colours	£ 15.00
10 (B)	Failing to Maintain Ground in a Playable Condition	£ 5.00
10 (B)	Failing to Adequately Mark Pitch / Use of Creosote (Prohibited)	£ 5.00
10 (B)	Failing to Provide Two (2) Match Balls Fit for Play, Suitable Nets for Goals	£ 5.00
10 (B)	Failing to Commence Match at the Appointed Time	£ 5.00
10 (C)	Failing to give 10 Days' Notice of a County Cup Fixture to the League Fixture's Secretary	£ 5.00
10 (D)	Failing to Confirm Fixture with Opposition or Match Official, Five (5) Clear Days Prior to Fixture	£ 10.00
10 (D)	Playing at an Alternative Ground without Permission from the League.	£ 20.00
10 (E)	Commencing Match with Less than 11 Players - Fine Per Player Short.	£ 5.00
10 (F) (i)	Failing to Fulfil Fixture	£ 50.00
10 (F) (ii)	Failing to Fulfil Fixture in Order of Precedence	£ 10.00
10 (F) (iii)	Failing to Notify Cancelled Fixture to Opposition, Match Official, Fixture's Secretary or Referee's Secretary	£ 10.00
10 (I)	Failing to Provide Liquid Refreshment to Match Official During or After Fixture	£ 5.00
11(A)	Failing to Submit Match Report Sheets	£ 10.00
11(B)	Failing to Communicate Match Result	£ 20.00
11 (C)	Submitting an Incorrect, Incomplete or Falsified Match Report Sheet	£ 30.00
13 (C)	Failing to Provide Referee's Assistant / Providing a Substitute to Act as a Referee's Assistance	£ 5.00
13 (E)	Failure to Pay Match Officials Fee and Expenses	£ 20.00
13 (H)	Failing to Award Marks to Match Officials as Required	£ 5.00
14 (A)	Failing to Notify League of Intention to Withdraw Before 31 <sup>st</sup> March 2017	£ 50.00
14 (B)	Withdrawal of any / all of a Club's Teams after the Annual General Meeting	£ 250.00
17 (C)	Club Officials Committing Breach of Rules or Inducing of Attempting to Induce a Player / Players of another Club in the Competition (Poaching or Failing to Abide by Seven (7) Day Approach Procedures)	£ 50.00

18 (A)	Failure to Complete and Return Trophy Agreement	£ 25.00
18 (B)	Failing to Return League Trophy on or Before 1 <sup>st</sup> March, Fully Engraved / Cleaned	£ 25.00
19	Failing to be Represented at a Special General Meeting	£ 25.00
24 (B)	Committing the Same Offence on More than Three (3) Occasions	£ 20.00
Trophy 4	Failing to Submit Squad List for Semi-Final or Final to Opposition and League Registration's Secretary Ten (10) Days Prior to the Match	£ 10.00
RTCT Rule 5	Failing to Submit Squad List for Semi-Final or Final to Opposition and League Registration's Secretary Ten (10) Days Prior to the Match	£ 10.00