



## Peterborough & District Football League

### RULES

#### **1. NOMENCLATURES AND CONSTITUTION**

(A) This Competition shall be designated the Peterborough & District Football League and shall be known as the ChromaSport & Trophies Peterborough & District Football League and shall consist of not more than 88 Full Member Clubs approved by the sanctioning authority.

All such Member Clubs must 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 the Football Association. The area covered by the Competition shall be approx 50 miles from the centre of Peterborough.

This Competition shall apply annually for sanction to the Football Association and the constituent teams of Member Clubs will be grouped into the following divisions: - Premier, First, Second, Third, Fourth and Fifth. With additional Under 21's Development Division and a Veterans Development Division. The number of teams in each division shall be decided by the Board but in no case shall the number exceed 20 in the Premier Division and 18 in Division One with the following exceptions: - *The Premier Division may be increased by one team to meet the contingencies of the Pyramid System.*

This Competition wishes to become a designated Charter Standard League. Existing Member Clubs have two years (until the end of the 2012-13 season) to achieve the Charter Standard club award or face expulsion from the League. New Member Clubs have one year to achieve the Charter Standard club award. The League has the right to refuse membership to a Club if it fails to demonstrate commitment to achieving the award.

This Competition and its Clubs shall support the FA's Respect programme. As such it recognises that everyone in football has a collective responsibility to create a fair, safe and enjoyable environment in which the game can take place. A Respect League values the contribution of match officials, players and spectators and ensures that they are treated with courtesy and fairness by opposing players, club officials and spectators. The League and its Clubs will seek to play fixtures in a fair, competitive but not antagonistic environment.

Member Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of F.A. and County P.F.A. Competitions) except with the written consent of the Board of the Competition.

(B) At the Annual General Meeting or a Special General Meeting called for the purpose, a majority of the delegates present shall have power to decide or adjust the compilation of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.

#### **2. ENTRY FEE, SUBSCRIPTION, DEPOSIT**

(A) APPLICATIONS FOR MEMBERSHIP: - Application by Clubs for admission to this Competition or the entry of additional team(s) must be made in writing to the Company Secretary by the 31st March and must be accompanied by an Entry Fee of £75 per team which shall be returned in the event of non-election. A £25 Entry Fee for the Under 21's and Veteran Development Divisions will apply.

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.

When Rule 12(B) is applied or a team seeks a transfer or is compulsorily transferred to another division no Entry Fee shall be payable.

The Board shall examine all applications from new Clubs and shall recommend acceptance or rejection to the Annual General Meeting. They will be placed in a division suitable to their playing strength. If the number of applicants accepted exceeds the number of vacancies the member clubs shall then vote by Ballot.

It is also a condition of acceptance that all new clubs must have read and understood the principles of the RESPECT Campaign before entry will be considered (copy to be supplied with application form).

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.

When Rule 12 (B) is applied or a team seeks a transfer or is compulsorily transferred to another division no Entry Fee shall apply be payable.

Present Clubs applying to be placed in the Premier Division must do so in writing to the Company Secretary by 31<sup>st</sup> December in the relevant year. A non-returnable fee of £50.00 must accompany all such applications otherwise the application will lapse. A Ground inspection will be carried out by the League's Facilities Committee by 28<sup>th</sup> February and applicant Club(s) will be given until 30<sup>th</sup> April to complete any changes necessary to bring facilities up to the required standard. A second inspection will be carried out to ensure that the required changes have been made. (See details of requirements listed at the end of the Rules).

(B) ANNUAL SUBSCRIPTION: - The Annual Subscription shall be Premier Division £125.00 Divisions One, Two, Three, Four and Five £95.00 payable on or before the 31st July in each year. Under 21's and Veteran Development Divisions Annual Subscription shall be £50.00 payable on or before the 31<sup>st</sup> July in each year. Chartered Standard Clubs will receive a £15.00 discount per Team. Defaulting Clubs shall be liable to a fine of £25.00

(C) DEPOSITS: - Each Club shall within 28 days of election to the League, pay a deposit of £75.00 Under 21's and Veteran Development Divisions Deposit £25.00 which shall be returnable to the Clubs on leaving the competition provided they have fulfilled their fixtures and complied with all orders of the Board. *This can only be amended at the Annual General Meeting.*

(D) No Club shall be allowed to play in any League matches until their Entry Fee, Annual Subscription & Deposit and any outstanding accounts have been paid in full.

(E) Clubs must advise annually to the Company Secretary in writing by 1st July of its County Football Association affiliation number for the forthcoming Season, failing which they will be fined £30.00 Clubs must advise the Company Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

(F) STATIONERY: - All teams/clubs will be supplied with the following stationery.

(i) Each team will be supplied with 1 book of Team/Result Forms (35's), at a cost of £6.00.

(ii) Registrations Forms to be completed online and also can be downloaded from the website free of charge.

(iii) 1 Book Of Match Report Forms (25) at a cost of £6.00

(iv) Transfer Forms can be downloaded from the Website. Each transfer will be charged at £7.50

(v) Four Contact Books with an additional One for Reserve and A teams (a maximum of six). After that Clubs will be required to purchase them at £5.00 each. Handbooks are available as downloadable documents from the League Website FOC

(vi) In addition all clubs will be supplied with pre-paid envelopes for their match day Result Sheets. Further supplies may be obtained from the PDFL Office. Riverside Pavilion, Candy Street, Peterborough PE2 9RE

(vii) League Footballs. New teams joining the league will be supplied with 1 free football and charged for 3 extra footballs at a cost of £14.70 each.

(G) PROMOTION TO STEP 6: - Any Premier Division club wishing to apply for promotion to Step 6 must apply in writing to The Football Association and copied to the Peterborough & District Football League Limited, Company Secretary by the 31st December.

(H) RESIGNATIONS: - Resignations of existing members of the Premier Division must be made in writing to the Company Secretary by the 1st February. Any Team in this Division resigning after this date shall be liable to a fine of not less than £150.00 Resignations of existing members of other Divisions must be in writing to the Company Secretary by the 1st April otherwise all competing Clubs (other than those having to apply for re-election under Rule 12(G)) are considered members for the ensuing season. Any Club resigning after this date will be liable to a fine of not less than £100.00

Should any Club, having more than one team in the League, wish to withdraw any of its teams from the League during the playing season, the MOST JUNIOR team must be withdrawn first.

### **3. BOARD MEMBERS.**

(A) The Board will be elected by the Member Clubs, after which the Directors will be elected from the Board by the Member Clubs (Chairman of the Board, Company Secretary, Development Director, Referee Director, Fixture Director, Facilities Director, Disciplinary Director and Finance Director) This will be done with 13 Board Members elected on a 2 year cycle and the other 12 elected 2 years later on a 2 year cycle. The Chairman of the Board, Finance Director, Referee Director and Facilities Director on the first 2 year cycle, with the Company Secretary, Development Director Fixture Director and Disciplinary Director being elected on the second 2 year cycle. (Note: - Auditors are not Officers).

(B) This will be supported by President, Vice-Presidents, Life Members and Honorary Life Members

### **4. MANAGEMENT, NOMINATION, ELECTION.**

(A) The Competition shall be governed in accordance with the Rules and Regulations of the Football Association by the Board members who shall be elected by the member Clubs at the Annual General Meeting. All participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The Association from time to time.

(B) Retiring Directors shall be eligible to become candidates for re-election without nomination.

All other candidates for election as Directors or members of the Board shall be nominated to the Company Secretary in writing, signed by the Secretaries of Two 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 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

(C) The Board shall meet bi monthly or / as often as necessary to deal with business as it arises.

On receiving a requisition signed by two thirds of the Members of the Board the Company Secretary shall convene a meeting of the Board.

(D) Except where otherwise mentioned all communications shall be addressed to the Company Secretary who shall conduct the correspondence of the League and keep a record of the proceedings.

(E) All communications received from Clubs must be from their Secretary or in his/her absence, one of their nominated Officers.

(F) Members and Directors of the League Board having completed 15 years of service shall be eligible for Life Membership and Long Service Award. They will be entitled to attend the A.G.M. and Board meetings and will be allowed to vote. A Club Secretary with 15 years' service shall be eligible for Honorary Life Membership. He / She will be entitled to attend the A.G.M. and Board meetings without the power to vote.

### **5. POWERS OF MANAGEMENT**

(A) The Board Members may appoint Sub-committees and delegate such of their powers, as they deem necessary. The decisions of all Sub Committees shall be reported to the Board for ratification. All Board members must sit on at least one Sub-committee and attend at least 75% of meetings in conjunction with Rule 50. The Board 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.

**EMERGENCY COMMITTEE** Must have at least 5 Board members present to be a quorum of which one must be a Director.

(B) Subject to the permission of the Football Association having been obtained the Board may order a match or matches to be played each season, the proceeds of which 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 Board shall have the right to attend and vote at all such Board Meetings and have one 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 may be a conflict of interest. (This shall also apply to the procedure of any sub-committee).

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

(D) The Board 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.

With the exception of Rules 5(i), 6(h), 10(a), 11 and 19, for all breaches of Rule a formal written charge must be issued. The respondent shall be given seven 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 Board.

Except where these Rules provide for the imposition of a set penalty any Club, Club Official (limited to Chairman, Secretary or Treasurer) or Player alleged to be in breach of a Competition Rule must be formally charged in writing and given the opportunity to present their case before the Board. Financial penalties can only be imposed if included within the set penalties for breaches of Competition Rules. All breaches of the Laws of the Game, Rules and Regulations of the Football Association shall be dealt with in accordance with F.A. Rules by the appropriate Association.

With the exception of Clubs playing at Step 7 of the Football Pyramid and the FA Women's Premier League, the maximum fine permitted for any breach of a Competition rule is £250 and, when setting the fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

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

Decisions of the Board Members must be notified to those concerned in writing within 21 days.

(F) 5 Members of the Board, of which one must be a Director, shall constitute a quorum for the transaction of business of the Board and 3 members shall constitute a quorum, one of which must be the Chair or Vice Chair, for the transaction of business of any sub-committees of the Competition.

(G) The Board, 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 Board, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be fined not less than £10 or otherwise penalized at the discretion of the Board.

(I) All fines and charges shall be paid within 14 days of the date of posting of the written notification.

Any Club failing to do so will be fined a maximum of £50. Further failure to pay the fine including the additional sum within 14 days will result in fixtures being withdrawn until such time as the outstanding payments are settled.

(J) A member of the Board appointed by the Competition to attend a meeting or match may have any expenses incurred refunded by the Competition. Travelling expenses for attending meetings of the Board are set at 35p per mile.

(K) The Board 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 Competitions season.

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

(N) Should any elected member fail to attend three consecutive meetings, except through illness, the Board may declare their seat vacant and shall be empowered to fill any such vacancy.

## **6. ANNUAL GENERAL MEETING**

(A) The Annual General Meeting shall be held not later than the 30th June in each year. At this meeting the following business shall be transacted provided that at least 20 Members are present and entitled to vote:

- (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
- (ii) To consider any business arising there from.
- (iii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.

- (iv) Election of Clubs to fill vacancies (as recommended by the Board).
- (v) Constitution of the Competition for ensuing season.
- (vi) Election of President
- (vii) Election of Vice Presidents
- (viii) Election of Directors and Board Members.
- (ix) Appointment of Auditor.
- (x) Alteration of Rules, if any (for which notice has been given).
- (xi) Fix the date for commencement of the season and kick off times applicable to the Competitions.
- (xii) 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 audited / verified Balance Sheet, Statement of Accounts, and Agenda shall be forwarded to each club at least fourteen days prior to the meeting, and to the Football Association.

(C) A signed copy of the duly audited / verified Balance Sheet, and Statement of Accounts shall be sent to the Football Association within fourteen days of its adoption by the Annual General Meeting.

(D) Each Full Member Club shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Fourteen day's 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 will 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 be demanded by at least 50% of the delegates qualified to vote or the Chairman of the Board so decides.

(G) No individual shall be entitled to vote on behalf of more than one Full Member Club.

(H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall be fined £50.00.

(I) Directors and Board members shall be entitled to attend and vote at an Annual General Meeting.

#### **7. AGREEMENT TO BE SIGNED**

(A): - The Chairman and the Secretary of each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the Renewal for Membership form for the coming season, by the 1<sup>st</sup> of June each year.

"We A, \_\_\_\_\_ of \_\_\_\_\_ (Chairman) and B, \_\_\_\_\_ of \_\_\_\_\_ (Secretary) of the \_\_\_\_\_ Football Club have been provided with a copy of the Rules and Regulations of the Peterborough & District Football League and do hereby agree for and on behalf of the said Club to, if elected into Membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Board of the Competition, subject to the right of appeal in accordance with Rule 16.

(B) Any alteration to the Chairman or Secretary on the above Agreement must be notified to the County Football Association to which the Club is affiliated and to the Secretary of the Competition.

#### **8. QUALIFICATION OF PLAYERS**

(A) Contract players, as defined in Football Association Rules are permitted in this Competition. A contract player may only play for the Club that holds his contract.

**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 12 and over crossing borders including Wales, Scotland and Ireland.**

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

(i) Signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club, and who has been registered with the League Office by noon on Friday prior to playing.

- (ii) Registration forms may also be submitted to the League Office by facsimile machine or Email by noon on Friday prior to the player playing.
- (iii) While serving in any branch of Her Majesty's Regular Forces, a player must first obtain the consent of his/her Association Secretary before signing a registration form to play for a Club
- (iv) Under 21's Division players must be between the age of 18 and 21 on the day of the match to be eligible to play in the Under 21's Division.
- (v) Veterans Division players must be 35 and over the day of the match to be eligible to play.
- (vi) Rule C (i & ii) only do not apply to the Under 21's and Veterans Development Division.

(C) (i) FIRST TEAMS: It shall not be permissible to play more than 1 (one) player who has played, for a senior club in a League or League Cup competition (excepting Reserve & Youth Team competitions), FA competition or its most senior County Cup competition, during the previous 4 weeks. For the purpose of this Rule 'senior club' means a club in membership/associate membership of a League within Step 1 to Step 6 inclusive in the National League System.

(ii) RESERVE AND A TEAMS: It shall not be permissible to play any player who has played, at any time in the current season for a senior club in a League or League Cup competition, (excepting Reserve & Youth Team competitions), FA competition or its most senior County Cup Competition, to play in any Reserve or 'A' Team match until he has played in at least 1 (one) match for his current club in the Competition's First Team, as the case may be, since the date he last played, for the senior club. For the purpose of this Rule 'senior club' means a club in membership/associate membership of a League within Step 1 to Step 6 inclusive in the National League System.

In the case of clubs whose reserve team is their most senior team within the league, it shall not be permissible to play more than 2 players who have played in the last 2 preceding fixtures of the team immediately senior.

A player is not eligible to play in this Competition if they receive any form of payment for playing, other than expenses as per Clauses 1, 2 and 3 of Article 2 of the FIFA Regulations Governing the Status and Transfer of Players. Clubs upon election must sign a declaration that they will conform to the said clauses and players of such Clubs are required to sign a declaration upon Registration that they are eligible under, and will abide by, the FIFA clauses, which are as follows:

(iii) Players who have never received any remuneration other than for the actual expenses incurred during the course of their participation in or for any activity connected with association football shall be regarded as amateur.

(iv) Travel and Hotel expenses incurred through involvement in a match and the costs of a player's equipment, insurance and training may be reimbursed without jeopardising a player's amateur status.

(v) Any player who has ever received remuneration in excess of the amount stated under clause 2 in respect of participation in or an activity connected with association football shall be regarded as non-amateur unless he has re-acquired amateur status under the terms of FIFA Article 3

(D) 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.

(E) A fee of £1 shall be paid for each player registered.

(F) The Board shall decide all registration disputes.

(i) In the event of a player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the player shall be registered. The Disciplinary Director shall notify the Club last applying to register the player of the fact of the previous registration.

(G) It shall be a breach of Rule for a player to: -

(i) Play for more than one Club in the Competition in the same season without first being transferred.

(ii) Having signed for one 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.

(H) (i) The Board shall have power to accept the registration of any player.

(ii) The Board shall have power to refuse, cancel or suspend the registration of any player or may fine any player except those less than 18 years of age, at their discretion who have been charged and found guilty of registration irregularities (subject to Rule 16).

(iii) The Board 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 F.A. or the relevant County Football Association. Undesirable conduct shall mean an incident of repeated conduct, 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 with.

(iv) It is the duty of the Club to fully check that a player is eligible to sign for them (i.e. not signed for another Club, owes money to a previous Club etc.). While the League accepts responsibility for checking all registrations they must be received 72 hours before the players' first match in order for the check to be made before that match. Any received within the 72 hours are totally the Clubs responsibility.

(Note: Action under Clause (iii) shall not be taken against a player for misconduct 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 will in any case be subject to an appeal to The Football Association.)

For the purpose of this Rule, bringing the Competition into disrepute can only be considered where the player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in a period of two years or less from the date of the first offence.

(I) Subject to the Football Association Rules dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form to the Disciplinary Director Such transfer shall be referred by the Disciplinary Director 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 Disciplinary Director and to the player concerned within seven days of receipt of the transfer form. Upon receipt of the Club's consent, or upon its failure to give written objection within seven days, the Disciplinary Director may, on behalf of the Board, transfer the player who shall be deemed eligible to play for the new Club from such date or 7 days after receipt of such transfer. The approaching Club may not approach another Player at the same Club within 28 days of an earlier notice of approach or acknowledgment.

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

(i) All Transfer forms must be with League Office by 12.00 noon Friday.

The Club responsible for the transfer must confirm with the League Office by 4.00 p.m. Friday that the said transfer is in his possession.

(ii) Transfer forms can be photocopied and faxed to League Office on 01733-345454 or emailed to office@pdf.org

(iii) Any player found guilty of registering or playing for more than one Club in the PDFL, his registration may be cancelled for a maximum period of 12 months. Subject to the discretion of the Board.

(iv) All Clubs must register a minimum of 11 players per team by 1st August or be liable to a maximum fine of £50.

(J) A player may not be registered for a Club nor transferred to another Club in the Competition after 28<sup>th</sup> February, except by special permission of the Board.

(K) 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 Board.

(L) A register containing the names of all players registered for each club, with the date of registration, shall be kept by the Disciplinary Director and shall be open to the inspection of any duly appointed member club representative at all Board meetings or at other times mutually arranged. Registrations are valid of one 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 will automatically be cancelled and declared void. In order to play in the League again either for his original club or for another club it will be necessary for him to be re-registered as required by this Rule.

(M) A player shall not be eligible to play for a team in any special championship, promotion, relegation or play-off match (as specified in Rule 12(A) unless the player has played 3 games for that team in this Competition in the current season.

(N) (i) Any team playing an unregistered or otherwise ineligible player or players may have the points gained in the match deducted from its total and may be fined and/or otherwise dealt with at the discretion of the Board.

(ii) In addition the team may have up to 3 points deducted from its total at the discretion of the Board and may be dealt with in any further manner, which is thought to be fit.

(iii) The Board 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.

(N) (The following Clause applies to Competitions involving players in full time secondary education):-

(i) Priority must be given at all times to school and school organisations activities.

(ii) The availability of children must be cleared with the Head Teachers (except for Sunday Leagues).

(iii) To play open-age football the player must have achieved the age of 16 (Sixteen).

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

Any substitute having played part of a game for which he was named, shall be deemed a player for that game.

(P) A player selected to play in any representative football match for the P.D.F.L. will not be allowed to play for their club on that day. A fine or other action will be brought by the Board against the club / player that infringes this rule.

#### **9. CLUB COLOURS - CLUB NAME**

(A) Every Club must register the colour of its shirts, shorts and socks to the League Office by June 1st, who will decide as to their suitability.

Goalkeepers must wear colours, which distinguish them from other players and the Referee.

No player, including the goalkeeper, shall be permitted to wear black or very dark shirts.

Any team not able to play in its normal colours as registered with the League shall notify the colours in which it will play to its opponents and the Company Secretary at least 3 days before the match.

If, in the opinion of the Referee, two 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 liable to a fine of not less than £25.00.

The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Board may refuse to permit any shirts or shorts as they think fit. All shirts must be numbered and agree with the numbers on the team sheet

(B) Any team wishing to change its name and/or colours must obtain permission from its affiliated County Association and from the League.

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

(A) The Annual General Meeting shall determine the date for the commencement of the season in accordance with Football Association Rules. Original fixtures arranged by the Fixture Director, or at a meeting specially convened for that purpose, to be held no later than 1<sup>st</sup> August, must not be arranged for a date later than seven days preceding the concluding date.

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

Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Board. Teams may play on new generation pitches by mutual agreement that conform to the minimum FA standard guidelines in force at the time. The Under 21's and Veterans Development Division may also play on All Weather Surfaces. If through any fault of the home team a match has to be replayed, the Board shall have the power to order the venue to be changed.

The Board shall have power to decide on 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 matches shall have a duration 90 minutes unless a shorter time (not less than 60 minutes) is mutually arranged by the two captains in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves.

Respect Armbands must be worn, by Captains of both teams on the day of the match. Failure to observe this rule will make the club liable to a fine of not less than £20.00. Premier Division Clubs Assistant Referees must wear the Rain Jackets or Black Tee Shirts that were supplied to all Premier Clubs. Clubs failing to observe this Rule will be fined a minimum of £20.00.

The times of Kick Off shall be fixed by the A.G.M. Any club failing to commence at the appointed time shall be fined a sum not exceeding £20 or be otherwise dealt with as the Board may determine.

August, September - 3.00 pm

October, November, December, January, & February, - 2.00 pm.

March, April & May - 3.00 pm.

The Under 21's Development Division fixtures will comprise of a mixture of midweek and Saturday fixtures allowing Clubs flexibility. The home team will be responsible for setting the fixture day and kick off time. All teams will be given a fixture window to play their respected games.

The Veterans Development Division fixtures will comprise of a mixture of midweek, Saturday/Sunday fixtures allowing Clubs flexibility. The home team will be responsible for setting the fixture day and kick off time. All teams will be given a fixture window to play their respected games.

These times can only be changed by the Board.

Referees must order matches to commence at the appointed time and must report all late starts to the Competition.

The home team must provide at least 4 (Four) official Match footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. Goal nets must be used.

Clubs **must** use match footballs in the Competition, authorised and supplied through a supplier approved by the Board. Clubs failing to play with the approved match footballs must still play the match, and will be fined £20.00. These footballs will be purchased by member clubs prior to the season or at any time during the season as and when required.

(C) Except by permission of the Board all matches must be played on the dates originally fixed but priority shall be given to the Football Association and all relevant County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Fixtures / Referee's Secretary. **NOTE: Premier Division Clubs may apply to call off a maximum of two Premier Division Fixtures during the season except for F.A. and County Cup Competitions** All teams to advise the Fixture Director and give at least 6 weeks' notice prior to calling off a fixture which is intended for social purposes only and not to play any other football match.

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

(D) The Secretary of Home Club must give notice in writing, by telephone or email, 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 5 clear Days prior to the playing of the match. The Away Club shall seek and acknowledge receipt of such particulars.

Any club failing to comply with this rule shall be liable to a fine of not less than £10.00

A Club official must be present at the ground to meet the Referee (and Assistants) at least 30 minutes prior to kick-off.

Every club shall play its best available qualified team or teams in all matches in the competition.

(Note): The intention of this Rule is not to interfere with normal team selection by clubs, but to prevent Clubs deliberately fielding a weakened team in order to unreasonably reserve players for another game or to boost the strength of another or lower team. It is NOT intended that Clubs MUST field higher team players in lower teams when the higher team has no engagement. If, in the opinion of the Board, the substance or spirit of the Rule is obviously being disregarded, the Club or Clubs concerned may be called to account for its/their actions and shall be subject to such decisions as the Board may determine, despite the fact that Rule 8 has not been infringed.)

(E) In the event of a Club playing in any match with less than 11 (eleven) players they maybe fined £5.00 for each missing player. Any club failing to provide a suitable letter of explanation with the result sheet, letter signed by the club secretary stating why each absent squad member was unavailable to play will be liable to a fine of £20. A minimum of seven players will constitute a team for a Competitionmatch.

(F) Home and Away matches shall be played. In the event of a club failing to keep its engagement the Board shall have the power to inflict a fine, 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 award of goals.

Notwithstanding the foregoing home and away provision, the Board shall have power to order a match to be played on a neutral ground or on the opponent's ground if they satisfied that such action is warranted by the circumstances.

Any Club unable to fulfil a fixture must, without delay, give notice to the Fixtures/Referee Director, the Secretary of the opposing Club and the match officials. Any Club failing to comply shall be dealt with by the Board who may inflict a fine. Any Club with more than one team in the competition shall always fulfil its fixture, within the competition, in the following order of precedence: - First Team, Reserve Team, 'A' Team.

Notice of postponement of any match must be given without delay by the postponing Club. Such notice must be given immediately by the Club to the (Fixtures) Secretary, the Competition Referees/Facilities Director, the Secretary of the opposing Club and the match officials. Any Club failing to comply shall be dealt with by the Board who may inflict any penalty it may deem suitable, including the possibility of 3 points being deducted.

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 to be mutually agreed by the two clubs and approved by the Board. Failing such an agreement and notification to the (Fixture Director and Referee Director) within Two Days the Board shall have power to order the match to be played on a named date or on or before a given date. Providing gate money is taken and retain the visiting club shall receive their actual standard class rail or bus fares or the equivalent for 4 (four) person, or car allowance at 35p per mile for transporting 4 (four) person, or hire charge of a coach (receipt to be submitted). The residue (if any) to be equally divided between the two clubs after deducting the cost of advertising, printing, posting, police and match Officials charges. The home club shall take the whole of the proceeds of the second match.

The Board shall review all matches abandoned 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 Board shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Board is satisfied that the match was abandoned owing to the conduct of one team or its club members they shall be empowered to award the points for the match to the opponents. In cases where a match is abandoned owing to the conduct of both teams and their club members, the Board shall rule all points for the match as void. No fine(s) can be applied by the Board for an abandoned match.

(G) A club may at its discretion and in accordance with the Laws of the Game use 3 (three) substitute players in any match in this Competition who may be selected from 5 (five) players. The Veterans Development Division are permitted to have roll on roll off substitution.

The referee must receive team sheets together with the names of the substitutes not later than 15 (fifteen) minutes before the start of the match.

Failure to comply with this Rule will make the Club liable to a minimum fine of £20.00.

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 10 (TEN) minutes duration, but it shall not exceed 15 (FIFTEEN) minutes. The half time interval may only be altered with the consent of the referee.

(I) The League shall require all players and club officials to have signed the FA's Respect Codes of Conduct and produce these if so requested by the League Board.

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/her team mates.

(J) (i) Any Club whose team is not on the field of play 5 minutes before the appointed time of kick-off will be liable to a minimum fine of £10, failing a satisfactory explanation.

(ii) In addition Premier Division Clubs must ensure that they meet the following criteria:-

**Ground** - If the Club does not own the freehold of their ground then evidence of adequate security of tenure must be provided.

**Pitch Perimeter Barrier** – As a minimum, there must be a post and rope surrounding the pitch on all sides. The barrier if other than solid wall type of construction may be infilled. Advertising boards may be acceptable as a means of infill. There must be a minimum of 1.83 metres between the touchline, goal line and the pitch perimeter barrier.

**Pitch Standard** – The playing surface will be grass and must be of an acceptable standard and must be free from surface depressions and excessive undulations. Maximum slope allowable shall not exceed an even gradient of vertical to horizontal 1:41 in any direction. Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Board. Teams may play on new generation pitches by mutual agreement that conform to the minimum FA standard guidelines in force at the time. If through any fault of the home team a match has to be replayed, the Board shall have the power to order the venue to be changed. The Board shall have power to decide on 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.

**Playing Area** – The playing area is to be in accordance with the requirements of the Laws of the Game. Law 1 states that the length of the touchline must be greater than the length of the goal line.

Length – Minimum 90m (100yds) Maximum 120m (130yds)

Width – Minimum 45m (50yds) Maximum 90m (100yds)

Goal posts and goal net supports should be of professional manufacture and conform to the current safety requirements and to the requirements of the Law of the Games.

Reference should be made to the Goalpost Safety Information booklet published by the Football Association.

**Covered Dugouts** – Portable covered dugouts are permitted and must be securely fixed when in use. Dugouts must be equidistant from the halfway line on the same side of the pitch. The technical area to be marked out in accordance with the guidelines contained in the 'Laws of the Game' booklet. A maximum of eight members of each Club of which, one member may be nominated to stand whilst giving instructions and immediately be seated. Remaining 5 substitutes, Manager and Physio must remain seated. All other Club members must remain beyond the pitch perimeter barrier.

**Spectator Facilities** – Provision should be made for adequate toilet facilities.

**Dressing Room Facilities** – All dressing rooms must be secure and suitable for purpose.

Separate dressing rooms must be provided for both teams.

Player's dressing room (Home & Away) minimum size 12 square metres excluding showers and toilet area. However, clubs wishing to progress should be aware of the need to increase to a minimum of 18 square metres. Where a club is planning a new build these must be planned to a minimum size of 18 metres, excluding shower and toilet area. Each Dressing room should have the following: A shower area comprising of at least 4 working showerheads, adequate toilet facilities for players, hot and cold running water.

**Match Officials** - Separate dressing rooms must be provided for match officials, the minimum size shall be 4 square metres excluding shower and toilet area. With at least one showerhead with hot and cold running water, adequate toilet facilities which do not necessarily need to be situated in the dressing room. Provision should be made for changing accommodation for both male and female match officials. When new changing rooms are being planned or existing changing rooms refurbished an area of 6 square meters and facilities for mixed gender match officials should be provided.

**Medical** – There must be a suitable qualified (minimum FA Save a Life) in attendance. All Clubs must provide first aid equipment at their ground.

Subject to amendments received by the Football Association National League System.

Any breach of this rule must be reported to the Company Secretary by the Match Referee. Failure to comply with this rule will make the Club liable to a minimum fine of £10.00.

(K) Any Club breaking a League fixture shall be fined a minimum sum of not exceeding £100 for Premier Division and all other including Under 21's and Veteran Divisions £70.00 and shall be liable for the expenses of the fixture.

(L) If the match is replayed by the direction of the Board, they shall decide the allocation of gate receipts.

(M) Any Club failing to complete its League fixtures may be fined a minimum sum of £70.00 in respect of each such fixture.

(N) Each Club shall take its own gate receipts and shall be responsible for all expenses of the fixture other than its opponents travelling expenses.

(O) If any Club wishes to play its home fixture on its opponents ground the following rules shall operate: -

(i) In cases where no gate money or collection is taken the Club transferring the venue shall play the fixture and make no charge upon its opponents.

(ii) In cases where gate money is taken, the Club on whose ground the fixture takes place shall retain the gate money and meet any ground and advertising charges. The visiting Club shall pay Match Officials and their own travelling expenses.

(iii) Home clubs must provide refreshments at half time for opponents and match officials. Premier Teams would be expected to provide food after every home game.

#### **11. REPORTING RESULTS**

(A) The League Office must receive within 4 (Four) days of the date played, excluding Sunday, the result of each Competition Match in the prescribed manner. Failure to do so will result in a minimum fine of £30.00. Result Sheets must include the Forenames and Surname of the team players (IN BLOCK CAPITAL LETTERS) including substitutes (These must be marked as to whether they played or not) All players MUST sign the team sheet. Failure to do so will result in a minimum fine of £20.00. Both teams to award opponents sportsmanship mark (1-10) on blue team sheet. Failure to do so will result in a minimum fine of £20.00. If an incomplete Result Sheet is submitted with more than one item missing this will result in a minimum fine of £50.

When marking Referees, the whole match must be assessed; isolated and controversial decisions must be ignored. The Referee markings as required by Rule 13 (1 – 100) or any other information required by the Competition, Failure to do so will incur a fine of a minimum of £20 and/or the club being dealt with as the Board decide. A letter of explanation must be sent to the League Office, and signed by the club secretary within 4 (four) days of the date of the match when marking **of 50 or below** Failure to comply will result in a minimum fine of £20.00.

All sections must be completed before sending to the League Office. Defaulting Clubs shall be liable to a minimum fine of £20.00

Any Club found guilty of intentionally falsifying a result sheet shall be fined a sum of not less than £25.00.

(B) The Match Result notification, correctly completed, shall be signed by a responsible member of the club. The Board shall have power to take such action, as they deem suitable against a club, which submits an incomplete form or incorrect information. Defaulting Clubs shall be liable to a minimum fine of £20.00.

(C) The Home clubs playing in the PDFL, PFA Cup, FA/County Cup, and any PDFL club playing an FA/County match away to a non PDFL opposition shall Telephone, Fax or Texts the result of each match to the office, within 30 minutes from the end of the match, together with all goal scorers to 07702749555 Text 07702749555. If no result received or result received late clubs will be liable to a fine of £10.00.

(D) The *League's official forms* correctly completed to be sent to the League Office. Failure to comply will make the Club liable to a minimum fine of £20.00. No objection to the qualification of any player will be considered unless this sheet is included or

unless the opposition fails to provide one. Failure to provide an *official form* will result in a minimum fine of £20.00 Players arriving late may be added to the list at half-time or full-time to a maximum of 4 players not including the substitutes who MUST be included before kick-off.

## 12. **DETERMINING CHAMPIONSHIP**

(A)(i) Team rankings within the Competition will be decided by points with 3 points to be awarded for a Win and 1 point for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion of the season shall be adjudged the winners. Matches must not be played for double points.

In the event of two or more teams being equal on points, team rankings may be decided in any one or more of the following way: -

1. Goal Difference.
2. Goals scored or deciding match(s) played under conditions determined by the Board.

(ii) Automatic Promotion shall be applied to the first two teams in Division Two, Three, Four and Five. Teams finishing 3rd, 4th, 5th and 6th in Division Two, Three, Four and shall take part in Play Offs for promotion:

- Team finishing 3rd to play team finishing 6th at venue of 3rd team Match (a)
- Team finishing 4th to play team finishing 5th at venue of 4th team Match (b)
- Winners of Match (a) will play winners of Match (b) in Play off Final.
- Winner of Play Off Final to be promoted to the next higher division
- Venue of Play Off Finals to be decided by the Board

Automatic Relegation shall be applied to the last two teams in the Premier Division. Automatic Relegation shall be applied to the last three teams in Division One, Two, Three and Four. The bottom Team in Division Five shall before June 1st, apply for re-election to the League if they so desire, and if re-elected, will have their entrance fee reduced by 50%.

(B) (i) The first two teams of Division one shall have the right to promotion to the Premier Division thereby replacing the bottom two clubs, providing they meet all the requirements of the League rules. Should any of these clubs fail to meet all the requirements of the League rules, then the third placed club, if they have applied and met all the requirements of the League rules, will be promoted. Should one or more teams withdraw from any one Division after the fixtures have commenced an equal number of teams to those withdrawing in that Division shall not be automatically relegated.

(ii) Vacancies occurring after the conclusion of the season may be filled in any of the following way: -Retention of otherwise relegated team(s)

- (a) Additional promotion of the next ranked team(s) from the Division below
- (b) Election

(iii) The last team in the lowest Division shall retire, but be eligible for re-election except as below, and be subject to the conditions of paragraph (B)(i) above.

(iv) When a senior team is relegated to a lower Division of which its reserve team is a member, or entitled to be a member, such reserve team must accept relegation to, or retain its position in, the next lower Division; and should the senior team be relegated to the lowest Division its reserve team automatically retires from the Competition.

(v) Should either or both of the leading teams in any of the Divisions have its senior team in the next higher Division, promotion shall fall, at the discretion of the General Meeting, to the next highest team or teams in the Division concerned.

(C) 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.

(D) In order to recognize services of those Secretaries of at least 5 YEARS STANDING whose Club were winners, or runners-up in their respective divisions, a memento similar to those presented to their players shall be awarded to such Secretaries (free of charge).

(E) The Under 21's and Veteran Development Divisions are development divisions and therefore promotion and relegation do not apply, Rule 12A (i) applies to the Under 21's and Veterans Development Divisions.

## 13. **REFEREES**

(A) Registered Referees (and Assistant Referees where approved by the FA or County FA) for all matches shall be appointed in a manner approved by the Board and by the sanctioning Associations.

(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. A Referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee. Where the teams fail to agree on a substitute referee, the defaulting Club/Clubs will be liable to pay/share expenses. If the game is not played then both Clubs to give reasons in writing to the Company Secretary within 4 days. Failure to comply fully with this rule will make defaulting Clubs liable to a fine of not less than £30.

(C) Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so will result in a fine of £10 being imposed on the defaulting Team.

Club Assistant Referees will need to report to the Referee 15 minutes before the start of each game. Premier Teams must not use a named substitute as an Assistant Referee. Failing to comply will result in a fine of not less than £10.

(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 must be accepted unless the ground is declared fit for play.

(E) Match Officials appointed under this Rule shall be entitled to the following match fees:-  
Referee Premier Division £23.00 per match; All other Divisions including the Under 21's and Veterans Development Divisions £19.00 per match, Assistant Referees £12 (inclusive of travel expenses or private car expenses of 35p per mile) and any other permitted expenses actually incurred subject to any limits laid down by the sanctioning Association(s).

The Home Club shall pay the Officials their fees and expenses immediately after the match.

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

(G) A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, will be reported to the Association with which he or she is registered.

(H) Each Club shall, in a manner prescribed 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 will be fined £20.00 or dealt with, as the Board shall determine.

(I) The Competition shall keep a record of the markings on the form provided, and by the prescribed date each season, shall submit a summary to The Football Association/The County Associations.

(J) The Referee shall fully complete and return the relevant league's official forms provided by the competition within 48 hrs of the match (excluding Sundays). Referees must receive Team Sheets from the participation clubs that least 15 minutes prior to kick off. Rule 10(G) applies to late team sheets.

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

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

(M) Referees and Assistants appointed to matches must report to the ground at least 30 minutes before the kick-off or face disciplinary action by the Board. Referees must notify acceptance or rejection of each appointment within 7 days of receipt to the Referees Director, otherwise another appointment will be made.

No Referee shall be appointed by the League as Referee of any match in which his Club is concerned.

(N) Clubs shall provide separate dressing room accommodation for Referees.

(O) The total cost of Referees and Assistants fees to be calculated by the League and this total cost to be divided equally between all member Clubs of that division and appropriate charge/refund made. Any Club failing to submit any match details will be given the base figure for that division

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

(A) After 31st December in the current Season a Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 1st February each Season or be liable to a fine not exceeding £25.

(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.

(i) Any Club infringing this Rule after the fixtures have commenced shall be liable to a fine not exceeding £200 per team and shall also be liable for its share of any call which may be made under Rule 5(B).

(ii) Any Club infringing this Rule and not disbanding before the fixtures have commenced shall be liable to a fine not exceeding £200 per team and shall also be liable for its share of any call which may be made under Rule 5(B).

(iii) Any Club infringing this Rule and disbanding before the fixtures have commenced cannot be fined but will be liable for their financial commitments prior to disbanding.

(C) The Membership for the coming season having been decided at the Annual General Meeting held not later than 30th June, the Competition shall have the right, irrespective of other provisions in this Rule, to refuse to permit a Club to withdraw its team(s) in order to join another Competition and may hold the Club to its engagements.

(D) In the event of a Member Club, which is an un-incorporated 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 any such obligation remains un-discharged after a period of twenty-one (21) days then such obligation shall be met by the then current Club Members, excluding those under the statutory school leaving age. Until a Member's pro rata obligation is discharged in full the Member shall not be allowed to participate in the Competition, which may apply to the Club's Parent County Association for a suspension order.

If the debt remains unpaid after eighty-four (84) days the Competition may apply to the Club's parent County Association for the debt to be recovered in accordance with the FA Football Debt Recovery System. Once the matter has been passed to the Club's parent County Association the debt can only be cleared by payment to that County Association.

#### **15. PROTESTS / COMPLAINTS**

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

(ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Board 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 Board.

(B) Except in cases where the Board decide that there are special circumstances, protests / complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged in duplicate with the Secretary within 7 days (excluding Sundays) of the match or occurrence to which they refer. A protest / complaint shall not be withdrawn except by permission of the Board. A Member of the Board 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 Board whose decision shall be binding upon all parties subject to Rule 16.

(D) No protest of whatever kind shall be considered by the Board of Directors unless the complaining Club shall have deposited with the Company Secretary a sum of £10. 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 a 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 must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days prior to the protest or complaint being heard.

- (i) All parties must have received 14 days' notice of the Hearing should they be instructed to attend.
- (ii) Should a Club elect to state its case in person then they should forward a deposit of £50 and indicate such when forwarding the written response.

**16. BOARD OF APPEAL**

Within 14 days of the posting of written notification of any decision of the Board or the Competition, a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the Football Association, including a fee of £50, for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned.

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

**17. EXCLUSION OF CLUBS OR TEAMS**

**MISCONDUCT, CLUBS, OFFICIALS, PLAYERS**

(A) At the Annual General Meeting, or at a 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 must be supported by more than two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot.

(B) At the Annual General Meeting, or at a 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 must be supported by (more than) two-thirds (2/3) 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 the Board may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (A) and (B) of this Rule.

(D) Any Club or Team failing to complete all of 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 (2/3) of the votes cast) be debarred from membership for the following season.

(E) Any club where the actions of its players and or management are deemed by the Board to have brought the league into disrepute will be charged with this offence and dealt with by the Board.

(F) The consumption of alcohol on match days must be limited to within the social club only. It must not be allowed for supporters to consume alcohol in the ground and surrounding areas. Any violation of this Rule will be reported by any Official of the league or Referee. Resulting in the Club being liable to a fine of not less than £50.00.

**18. TROPHY - LEGAL OWNERS - CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED, AWARDS**

**League Trophy Acceptance Form**

(A) If a competition be discontinued for any reason a Trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide. At the close of each Competition awards will be made to the Winners Runners-up if the funds of the Competition permit.

The following agreement shall be signed on behalf of the winners : -

I.....Secretary and

.....Chairman being members of and representing  
 .....Football Club which has won  
 the Peterborough Football League.....

valued up to £7500.00, and has been delivered to us by an Officer of the league or a member of the Board, do hereby on behalf of the said club and individually and collectively promise to return the same in its box to the League Office on or before

31<sup>st</sup> January next in good order and suitably engraved and in accordance with rules to which we have subscribed our respective names.

I certify that I on behalf of .....Football club has adequate insurance to cover the trophy(s) if the said trophy is damaged. Stolen or destroyed whilst in our possession or while being returned to the League Secretary.

---

.....Football Club has insurance to cover League Trophy, insurance provided by: -

**Policy Details**

Insurance Company.....

Policy Number.....

Start Date.....Expiry Date.....

**This form must be returned to the League within 7 days of receiving trophy.  
Note: Any club returning the Trophy after 31<sup>st</sup> January will be liable to a fine of £50.00.**

(B)(i) Clubs returning trophies after January 31<sup>st</sup> each year shall be liable to a fine of £50.00.

(ii) Winners and Runners-up shall receive a maximum of 20 mementoes.

(iii) Winners and Runners of the Under 21's and Veterans Development Divisions shall receive a trophy only.

(C) All trophies or items being the property of the Peterborough & District Football League must be returned to the Leagues Office before the start of the new season, by any club resigning or expelled from the Peterborough Football League.

**(19). SPECIAL GENERAL MEETINGS**

Upon receiving a requisition signed by two thirds (2/3) of Clubs in membership the Company Secretary may call a Special General Meeting.

The Board may call a Special General Meeting at any time.

At least 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 Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only, as will members of the Board.

Any continuing Member Club failing to be represented at a Special General Meeting without a satisfactory explanation being given to the Company Secretary in writing will be fine £50.

Directors and Board members shall be entitled to attend and vote at all Special General Meetings.

All amendment of Rules can only be implemented once approved by the appropriate sanctioning authority.

For Minor Extraordinary General Meetings an electronic voting ballot can be sent via email at the discretion of the Board.

A Ballot paper with voting boxes will be sent out for clubs to vote, there will also be a box for clubs that wish to abstain. On the bottom will be a section that requests an extraordinary meeting. If **five Clubs** tick this box a full meeting will be convened.

A ballot email will be sent out and must be completed by The Club Secretary and replied to within seven working days; if no reply is received the League office will contact the Club to ensure their vote has been cast.

**Extraordinary General Meeting Electronic Ballot Paper**

I ..... Club Secretary  
(Please write your full name)

of..... Football Club

Signed this.....day of.....2010

Signature .....

**The ballot must be returned by.....2011**

**Proposed Resolution Description**

Ballot Box

<b>Proposed Resolution</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>

<b>If your Club requires an EGM to be call (please tick)</b> (NB: If five or more clubs request an EGM then all other email ballots will be cancelled and a meeting will be arranged)	
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**20. ALTERATION TO RULES**

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 alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season.

Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by 31<sup>st</sup> January in each year. The proposals, together with any proposals by the Board, shall be circulated to the Clubs by 1<sup>st</sup> March and any amendments thereto shall be submitted to the Secretary by 15<sup>th</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 a majority of those present and entitled to vote are in favour.

A copy of the proposed alterations to Rules to be considered at the Annual General Meeting or Special General Meeting shall be submitted to the sanctioning Football Association 28 days prior to the date of the meeting.

**21. FINANCE**

(A) The Board shall determine with which Bank or other financial institution the funds of the League will be lodged.

(B) All expenditure in excess of £500 shall be approved by the Board. Cheques shall be signed by at least two Directors nominated by the Board.

(C) The financial year of the League shall end on the 31st March each year.

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

(E) Any club reaching fines totalling £150 will be written to for their observations as to their poor administration record.

**22. NOTIFICATION OF CLUB OFFICIALS**

Each club shall by 1st June, and on the Renewal application form provided by the League, supply names and addresses of all the officials of the club, and also County Affiliation Receipt Number.

Clubs changing Secretary's, and Secretary's changing addresses must immediately inform the League Secretary.

Any club failing to comply with this Rule will be liable to a minimum fine of £20.00

**23. INSURANCE**

All Clubs must have insurance cover for Public Liability & Professional Indemnity. Clubs to forward copy of certificate (or appropriate letter from parent club) to the Company Secretary by 1st August. Clubs will not be allowed to play until this confirmation is received.

**24. DEBTS**

In the event of a player being in debt to a club within the Peterborough and District Football League, then that club in question must report in writing, giving full details of debt to the Disciplinary Director. The player's registration with the Peterborough and District Football League will be immediately disqualified until the debt is cleared in full, provided, a fully proven documented record regarding that debt, is presented with the report.

Note: - The only debts covered by this rule are: County F.A. Fines, Match Fees and any other fines imposed upon that player by the Club in accordance with their Constitution. Debts at the end of the season must be notified to the League Secretary by the 30<sup>th</sup> June and debts over 12 months will not be acceptable within the rule.

All Clubs are advised to have their own written Constitution, which must be agreed at their Annual General Meeting.

## **25. BOARD OF APPEAL**

An appeal to an Appeals Board of The Football Association shall be made and be conducted only in accordance with the Rules and Regulations of The Football Association that relate to appeals to an Appeals Board as are in force at any time. Any appeal by a member club will be in accordance with Rule 16.

(\*See Appendix -)

### **Regulations for Football Association Appeals**

#### **Commencement of Appeal**

1.1 An appeal shall be commenced by lodging a notice of appeal ("the Notice Of Appeal") with the Association.

1.2 The Notice of Appeal shall be lodged within 14 days of the date of Notification of the decision appealed against. In the case of an appeal from a decision of a Disciplinary Commission, the date of notification of the decision shall be the date of the written decision or, if applicable, the date of the written reasons for the decision. In relation to any other decision, the relevant date shall be the date on which it was first announced.

1.3 The Notice of Appeal must:

- (1) Identify the specific decision(s) being appealed;
- (2) Set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision;
- (3) set out a statement of the facts upon which the appeal is based;
- (4) Be accompanied by any deposit prescribed by the relevant Rules or Regulations. Where an appeal is lodged by fax, the deposit must be received not later than the third day following the day of Dispatch of the fax (including both the day of dispatch and Receipt);
- (5) Where appropriate, apply for leave to present new evidence under 2.6 below.

1.4 The grounds of appeal, available to Participants and The Association, shall be that the body whose decision is appealed against:

- (1) Misinterpreted or failed to comply with the rules or regulations relevant to its decision; and/or
- (2) Came to a decision to which no reasonable such body could have come; and/or
- (3) Imposed a penalty, award, order or sanction, which is excessive.

1.5 Once an appeal has been commenced, it shall not be withdrawn except by leave of the Appeal Board, with such order for the costs as the Appeal Board may consider appropriate.

1.6 Once an appeal has been commenced, it shall not be withdrawn except by leave of the Appeal Board, with such order for costs, as the Appeal Board may consider appropriate.

#### **Appeal Proceedings**

2.1 An Appeal Board shall proceed as set out below.

2.2 Reference to a party or parties' means:

- (1) The appellant (the "Appellant"); and
- (2) The Association in the case of an appeal against a decision of the Disciplinary Commission, or the Affiliated Association or Competition whose decision is appealed against (the "Respondent").

2.3 The Respondent shall nominate an individual or individuals to represent it before the Appeal Board.

2.4 The Respondent shall serve a written reply to the Notice of Appeal (the "Reply") on an Appellant and the Appeal Board within 21 days of the lodging of the Notice of Appeal. Where appropriate, the Reply must include any application for leave to present new evidence under 2.6 below.

2.5 The parties shall be entitled to make oral submissions to the Appeal Board but an appeal shall be by way of a review on documents only, without oral evidence, except where the Appeal Board gives leave to present new evidence under 2.6 below.

2.6 The Appeal Board shall hear new evidence only where it has given leave that it may be presented. An application for leave to present new evidence must be made in the Notice of Appeal or the Reply, setting out the nature and the relevance of the new evidence, and why it was not presented at the original hearing. Save in exceptional circumstances, the Appeal Board shall not grant leave to present new evidence unless satisfied with the reason given as to why it was not, or could not have been, presented at the original hearing and that such evidence is relevant. The Appeal Board's decision shall be final. A deposit of £100 is required for Appeals against decisions of the F. A. Disciplinary Commissions and £50 for Appeals against decisions of Commissions of Affiliated Associations.

2.7 The Chairman of an Appeal Board may upon the application of a party or otherwise, give any instructions considered necessary for the proper conduct of the proceedings, including but not limited to

- (1) extending or abridging any time limit;
- (2) amending or dispensing with any procedural steps set out in these Regulations;
- (3) instructing that a transcript be made of the proceedings;
- (4) ordering parties to attend a preliminary hearing;
- (5) ordering a party to provide written submissions.

The decision of the Chairman of the Appeal Board shall be final.

2.8 The Appeal Board may adjourn a hearing for such a period and upon such terms (including an order as to costs) as it considers appropriate.

2.9 The Appellant shall prepare a set of documents, which shall be provided to the Appeal Board and Respondent at least seven days before the hearing and which shall comprise the following (or their equivalent):

- (1) the Charge;
- (2) the Answer;
- (3) any documents or other evidence referred to at the original hearing relevant to the appeal;
- (4) any transcript of the original hearing;
- (5) the notification of decision appealed against and where they have been given the reasons for the decision;
- (6) any new evidence;
- (7) The Notice of Appeal;
- (8) The Reply. Where the Disciplinary Commission or other body appealed against has not stated the reasons for its decision, either
  - (i) the Appellant shall request written reasons from that body which shall be provided to the Appeal Board; or
  - (ii) the Appeal Board shall require that a member of the body that made the decision shall attend (in which case, questions may be put by the Appeal Board at a hearing to satisfy itself as to the reasons for the decision. Cross-examination by the Appellant or Respondent shall not be permitted. Representations may be made by the parties to the Appeal Board who may then put questions to the member of the body that made the decision).

2.10 Appeal hearings shall be conducted how, when and where the Appeal Board considers appropriate. Reasonable notice shall be given by the Appeal Board of the date, time and venue of the appeal. Where an application to present new evidence has been made, the party making the application shall address the Appeal Board in support of the application and the other party may respond; the Appeal Board shall then determine whether or not it will receive the new evidence. The following procedures shall be followed at an appeal hearing unless the Appeal Board thinks it appropriate to amend them:

- (1) The Appellant to address the Appeal Board, summarizing its case;
- (2) Any new evidence to be presented by the Appellant;
- (3) The Respondent to address the Appeal Board, summarizing its case;
- (4) Any new evidence to be presented by the Respondent;
- (5) Each party to be able to put questions to any witness giving new evidence;
- (6) The Appeal Board may put questions to the parties and any witness giving new evidence at any stage;
- (7) The Respondent to make closing submissions;
- (8) The Appellant to make closing submissions.

2.11 The Appeal Board shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.

2.12 The Appeal Board may, in the event of a party failing to comply with an order, requirement or instruction of the Appeal Board, take any action it considers appropriate, including an award of costs against the offending party.

### **Appeal Board Decisions**

3.1 A decision, order, requirement or instruction of the Appeal Board shall (save where to be made under the Rules by the Chairman of the Appeal Board alone) be determined by a majority. Each member of the Appeal Board shall have one vote, save that the Chairman shall have a second and casting vote in the event of deadlock.

- 3.2 A decision of the Appeal Board shall be final and binding and there shall be no right of further challenge.
- 3.3 The Appeal Board shall have power to:
- (1) allow or dismiss the appeal;
  - (2) exercise any power which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed;
  - (3) remit the matter for re-hearing;
  - (4) order that any deposit be forfeited or returned as it considers appropriate;
  - (5) make such further or other order as it considers appropriate, generally or for the purpose of giving effect to its decision.

#### **Costs**

- 3.4 The Appeal Board shall have the power to make such order as to the costs of the original hearing and the appeal as it considers appropriate.

#### **Announcement of Decision**

- 3.5 The Appeal Board shall announce its decision to the parties as soon as practicable in such a manner as it considers appropriate; and unless it directs otherwise, its decision shall come into effect immediately.

#### **Written Decision**

- 3.6 As soon as practicable after the hearing, the Appeal Board shall publish a written statement of its decision, which shall state:

- (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
- (2) whether or not the appeal is allowed; and
- (3) the order(s) of the Appeal Board.

The written statement shall be signed and dated by the Chairman of the Appeal Board and be the conclusive record of the decision.

- 3.7 The Appeal Board shall, upon the request of the Appellant (such request to be received at The Association within 5 days of the date of the announcement of the decision), give written reasons for the decision.

#### **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 League 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 of the League 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 the Offence; or
  - 3.3 any other information which causes the League reasonably to believe that a person poses or may pose a risk of harm to a child or children then the League shall have the power to order the individual to 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 League 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 League 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 the charge under the Rules of The League or any Offence is decided or brought to an end.
6. Where an order is imposed on an individual under regulation 3 above, the League shall bring and conclude any proceedings under the Rules of the League 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 League and the League 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 League 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 which he is associated as soon as reasonably practicable.

(\*\* Appendix)

#### **NOTES FOR SECRETARIES, REFEREES & PLAYERS**

Reply to all correspondence promptly.

Results should be checked for accuracy and dispatched promptly in accordance with Rule 11(A) and forwarded to The League Office, Riverside Pavilion, Candy Street, Peterborough PE2 9RE Telephone: - 01733 566605. Fax: - 01733 345454

Referees must notify Referee Director of acceptance or otherwise of appointments, together with any vacant dates within seven days of receiving notification. Telephone: - 07921682957. Rule 8. Registration and Transfer of players should be studied carefully and notes taken of the items referred to in (J), (K) and (L).

Rule 8, Ineligible players and Poaching of players should be strictly observed and care taken to make the proper approach before forms are signed.

Play the game, play it hard and play to win, but remember that both teams cannot win; the next greatest pleasure to winning is to lose gamely, and without complaints or excuses.

The League will admit Reserve teams from no more than two clubs playing at National League System Step 5 (or higher) into membership of the League's Premier Division. This will provide for promotion into a Step 6 League should a Reserve team finish in first and second place. Any such applicant club will initially be placed in the Peterborough & District Football League Division One and be required to earn their eligibility for membership of the Premier Division by the normal promotion process.

#### **FIFA MANDATE International Transfer Certificates.**

It is the responsibility of the Club and player to ensure that any necessary clearance has been obtained to enable him to play in England in accordance with the FIFA Regulations.

Any player who has played any sort of football abroad must be cleared by his former National Association before he can play in England. This applies to all players over the age of 12 and at all levels of the game. It is necessary for the club to make an application direct to The F.A. for clearance to be obtained.