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The Southern Counties East



Football League

*Giving football in the southeast
The wings to fly*

Official Handbook

Season 2015 - 2016



Southern Counties East Football League

Handbook 2015 – 2016

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Officers For Season 2015-2016

President:

Raymond W Brown

Vice-President:**Chair:**

Denise Richmond
62 White Horse Hill,
Chislehurst, Kent BR7 6DJ
Tel: 020 8249 7804
Email: chair@scefl.com

Vice-Chair:

Steve Lewis
Sunnybrook, Gorsewood Road, Hartley,
Longfield, Kent DA3 7DF
Tel: 01474 708233
Email: slew1953@hotmail.co.uk

Secretary:

Tony Day
87 Blackburn Road, Herne Bay,
Kent CT6 7UT
Tel: 01227 362947 ; mobile: 07789 655768
Email: tonyday@scefl.com

Treasurer:

Lee Dyson
71 Valley Drive, Gravesend
Kent DA12 5RR
Mobile: 07817 610281
Email: treasurer@scefl.com

Fixture Secretary:

Matthew Panting
41 Wyncham Avenue, Sidcup,
Kent DA15 8EU
Tel/Fax: 020 8302 9512
Email: matthewpanting@btinternet.com

Registration Secretary:

Douglas Francis
62 White Horse Hill
Chislehurst, Kent BR7 6DJ
Tel: 020 8249 7804; mobile: 07791080838
Email: registration@scefl.com

Referees Secretary:

Raymond W Brown
9 The Terrace, Shepherdswell,
Nr Dover, Kent CT15 7PX
Tel: 01304-830717; mobile: 07508-635573
Email: rwobrown@btinternet.com

Assistant Referees Secretary:

Don McLeod
13 Drew Lane, Walmer, Deal
Kent CT14 7XS
Tel: 01304 379755; Mobile: 07887 997959
Email: mac21tr@yahoo.co.uk

Ground Grading Officer:

J. Bathurst
Tel: 01227 363430; Mobile: 07788 718745
Email: johnbhbfc@aol.com

Compliance Officer:

Ian Bull
Tel: ; Mobile: 07784 964200
Email: jillbull@tiscali.co.uk

Website Editor/ Results:

Tony Day
Tel: 01227 362947; mobile 07789 655768
Email: tonyday@scefl.com

Communications/Marketing Officer:**Referee assessor Co-ordinators**

Ian Bentley & Alan Escudier
Email: assessors@scefl.com

Management Committee

Sue Billings (Corinthian FC)

Gay Dawn Farm House, Pennis Lane, Fawkham, Longfield, Kent DA3 8LZ

Tel: 01474 573116; mobile: 07734855554

Email: corinthians@billingsgroup.co.uk

(to retire 2017)

Ian Birrell (Erith Town FC)

21 Windsor Road, Hornchurch, Essex RM11 1PD

Tel: 01708 446298; mobile: 07956291274

Email: ibirrell@hotmail.co.uk

(to retire 2017)

Tony Wheeler (Rochester United FC)

14 Lynnette Avenue, Rochester, KENT ME2 3NH

Tel: 01634 713 404; mobile: 07775 735543

Email: tony.wheelerrufc@yahoo.co.uk

(to retire 2016)

Frank May (Cray Valley PM FC)

49 Bark Hart Rd, Orpington, Kent BR6 0QB

mobile: 07778 987579

Email: frankmaycvpm@hotmail.com

(to retire 2016)

Hugh Sullivan (Holmesdale FC)

1 Hubbard Road, West Norwood, SE27 9PJ

mobile: 07824 118021

email: hugh.sullivan@yahoo.co.uk

Child Welfare Officer: Ian Birrell



Southern Counties East Football League

Club Directory

AFC Croydon Ath.

Ashford United

Beckenham Town

Canterbury City

Corinthian

Cray Valley PM

Crowborough Ath

Croydon

Deal Town

Erith & Belvedere

Erith Town

Fisher

Greenwich Borough

Hollands & Blairx

Holmesdale

Lordswood

Rochester United

Sevenoaks Town

Tunbridge Wells

AFC Croydon Athletic FC

Secretary: Peter Smith; Tel: 020 8406 3557; Mob: 07907 588496

Email: secretary@afccroydonathletic.co.uk

Correspondence Address: 57 Alton Road, Croydon, Surrey CR0 4LZ

Correspondence To: Secretary

Chairman: Paul Smith

Fixture Secretary: As secretary;

Club Welfare Officer: None

Programme Editor: As Secretary

Team Colours: Shirts: Maroon, **Shorts:** Maroon, **Socks:** Maroon, **Keeper Shirt:** Orange

Change Colours: Shirts: Yellow, **Shorts:** Dark Blue, **Socks:** Yellow, **Keeper Shirt:** L Blue

Midweek Match-day: Wednesday

Affiliated to: Surrey FA

Club website: www.afccroydonathletic.co.uk

Ground Details: Mayfield Stadium, Mayfield Road, Thornton Heath, Surrey CR7 6DN
Tel: 07930 677512

Directions to Ground:

Committee pass numbers 301 – 306 plus Chairman & Secretary

Ashford United FC

Secretary: Sandra Parker ; Tel: 01233 647154; Mob: 07469 942243
email: sandy_parker7@hotmail.com

Correspondence Address: 2 Garden Place, Kennington, Ashford, Kent TN24 9DZ

Correspondence To: Secretary

Chairman: Derek Pestrige

Fixture Secretary: Sandra Parker; 106 Beaver Lane, Ashford TN23 5NX

Email: sandy_parker7@hotmail.com; Tel: 01233 647154; Mob: 07920
547073

Club Welfare Officer:

Programme Editor: Dave Read, C/O Homelands, Ashford Road, Kingsnorth, Ashford TN26
1NJ

Mob: 07831 400479; Email: ashfordunitedmedia@gmail.com

Team Colours: Shirts: Green/White, **Shorts:** Green/White, **Socks:** Green/White, **Keeper
Shirt:** Blue

Change Colours: Shirts: Yellow/Green, **Shorts:** Yellow/Green, **Socks:** Yellow/Green, **Keeper
Shirt:** Yellow

Midweek Match-day: Tuesday

Affiliated to: Kent FA

Club website: www.ashfordunitedfc.com

Ground Details: The Homelands, Ashford Road, Kingsnorth, Ashford, Kent TN26 1NJ
Tel: 01233 611838

Directions to Ground: From M20 (Kent): Exit on Junction 10 and take the Bad Munstreifel Road (B2070 - Dual Carriageway). At the roundabout (McDonalds on your right) take the 2nd exit (Straight over). At the next roundabout take the 1st exit (Left). At the next roundabout take the 2nd exit (Straight on). Keep following the road, you will pass the Queens Head Public House on your right. After approximately a mile after the pub you will arrive at the ground, on your left.

Committee pass numbers 101 – 106 plus Chairman & Secretary

Beckenham Town FC

Secretary: Peter Palmer; Tel: 07774 728758; Email: peterpalmer3@sky.com

Correspondence Address: 26 Lucas Road, Penge, London SE20 7EE

Correspondence To: Secretary

Chairman: Jason Huntley

Fixture Secretary: As secretary

Club Welfare Officer: As secretary

Programme Editor: As secretary

Team Colours: Shirts: Red, **Shorts:** Red, **Socks:** Red

Change Colours: Shirts: Blue, **Shorts:** Blue, **Socks:** Blue

Midweek Match-day: Tuesday

Affiliated to: London FA, Kent FA, Surrey FA

Club website: www.beckenhamtownfc.co.uk

Ground Details: Eden Park Avenue, Beckenham, Kent BR3 3JL Tel: 07774 728758

Directions to Ground: Station: Eden Park ¼m. Out of station turn right then right again into Eden Park Avenue and entrance to ground is immediately on left..

Committee pass numbers 111 – 116 plus Chairman & Secretary

Canterbury City FC

Secretary: John Barlow; Tel: 01304 363529; Mob: 07852 188194;

Email: jonjo@almonry.freeserve.co.uk

Correspondence Address: 4 Almonry Cottage, The Street, Northborne, Deal,
KENT CT14 0LG

Correspondence To: Secretary

Chairman: Tim Clark

Club Welfare Officer: David Cronk; 07593 259936; cronky62@gmail.com

Fixture Secretary: John Barlow, 4 Almonry Cottage, The Street, Northbourne, Deal CT14 0LG

Tel: 01304 363529; mobile: 07852188194; Email:

jonjo@almonry.freeserve.co.uk

Programme Editor: As Secretary

Team Colours: Shirts: Burgundy, **Shorts:** Burgundy, **Socks:** Burgundy, **Keeper Shirt:** Silver

Change Colours: Shirts: Green, **Shorts:** Green, **Socks:** Green, **Keeper Shirt:** Yellow

Midweek Match-day: Wednesday

Affiliated to: Kent FA

Club website: <http://www.canterburycityfc.com/>

Ground Details: Ashford United FC, Homelands, Ashford Road, Kingsnorth, Kent TN26 1NJ
01233 611838

Directions to Ground: M20 (signs for Dover/Channel Tunnel/Maidstone) At junction 10, take the A292/A2070 exit to Ashford/Brenzett. At the roundabout, take the 4th exit onto Bad Munstereifel Rd/A2070 Continue to follow Bad Munstereifel Rd
Go through 1 roundabout. At the roundabout, take the 1st exit onto Romney Marsh Rd. At the roundabout, take the 2nd exit onto Ashford Rd Turn left Destination will be on the left.

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Committee pass numbers 121 – 126 plus Chairman & Secretary

Corinthian FC

Secretary: Sue Billings; mobile: 07734 855554;
Email: corinthians@billingsgroup.co.uk

Correspondence Address: Gay Dawn Farm House, Pennis Lane, Fawkham, Longfield, Kent DA3 8LZ

Correspondence To: Secretary

Chairman: Ronald Billings

Club Welfare Officer: Sue Billings

Fixture Secretary: As secretary

Programme Editor: As secretary

Team Colours: Shirts: Green & White Hoop, **Shorts:** White, **Socks:** White, **Keeper Shirt:** Orange
Change Colours: Shirts: Yellow, **Shorts:** Green, **Socks:** Green, **Keeper Shirt:** Grey

Midweek Match-day: Tuesday

Affiliated to: Kent FA

Club website: <http://www.corinthianssportsclub.co.uk/>

Ground Details: Corinthian Sports Club, Gay Dawn Farm, Valley Road, Fawkham, Near Longfield,
Kent DA3 8LY Tel: 01474 573116/3

Directions to Ground: From M25 exit at junction 3, take A20 in direction of Brands Hatch, West Kingstown. Go straight over 2 roundabouts, and then take 2nd exit on left, signposted Fawkham/ Longfield. Take 3rd left again, signposted Fawkham / Longfield
Ground is approximately 1 1/2 miles on right.

Committee pass numbers 131 – 136 plus Chairman & Secretary

Cray Valley (PM) FC

Secretary: Dave Wilson; Tel: 07715 961886; Email: wilson433@ntlworld.com

Correspondence Address: 74 Shroffold Rd, Bromley, Kent BR1 5PF

Correspondence To: Secretary

Chairman: Frank May

Club Welfare Officer: Samantha Sheehan; 07878 079566 badgers.fc@ntlworld.com

Fixture Secretary: As secretary

Programme Editor: As secretary

Team Colours: Shirts: Green, **Shorts:** Black, **Socks:** Black, **Keeper Shirt:** Yellow

Change Colours: Shirts: Sky Blue, **Shorts:** Sky Blue, **Socks:** Sky Blue, **Keeper Shirt:** Red

Midweek Match-day: Wednesday

Affiliated to: Kent FA

Club website: <http://www.cray-valley.co.uk/>

Ground Details: Badgers Sports, Middle Park Avenue, Eltham, London, SE9 5HT

Tel: 07878 079566

Directions to Ground: FROM A2 (KENT):

TO ELTHAM EXIT – LEFT ONTO WESTHORNE AVE (A205) – TO ‘YORKSHIRE GREY
McDONALDS’ ROUNDABOUT

- 2nd EXIT – MIDDLE PARK AVE – BADGERS SPORTS ON THE RIGHT.

FROM A20 (KENT):

TO ‘TOPS TILES/YELLOW STORAGE’ ROUNDABOUT (A205) – RIGHT ON WESTHORNE AVE -
TO ‘YORKSHIRE GREY McDONALDS’ ROUNDABOUT – 4th EXIT - MIDDLE PARK AVE –
BADGERS SPORTS ON THE RIGHT.

NEAREST TRAIN: MOTTINGHAM BR

Committee pass numbers 141 – 146 plus Chairman & Secretary

Crowborough Athletic FC

Secretary: Eric Gillett; Tel: 01892 653032; Mob: 07879 434467
email: emgillett@hotmail.co.uk

Correspondence Address: Went Cottage, Coopers Lane, Crowborough TN6 1SJ

Correspondence To: Secretary

Chairman: Tony Bowen

Fixture Secretary: As secretary

Club Welfare Officer: Michelle Attwood, Tel:01892 613025;
email: michelle_freya1975@yahoo.co.uk

Programme Editor: Malcolm Boyes, 109 Southridge Rise, Crowborough, TN6 1LL
email: Malcolm.boyes@btinternet.com; Tel: 01892 664386; Mob: 07734 718957

Team Colours: Shirts: Navy Blue, **Shorts:** Sky Blue, **Socks:** Navy Blue, **Keeper Shirt:** Yellow
Change Colours: Shirts: Red, **Shorts:** Red, **Socks:** Red, **Keeper Shirt:** Green

Midweek Match-day: Tuesday

Affiliated to: Sussex County FA

Club website: www.pitchero.com/clubs/crowboroughathletic/

Ground Details: Crowborough Community Stadium, Alderbrook Recreation Ground, Fermor Road, Crowborough, East Sussex TN6 3DJ

Directions to Ground: From the north, pass through Crowborough on the A26 (Morrisons Petrol Station on left and Lidl Supermarket on right. After just over a mile having passed the Crowborough Beacon Golf Club on the left, take the next left into Sheep Plain which meanders into Hurtis Hill. At the mini roundabout go straight into Fermor Road, take the second turning on the right and then immediately turn right into the Alderbrook Recreation Ground.

Committee pass numbers 271 – 276 plus Chairman & Secretary

Croydon FC

Secretary: Shazia Ahmed; Mob: 07966 428151

email: shazia.croydonfc@outlook.com

Correspondence Address: 69 Strathmore Road, Croydon CR0 2JP

Correspondence To: Secretary

Chairman: Dickson Gill

Fixture Secretary: Andy Hillburn; 47a Foxheath Road, Selsdon, Croydon CR2 8EL

Email: andy.hillburn@landregistry.gsi.gov.uk; Tel: 020 8657 1825; Mobile: 03000 067571

Club Welfare Officer: TBA

Programme Editor: Simon Hawkins, 169b Kings Road, Biggin Hill, Kent TN16 3NJ

email: simong.hawkins@virgin.net; Tel: 03003 883332; Mob: 07710 459858

Team Colours: Shirts: Sky/Navy Blue, **Shorts:** Sky/Navy Blue, **Socks:** Sky Blue,
Keeper Shirt: Pink

Change Colours: Shirts: Yellow/Purple, **Shorts:** Yellow/Purple, **Socks:** Yellow,
Keeper Shirt: Sky Blue

Midweek Match-day: Wednesday

Affiliated to: Surrey County FA

Club website: www.croydonfc.com

Ground Details: Croydon Sports Arena, Albert Road, South Norwood, London SE25, 4QL
020 8654 8555

Directions to Ground: Arena Tram stop. Trams from Elmers End, Beckenham Junction or East Croydon Tram stops. 197 or 312 from to Norwood Junction. A215 Portland road to end of Dundee Road- Grounds are opposite.

Committee pass numbers 281 – 286 plus Chairman & Secretary

Deal Town FC

Secretary: Jackie Mapstone; mobile: 07789 431522;

Email: Jackiemapstone@hotmail.co.uk

Correspondence Address: 31 St Martins Road. Deal, Kent CT14 9NX

Correspondence To: Secretary

Chairman: Derek Hares

Club Welfare Officer: Sarah Handley; 07751 905295; 01304 813875;

shandley17@yahoo.com

Fixture Secretary: Colin Adams, 156 Mill Hill, Deal, Kent CT14 9JA; Tel: 01304 372784;

mobile: 07507 231730; Email: candpadams@btinternet.com

Programme Editor: As Fixtures Secretary

Team Colours: Shirts: Black & White, **Shorts:** Black, **Socks:** Black, **Keeper Shirt:** Green

Change Colours: Shirts: Red, **Shorts:** Red, **Socks:** Red, **Keeper Shirt:** Gold

Midweek Match-day: Tuesday

Affiliated to: Kent FA

Club website: <http://www.pitchero.com/clubs/dealtown>

Ground Details: The Charles Sports Ground, St Leonards Road, Deal, Kent CT14 9AU

Tel: 01304 375623

Directions to Ground: A158 through Walmer, turn left into Cornwall Road, go along under low bridge, continue along and follow road round to the left, continue along and follow road round to the right into Manor Road, then continue along, then turn right into St Leonards Road, ground entrance 200 yds on right.

From Sandwich:- A258 through Sholden, cross roundabout into Manor Road, then turn left into St Leonards Road.

Committee pass numbers 151 – 156 plus Chairman & Secretary

Erith & Belvedere FC

Secretary: Adam Peters:

Tel: 07984 090805 email: clubsec_erithandbelvederefc@live.com

Correspondence Address: 52 Holburne Road, Blackheath, London SE2 8HP

Correspondence To: Secretary

Chairman: John McFadden

Fixture Secretary: As Secretary

Club Welfare Officer: Darren Mace

Programme Editor: Brian Spurrell & Martin Tarrant; email: brian.spurrell@yahoo.com;

Mob: 07713 189912

Team Colours: Shirts: Blue/White 1/4, **Shorts:** Blue, **Socks:** Blue, **Keeper Shirt:** Green

Change Colours: Shirts: Red/White 1/4, **Shorts:** Red, **Socks:** Red, **Keeper Shirt:** Grey

Midweek Match-day: Tuesday

Affiliated to: Kent FA

Club website: www.erithbelvederefc@live.com

Ground Details: Park View Road, Welling, Kent DA16 1SY

Directions to Ground: Take the M25 to Junction 2. At the roundabout, take the A2 towards Central London. Leave the A2 at the third exit (Danson Interchange, signposted A221 to Bexleyheath and Sidcup). Turn right (second exit) at the roundabout at the end of the slip road, and then turn right (third exit) at the next roundabout. Go under the A2 Bridge and up the slope to another roundabout. Take the second exit and follow the road (Danson Road) to the traffic lights at the end. Turn left at the lights onto Park View Road. The ground is on the left. There is no car park, but plenty of street parking is available.

Committee pass numbers 251 – 256 plus Chairman & Secretary

Erith Town FC

Secretary: Paul Carter; Tel: 01474 353125; mobile: 07863 347587;

Email: fixtures@erithtown.co.uk

Correspondence Address: 5 Hartshill Road, Gravesend, Kent DA11 7DZ

Correspondence To: Secretary

Chairman: Ian Birrell

Club Welfare Officer: Ian Birrell; 07956 291274, email: ibirrell@hotmail.co.uk

Fixture Secretary: As secretary

Programme Editor: Ian Birrell, 21 Windsor Road, Hornchurch, Essex RM11 1PD

Tel: 01708 446298; mobile: 07956 291274; Email: ibirrell@hotmail.co.uk

Team Colours: Shirts: Red/Black Striped, **Shorts:** Black, **Socks:** Black, **Keeper Shirt:** Yellow

Change Colours: Shirts: Yellow/Black, **Shorts:** White, **Socks:** White, **Keeper Shirt:** Grey

Midweek Match-day: Tuesday

Affiliated to: London FA & Kent FA

Club website: <http://www.erithtown.co.uk/>

Ground Details: Badgers Sports, Middle Park Avenue, Eltham, London SE9 5HT. Tel 07878 079566

Directions to Ground: A2 towards London exit at Eltham turn left onto Westhorne Avenue to first roundabout 2nd exit Middle Park Avenue ground 200 yards on right.

Committee pass numbers 161 – 166 plus Chairman & Secretary

Fisher FC

Secretary: Dan York; Tel: 07719 632635; mobile: 07719 632635;
Email: dan@fisherfc.co.uk

Correspondence Address: 49 Avondale Court, Churchfields, London E18 2RD

Correspondence To: Secretary

Chairman: Ben Westmancott

Fixture Secretary: As Secretary

Programme Editor: Jevon Hall, 6A Trinity Church Square, London SE1 4HU
Tel: 07885 606091; mobile: 07885 606091; Email: jevonhall@gmail.com

Team Colours: Shirts: Black/White, **Shorts:** Black, **Socks:** Black, **Keeper Shirt:** Yellow
Change Colours: Shirts: Orange, **Shorts:** Orange, **Socks:** Black, **Keeper Shirt:** Green

Midweek Match-day: Monday

Affiliated to: London FA & Kent FA

Club website: <http://fisherfc.co.uk/>

Ground Details: Champion Hill Stadium (Dulwich Hamlet FC), Edgar Kail Way Dog Kennel Hill East Dulwich, London SE22 8BD; Tel: 020 7274 8707

Directions to Ground: Take the A2 towards London. After New Cross, bear left on the A202. After 200 metres turn left onto St Mary's Road. Straight on at junction to remain on St Mary's Road, then right onto A2214 at the end of the road.

Straight on to East Dulwich, then 2nd exit at roundabout on to Dog Kennel Hill. Pass East Dulwich station then left at lights into Edgar Kail Way. Car park is on left.

Committee pass numbers 171 – 176 plus Chairman & Secretary

Greenwich Borough FC

Secretary: Norman Neal; Tel: 020 8300 0985; mobile: 07958 077 958;

Email: norman.neal@ntlworld.com

Correspondence Address:

Correspondence To: Secretary

Fixture Secretary: As Secretary

Programme Editor: Patrick Mahony; Mob: 07917 521522; email:

patrick.mahony@live.co.uk

Team Colours: Shirts: Black and Red Stripes, **Shorts:** Black, **Socks:** Black; **Keeper Shirt:** Green

Change Colours: Shirts: Blue and Black Stripes, **Shorts:** Black or White, **Socks:** Black or White

Keeper Shirt: Orange

Midweek Match-day: Wednesday

Affiliated to: Kent FA

Club website: <http://www.greenwichboroughfc2013.co.uk/club/274219/Home>

Ground Details: Dartford FC, Darenth Road, Dartford Kent, DA1 1RT; Tel: 07958 077958

Directions to Ground: From A2 (London):

1. At the M25 junction take the 1st exit from the roundabout signposted Dartford/A225
2. At the roundabout, take the 1st exit onto A296/Princes Rd heading to Dartford A225
3. Go straight across next roundabout
4. Turn left at Darenth Rd traffic lights
5. Turn second left at Grassbanks

Committee pass numbers 181 – 186 plus Chairman & Secretary

Hollands & Blair FC

Secretary: Laurence Plummer; Tel: 01634 360255; mobile: 07540 841799;
Email: laurence.plummer@btinternet.com

Correspondence Address: 15 Romany Road, Gillingham, Kent ME8 6UT

Correspondence To: Secretary

Chairman: Barry Peirce

Club Welfare Officer: Rosse Jones; 07743 790965 ; rosse@rosse.wannado.co.uk

Fixture Secretary: Neil Dickinson, 07585229127; hollansandblair.fixtures@gmail.com

Programme Editor: As Secretary

Team Colours: Shirts: Red, **Shorts:** Red, **Socks:** Red, **Keeper Shirt:** Purple

Change Colours: Shirts: Yellow/Blue, **Shorts:** Blue, **Socks:** Blue, **Keeper Shirt:** Green or Orange

Midweek Match-day: Wednesday

Affiliated to: Kent FA

Club website: <http://www.hollandsandblair.co.uk/>

Ground Details: Star Meadow Sports Club, Darland Avenue, Gillingham, Kent ME7 3AN; Tel: 01634 573839

Directions to Ground:

Committee pass numbers 291 – 296 plus Chairman & Secretary

Holmesdale FC

Secretary: Ross Mitchell; Tel: 07875 730862; mobile: 07875 730862;

Email: mitchell1982@sky.com

Correspondence Address: 48 St Laurence Drive, Broxbourne, EN10 6LH

Correspondence To: Secretary

Chairman: Mark Harris

Club Welfare Officer: Danny Major; 07723 303289; dan7major@aol.com

Fixture Secretary: As Secretary

Programme Editor: As Chairman

Team Colours: Shirts: Yellow, **Shorts:** Green, **Socks:** Yellow, **Keeper Shirt:** Blue

Change Colours: Shirts: Blue, **Shorts:** Blue, **Socks:** Blue, **Keeper Shirt:** Red

Midweek Match-day: Tuesday

Affiliated to: Kent FA

Club website: <http://www.pitchero.com/clubs/holmesdalefc>

Ground Details: Holmesdale FC, 68 Oakley Road, Bromley, Kent, BR2 8HQ; Tel: 07875 730862

Directions to Ground:

By Car:

Oakley Road is between the A21 Hastings Road and the A232 Croydon Road.

Train:

The nearest railway stations are Bromley South and Hayes. For more information check <http://nationalrail.co.uk/>

By Bus:

From Bromley South (bus stop Z) take the 61 towards Chislehurst, the 358 towards Orpington or the 402 towards the Three Horsehoes.

From Hayes take the 353 towards Ramsden Estate from bus stop C.

Committee pass numbers 191 – 196 plus Chairman & Secretary

Lordswood FC

Secretary: Steve Lewis; Tel: 01474 708233; mobile: 07968 429941;

Email: slew1953@hotmail.co.uk

Correspondence Address: "Sunnybrook" Gorsewood Road, Hartley, Longfield, Kent DA3 7DF

Correspondence To: Secretary

Chairman: Ron Constantine

Club Welfare Officer: Emma Robinson-Williams; 01634 842722; 07814 394643;

leerw@sky.com

Fixture Secretary: John O'Halloran, 173 Lonsdale Drive, Rainham, Kent ME8 9JW

Tel: 01634 320946; mobile: 07514 813315; Email: johacs2003@yahoo.co.uk

Programme Editor: Paul Caulfield, 12 Agate Court, Sittingbourne, Kent ME10 5LF

mobile: 07966 603339; Email: lordswoodfc@live.co.uk

Team Colours: Shirts: Orange & Black, **Shorts:** Black, **Socks:** Orange, **Keeper Shirt:** Green

Change Colours: Shirts: White, **Shorts:** White, **Socks:** White, **Keeper Shirt:** Yellow

Midweek Match-day: Tuesday

Affiliated to: Kent FA

Club website: <http://www.lordswoodfc.co.uk/>

Ground Details: Martyn Grove, Northdane Way, Walderslade, Chatham, Kent ME5 8YE;

Tel: 01634 669138

Directions to Ground: Take Junction 3 from the M2 and follow signs to Walderslade (Lordswood Leisure Centre)

Committee pass numbers 201 – 206 plus Chairman & Secretary

Rochester United FC

Secretary: Tony Wheeler; Tel: 01634 713404; mobile: 07775 735543;

Email: tony.wheelerrufc@yahoo.co.uk

Correspondence Address: 14 Lynnette Avenue, Rochester, Kent ME2 3NH

Correspondence To: Secretary

Chairman: David Archer

Fixture Secretary: As Secretary

Programme Editor: As Secretary

Team Colours: Shirts: Red, **Shorts:** Black, **Socks:** Black, **Keeper Shirt:** Green

Change Colours: Shirts: Grey, **Shorts:** Grey, **Socks:** Red, **Keeper Shirt:** Purple

Midweek Match-day: Tuesday

Affiliated to: Kent FA

Club website: <http://www.rochesterunited.co.uk/>

Ground Details: Rochester Utd Sports Ground, Rede Court Road, Strood Rochester, Kent ME2 3TU Tel: 07775 735543/07736 693476

Directions to Ground: From London follow A2 till you come to A2/M2 junction take exit signed to Rochester/Strood. You come to a roundabout you go straight on then you come to set of traffic light. At lights you take left filter and entrance to ground is 20 metres on your left.

From Strood town centre follow A2 up Strood Hill, on your left will be Strood Sports Centre. Carry on till next set of traffic lights and take right hand filter as you turn right entrance to ground is 20 metres on your left.

Committee pass numbers 221 – 226 plus Chairman & Secretary

Sevenoaks Town FC

Secretary: Eddie Diplock; Tel: 01732 454280; mobile: 07876 444274

Email: paul@stjfc.org.uk

Correspondence Address: 23 Holly Bush Lane, Sevenoaks, Kent TN13 3TH

Correspondence To: Secretary

Chairman: Paul Lansdale

Club Welfare Officer: Paul Lansdale; 07876 444274

Fixture Secretary: Paul Lansdale, 61 Bayham Road, Sevenoaks, Kent TN13 3XD

Tel: 01732 465459; Mob: 07876 444274; email: paul@stjfc.org.uk

Programme Editor: As fixture Secretary

Team Colours: Shirts: Black/Azure stripe, **Shorts:** Black, **Socks:** Black, **Keeper Shirt:** Green

Change Colours: Shirts: Green/White, **Shorts:** Green, **Socks:** Green, **Keeper Shirt:** Yellow

Midweek Match-day: Wednesday

Affiliated to: Kent FA

Club website: <http://www.sevenoakstownfc.co.uk/>

Ground Details: Greatness Park, Mill Lane, Seal Road, Sevenoaks, Kent TN14 5BU

Tel: 07876 444 274

Directions to Ground: The ground is just off the Seal Road on the A25. Turn into Mill Lane and the ground is immediately in front of you

Committee pass numbers 231 – 236 plus Chairman & Secretary

Tunbridge Wells FC

Secretary: Phill Allcorn; Tel: 07900 243508; mobile: 07900 243508;

Email: secretary@twfcexec.com

Correspondence Address: 26 Bright Ridge, Tunbridge Wells TN4 0JL

Correspondence To: Secretary

Chairman: Clive Maynard

Fixture Secretary: As Secretary

Programme Editor: Bob Lucas, The Culverden Stadium, Culverden Down, Tunbridge Wells TN4 9SG, email: programme@twfcexec.com; 07736 963574

Team Colours: Shirts: Red, **Shorts:** Red, **Socks:** Red, **Keeper Shirt:** Yellow

Change Colours: Shirts: White, **Shorts:** Black, **Socks:** Black, **Keeper Shirt:** Blue

Midweek Match-day: Tuesday

Affiliated to: Kent FA

Club website: <http://www.tunbridgewellsfc.com/>

Ground Details: The Culverden Stadium, Culverden Down, Tunbridge Wells TN4 9SG Tel: 01892 520517

Directions to Ground: From the north (A21), turn off the dual carriageway for South Tonbridge/Tunbridge Wells and stay on the A26 through Southborough. Travel along St. Johns Road passing The Cross Keys pub on the left and continue toward town centre passing Tesco on the right. Take the right past Tesco into Culverden Down and travel down to the bottom until the road turns sharp left. The entrance to the ground is immediately on your right as you turn the corner.

From the south, A21, turn left (straight on) at the roundabout for the Lamberhurst by-pass (to Lamberhurst) and then take the first left toward Bayham/Hook Green. Continue on straight for several miles, through Bells Yew Green and travel straight on for a couple of miles to the junction of Forest Road. Go straight across this junction and down hill to the next junction at The Bull Pub. Turn right into Frant Road and travel down to the roundabout at London Road. Take the second exit towards the town, keeping left up London Road. Straight across the next set of lights and carry on up to Mount Ephraim. Straight across the next roundabout and then take the first turning left into Culverden Park. Carry straight on to the end of Culverden Park then turn left into Culverden Down. The ground is immediately on the right left hand bend.

Committee pass numbers 241 – 246 plus Chairman & Secretary



Southern Counties East Football League

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Southern Counties East Football League Rules

These Rules have been compiled by the Sanction and Registrations Committee of The Football Association for the mandatory use of all sanctioned Competitions at Steps 1 to 6 inclusive of the National League System.

It should be noted that where the Rules have been printed in [] they are optional and where a gap has been left the appropriate word, figure or amount needs to be inserted.

Whilst additions may be allowed to the Standardised Rules these must first be approved by The Football Association.

1. DEFINITIONS

1.1 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 Articles of the Competition.

“Appointing Authority” means [The FA] [the Competition].

“Articles” means the Articles of Association of the Competition and reference to a number of following the word “Article” is a reference to an Article so numbered in the “Articles”.

“Board” means the Board of Directors of the Competition appointed in accordance with the Articles or, in the case of a Competition which is an unincorporated association, the management committee elected to manage the running of the Competition.

“Bond” 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 (including a Club which has had a transfer of membership approved under Rule 2.9 below).

“Competition” means the Southern Counties East Football League.

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

“Competition Office” means the registered Offices or addresses where League business is transacted

“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.

“Criteria Document” means the document entitled “National Ground Grading Document” issued by The FA from time to time and shall, unless stated to the contrary, mean the latest edition of the document.

“CVA” shall mean an agreement reached by a Club under a Competition Voluntary Arrangement (under the Insolvency Act 1986) or a Scheme of Arrangement (under the Companies Act 1985 or Companies Act 2006).

“Day” means any day on which the Competition Office is open for normal business but excluding, unless the Board determines otherwise, a Saturday, a Sunday or a Bank or Public Holiday

“Embargo” means a ban placed by the Board on a Club in respect of player registrations, as more fully defined in Appendix H

“Fees Tariff” means a list of fees approved by the Competition at a general meeting to be levied by the Competition for any matters for which fees are payable under the Rules.

“Fines Tariff” means a list of fines approved by the Competition at a general meeting to be levied by the Competition for any breach of the Rules.

“Football Creditor” means any one of the following:

- The Football Association Limited.
- Any Club affiliated with an Affiliated Association.
- Any League sanctioned by The Association or an Affiliated Association.
- Any full time or part time employee of a Club, or former full time or part time employee of a Club, in respect of sums due to such person by way of arrears of remuneration or expenses. This excludes for these purposes all and any claims for redundancy, unfair or wrongful dismissal or other claims arising out of the termination of the contract or in respect of any period after the actual date of termination.
- The Professional Footballers' Association Limited.
- The Football Foundation.
- Any Affiliated Association.
- Any pension scheme or plan administered by or on behalf of the Competition.

“Ground” means the ground on which the Club's first team plays its Competition fixtures.

“Insolvency Event” means any one of the following:

- (a) entering into a Competition Voluntary Arrangement pursuant to Part 1 of the Insolvency Act 1986 (“the 1986 Act”) or a compromise or arrangement with its creditors under Part 26 of the Companies Act 2006 or any compromise agreement with its creditors as a whole; or
- (b) lodging a Notice of Intention to Appoint an Administrator or Notice of Appointment of an Administrator at the Court in accordance with paragraph 26 or paragraph 29 of Schedule B1 to the 1986 Act, an application to the Court for an Administration Order under paragraph 12 of Schedule B1 to the 1986 Act (other than paragraph 12 (1)(c)) or where an Administrator is appointed or an Administration Order is made in respect of it (“Administrator” and “Administration Order” having the meanings attributed to them respectively by paragraphs 1 and 10 of Schedule B1 to the 1986 Act); or
- (c) an Administrative Receiver (as defined by section 251 of the 1986 Act), a Law of Property Act Receiver (appointed under section 109 of the Law of Property Act 1925) or any Receiver appointed by the Court under the Supreme Court Act 1981 or any other Receiver is appointed over any assets which, in the opinion of the Board, are material to the Club's ability to fulfil its obligations as a member of the League; or

- (d) shareholders passing a resolution pursuant to section 84(1) of the 1986 Act to voluntarily wind up; or
- (e) a meeting of creditors is convened pursuant to section 95 or section 98 of the 1986 Act; or
- (f) a winding up order is made by the Court under section 122 of the 1986 Act or a provisional liquidator is appointed under section 135 of the 1986 Act; or
- (g) ceasing or forming an intention to cease wholly or substantially to carry on business save for the purpose of reconstruction or amalgamation or otherwise in accordance with a scheme of proposals which have previously been submitted to and approved in writing by the Board; or
- (h) being subject to any insolvency regime in any jurisdiction outside England and Wales which is analogous with the insolvency regimes detailed in (a) to (g) above; and/or
- (i) have any proceeding or step taken or any court order in any jurisdiction made which has a substantially similar effect to any of the foregoing.

“Long Term Loan” means a loan transfer in excess of 93 days of a Player who is a qualifying Player within the terms of the Rules.

“Match Officials” means the referee, the assistant referees and any fourth official appointed to a Competition Match.

“Membership Year” means the period in each calendar year from the holding of one annual general meeting of the Competition to the holding of the next annual general meeting.

“National League System” means the system of competitions controlled by the FA where promotion and relegation links exist between participating Leagues.

“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 required to make an Owners’ and Directors’ Declaration by The FA.

“Owners’ and Directors’ Declaration” means a declaration to The FA required from an Officer from time to time.

“Paid in Full” shall mean when a Club has either:

- o paid (in cleared funds) to the supervisor of its CVA or its administrator, sufficient funds to pay all its creditors in full (100p in the £) and to cover the costs of the CVA or the administration and confirmation of this fact has been received in writing from the supervisor/administrator; or
- o paid (in cleared funds) sufficient to settle in full (100p in the £) any debts owed to creditors outside a CVA.

“Player” means any Contract Player, Non Contract Player or other Player who plays or who is eligible to play for a Club.

“Players’ Agent” means a person who, for reward, represents, negotiates on behalf of, advises or otherwise acts for a Principal in the context of either the transfer of a Player’s registration, the terms of a contract between a Player and a Club or the terms of a contract between a manager and a Club.

“Playing Season” means the period between the date on which the first league fixture in the Competition is played each year until the date on which the last league fixture in the Competition is played. For Clubs participating in play off matches this does include the period when play off matches are played.

“Play Off Position” means the position of a Club in the table at the end of each Playing Season which is provided for in Rule 13 as qualifying the Club to take part in a play off match to qualify for promotion to the next step of football for the next Playing Season.

“Principal” means a Club, a manager, an official of a Club, or a Player employing an Agent for one of the purposes set out in the definition of Agent above.

“Rules” means these rules under which the Competition is administered.

“Satisfied” shall mean that a creditor has consented, and provided evidence of such, to accept a sum in full and final settlement of its debt from a Club. For the avoidance of doubt, a vote to approve a Competition Voluntary Arrangement (‘CVA’) by the creditors of a Club, held in accordance with Insolvency Law in operation from time to time, shall deem those debts admitted to the CVA as being Satisfied. The Board shall determine at its absolute discretion whether an amount is satisfied under the Rules.

“Scholar” means a player aged sixteen or over who has signed a Scholarship with a Premier League or Football League Club or licensed Football Conference Club, and who has completed a registration form for Scholars in accordance with FA Rules and Regulations.

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

“Short Term Loan” means a loan transfer for a period of no fewer than 28 days and no more than 93 days in any one season.

“Secured” shall mean that one of the following legally recognised undertakings has been provided for the payment of the specified sum in full by the AGM at the end of the Playing Season in which the transfer of membership takes place:

- (i) A solicitor’s undertaking for the full amount outstanding;
- (ii) A bank guarantee is held for the full amount outstanding;

In each case to be paid and satisfied in full by no later than the AGM at the end of the Playing Season in which the transfer took place.

The Board shall determine at its absolute discretion whether an amount is Secured or Satisfied under the Rules.

“Significant Interest” means the holding and/or possession of the legal or beneficial interest in, and/or the ability to exercise the voting rights applicable to, shares or other securities in the Club which confer in aggregate on the holder(s) thereof ten (10) per cent or more of the total voting rights exercisable in respect of the Shares of any class of Shares of the Club. All or part of any such interest may be held directly or indirectly or by contract including, but not limited to, by way of membership of any group that in the opinion of the Board are acting in concert, and any rights or powers held by an Associate (as defined in the Rules of The FA Challenge Cup) shall be included for the purposes of determining whether an interest or interests amounts to a “Significant Interest”

“SSAP” means a sporting sanctions appeal panel to be appointed to determine an appeal against a deduction of points under Rule 14.

“Team Sheet” means a form provided by the Competition referred to in Rule 8.11.1

“The FA” means The Football Association Limited.

“Work Experience Player” means a Player whose registration is held by a competition other than the Competition and is registered under a Scholarship. The Club taking the Player on work experience will register the Player Non Contract with a league in which they take part to fulfil the football element of the Scholarship, not the educational part.

“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.

- 1.2 Words or expressions used in these Rules shall, if not inconsistent with the subject or context, bear the same meanings as in the Articles.
- 1.3 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 Board in relation thereto, subject to the provisions of Rule 17.
- 1.4 The Competition will be known as The Southern Counties East Football League (or such other name as the Competition may adopt). The Clubs participating in the Competition must 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.
- 1.5 The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Board in accordance with the Rules Regulations and Practices of The FA.
- 1.6 The Competition shall be part of the National League System established by The FA and shall sign such documents as are required from time to time to confirm such membership[s].

2. MEMBERSHIP REQUIREMENTS

- 2.1 Each Club shall register its Ground, and its pitch dimensions, with the Competition.

Dimensions of the field of play for all Competition matches shall be:-

Length - Maximum 120 yards (110 metres) – Minimum 110 yards (100 metres)

Width - Maximum 80 yards (75 metres) – Minimum 70 yards (64 metres)

No Club shall remove to another Ground without first obtaining written consent of the Board; such consent not to be withheld unreasonably. In consideration whether to give such consent the Board shall have regard to all the circumstances of the case and shall not grant consent unless it is reasonably satisfied that such consent:-

- would be consistent with the objectives of the Competition as set out in the Memorandum of Association;
- would be appropriate having in mind the relationship (if any) between the locality with which by its name or otherwise the applicant Club is traditionally associated and that in which such Club proposes to establish its Ground;
- would not adversely affect such Club's Officials, Players, supporters, shareholders, sponsors and others having an interest in its activities;
- would not have an adverse effect on visiting Clubs;
- would not adversely affect Clubs having their registered Grounds in the immediate vicinity of the proposed location, and
- would enhance the reputation of the Competition and promote the game of association football generally.

The Club must disclose, as soon as practicable, plans and details of any proposed move to a new stadium. The location of the proposed new stadium must meet with the approval of the Board.

Without prejudice to the provisions of Rule 4.12 a Club shall forthwith notify the Competition of any proposed change in its circumstances relating to the occupation of its Ground. By way of example, and without limitation, a proposed change may include a sale of any freehold interest (with or without subsequent leaseback) or any surrender or variation or a lease or licence.

- 2.2 All Clubs shall have Grounds and headquarters situated in England, the Channel Islands, Isle of Man if applicable or Wales and the Competition Secretary shall send their names and particulars to The FA annually by the date appointed by, and in the format required by, The FA. Clubs playing in England shall be duly affiliated at all times to a recognised County Football Association. Welsh Clubs shall be affiliated to The FA of Wales. Each Club shall notify the Competition Secretary of its affiliation number each year as soon as practicable after it has received same. Each Club shall return to the Competition Secretary a fully completed questionnaire relating to Form “D” required by The FA by the date given in the questionnaire issued by the Competition Secretary.
- 2.3.1 A Club's Ground may be shared with another Club or any other club (including a club engaged in another sport) providing, where sharing with a football club the Club or club playing in the most senior competition has priority of fixtures at all times and, where sharing with a club engaged in another sport, the Club has priority of fixtures. A Club will not be permitted to ground share to gain promotion or to avoid relegation. Ground sharing may not be permitted when one of the sharers retains the use of another ground unless that club can show by means of a refused planning permission or similar that it cannot meet the requirements of the Criteria Document at that ground. Any Club wishing to share a Ground or intending to move to a new Ground must obtain the written consent of the Board. Any Ground sharing for a period exceeding thirteen (13) weeks must be in writing and a written agreement must first be approved by the Board before being entered into and (except in an emergency) must be completed by 31 March in any year to be effective for the following Playing Season. A copy of the completed signed and dated agreement must be received by the Competition within fourteen days of the approval being sent to the Club.
- 2.3.2 The Club as at 31 March in any year shall either:
 - (i) Own the freehold of the Ground, or
 - (ii) Have a lease for the Ground that extends uninterrupted for a minimum of the next Playing Season, or
 - (iii) Possess an agreement for the use of the Ground that is acceptable to The Football Association.

In each case the Club must provide to the Competition of which it is a member and to The Football Association:

If the Ground is freehold either currently dated Official Copies of the freehold title at the Land Registry in the name of the entity in membership of the Competition or, if unregistered, a Certificate of Title from the Club's solicitor showing that the Ground is owned by the entity in membership of the Competition, or

If the Ground is held leasehold a copy of the signed and dated lease in the name of the entity in membership of the Competition; if the expiry date of the lease has already passed or is dated before the end of the next full Playing Season, a certificate from the Club's solicitor as to whether or not a notice has been given by the landlord to terminate the lease. In addition the Club must provide evidence of registration at the Land Registry, or explain why the Lease is not registered.

If the Ground is subject to an acceptable agreement a copy of the signed and dated agreement for the use of the Ground together with confirmation from The Football Association that the agreement is acceptable.

The Club must disclose whether the Club's occupation of the Ground is subject to any third party option, whether the ground is charged by way of security and whether or not any break clauses in the lease or agreement have been exercised either by the landlord or the tenant.

In all cases The Football Association and the Competition of which it is a member have the right to call for further information.

2.3.3 A Club's Ground must comply with the Criteria Document for the step in the National League System at which the Club is playing.

2.4 No club which is a "nursery" club [or a reserve side] of a football club shall be eligible for membership of the Competition.

A club shall be deemed to be a "nursery" club if it is under obligation, written or otherwise, to a football club by reason of which it has not the sole and entire control of its own management, finance and Players.

2.5 Clubs seeking membership or applying to retain membership of the Competition must comply with the requirements provided for in the Criteria Document for the step at which the Club is playing. Only clubs which meet these criteria in full will be eligible for membership. All Clubs visited by representatives of the Competition in pursuance of the document will pay a non-returnable fee. In the absence of a procedure for application for membership being established by The FA, the Board shall establish such procedure.

The Board shall establish a procedure for inspecting Clubs' grounds from time to time to ensure that the grade attained by that ground is maintained.

2.6 The Competition and the FA shall determine a time scale whereby all Clubs in membership must attain the grade provided for in the Criteria Document. The grade applicable for each Club for the commencement of a Playing Season shall be that existing at the previous 1st April, such grading to be ascertained by an inspection carried out on or before 1st April or as soon as practicable thereafter. Any Club not maintaining the grade set for the Competition may be relegated at the end of the Playing Season to a step determined by The FA.

[Any delay in inspection shall in no way release a Club from its obligation to have its ground ready for inspection. If for any reason a Club's existing ground, or any new ground in which it proposes to play its home matches in the season following inspection, is not available for grading by 1st April prior to commencement of the relevant season then the Club must, by the 1st April, submit to the Board in writing its proposals for a venue for its home matches in the following season ("alternative proposal"), such alternative proposal to be considered (and if appropriate) approved at the next Board Meeting after 1st April. The alternative proposal must, inter alia, contain documentary evidence in support of any ground sharing arrangements and evidence that the proposed ground is demonstrably suitable at a level which the relevant club will be competing. The alternative proposal may not be for a continuation of any ground share arrangement if the Club has had a ground sharing arrangement for the previous 2 seasons, or any part thereof, even if those arrangements have related to more than one ground.

Any approval of the alternative proposal will be subject to the issue of a grading certificate. The Board will use all reasonable endeavours to inspect the ground after receiving the alternative proposal and prior to the Board meeting, but if it is unable to do so then any approval of the alternative proposal will be subject to the issue of a satisfactory grading certificate. In the event of a Club not having received a grading certificate by 1st April and not having had its alternative proposal approved at the relevant Board Meeting, it shall be relegated forthwith at the end of the playing season to a level determined by The Football Association.]

2.7 Any Club which is incorporated must be incorporated in England and Wales. Any Club wishing to incorporate shall notify The FA, its Affiliated Association and the Competition Secretary before it makes any resolutions in this regard. Any person wishing to be appointed as an Officer to a Club must comply with the requirements of The FA **Owners' and Directors' Test Regulations** and send to the League Secretary a copy of the Owners' and Directors' Declaration within 5 days of sending the same to The FA.

2.8 In the event that any Club which is an unincorporated association incorporates itself it shall notify the Competition Secretary in writing within 14 days of the passing of the resolution to take this action and shall with such notice provide the Competition Secretary with a copy of the Memorandum and Articles of Association of the Competition. Any amendments to the Memorandum and Articles of Association of a Club must be notified to the Competition Secretary in writing within 14 days of the passing of the resolution with a copy of the change(s).

Transfer of Membership

Transfer as a Going Concern

2.9.1 In the event that any Club which resolves to transfer its membership of the Competition from one legal entity to a different legal entity, other than in the circumstances shown at 2.9.2 below, the Board will use the following minimum criteria in deciding whether to approve that transfer:

- (a) The shareholders or members of the Club have voted to agree to the transfer of the Club's membership to the new entity.
- (b) All Football Creditors in the Club must be paid in full or transferred in full (with each creditor's consent) to the new entity, and evidenced as such.
- (c) All other creditors in the Club must be paid in full or Secured or transferred in full (with each creditor's consent) to the new entity and evidenced as such.
- (d) The proposed new entity has provided financial forecasts to The FA and the Competition showing its ability to fund the Club for the next twelve (12) months or to the end of the Playing Season following transfer (whichever is the longer) and that evidence of funding sources has been provided.
- (e) The FA must have given approval for the transfer to take place.

Transfer from Insolvency

2.9.2 In the event that any Club that is subject to an Insolvency Event resolves to transfer its membership of the Competition to a new entity, the Board will use the following minimum criteria in deciding whether or not to approve that transfer:

- (a) The shareholders or members of the Club have voted to agree to the transfer of the Club's membership to the new entity **and/or a licensed insolvency practitioner(s) appointed to the Club has agreed to sell or transfer some or all of the Club's assets to the new entity;**
- (b) All Football Creditors in the Club must be Paid in Full and evidenced as such;
- (c) The proposed new entity has provided financial forecasts to The FA and the Competition showing its ability to fund the Club for the next twelve (12) months or to the end of the Playing Season following transfer (whichever is the longer) and that evidence of funding sources has been provided;
- (d) The FA must have given approval for the transfer to take place; and
- (e) All other creditors in the Club must be satisfied and evidenced as such (This provision to be read in conjunction with 2.9.3 below.)

In the event that requirement **(a) and/or** (e) is not fully complied with, and only where the Board, at its absolute discretion, deems there to have been exceptional circumstances surrounding the application for the transfer, it may approve the transfer (subject to compliance with all other provisions above) and may apply such conditions as it deems appropriate including, without limitation, the deduction of points.

2.9.3 Nothing in Rule 2.9.2 above shall limit in any way the application of Rule 14B of these Rules.

2.10 The Competition shall allow for up to 22 member Clubs. There will be one division of 22 Clubs in each division where possible. The divisions will be called The Premier Division. The Clubs competing in each division each season will be confirmed by the Annual General Meeting of the Competition each year. A Club entered into membership at the Annual General Meeting shall be subject to the application of the Rules until the date of the following Annual General Meeting. It shall be allowed for these numbers to be increased to accommodate any anomaly in the National League System.

2.11 Any Club or Club representative found guilty of serious irregularities regarding Players Contract payments under The FA Rules may be expelled from the Competition in accordance with these Rules and, in addition, may be fined such sum as the Board shall determine.

2.12 The Competition will hold a **membership** register of the full name of the Competition/unincorporated entity constituting each Club. If the Club is an incorporated entity, it must provide the Competition with its Competition **name and** registration number. If the Club is an unincorporated entity, it must provide the Competition with the name of an individual in whose name the membership of the Competition will be vested. **A Club must notify the Competition of all proposed changes to the information held by the League in the membership register in respect of the Club including any proposed change of Competition name or the name of an individual in whose name the membership of the Competition is vested.**

The Competition will provide a copy of its membership register to The FA annually.

Publication of ownership

2.13 Each Club shall publish its legal name, form (e.g. unincorporated association, Competition limited by shares or guarantee etc) and any identifier (e.g. Competition number). In addition for those Clubs that are owned, then the Club shall also publish the identities of the ultimate owner (i.e. the name of an individual) of each Significant Interest in the Club. Such information shall as a minimum be published on the Club's official website on a page accessible directly from the home page of that official club website and/or within the Club's official matchday programme.

2.14 In the event that an Insolvency Event occurs in relation to any Club, that Club must inform and keep informed the [League] [Competition] Secretary and The FA immediately.

The Board shall have the power to suspend a Club on notification of it having entered an Insolvency Event.

At the discretion of the Board, a suspension may take effect from the giving of the notice or it may be postponed subject to any conditions as the Board may think fit to impose.

In the event that a Club is suspended or its suspension is postponed, the Board shall have power to make such payments as it may think fit to the Club's Football Creditors out of any monies due to that club from the Competition.

2.15 An Officer must submit an Owners' and Directors' Declaration to The FA in accordance with the Reporting Requirements set out in The FA's Owners' and Directors' Regulations that apply from time to time. The Club must provide a copy of any such Owners' and Directors' Declaration to the Competition at the time it is submitted to The FA.

No individual will be permitted to act as an Officer if they fail to meet any of the requirements of the Owners' and Directors' Declaration, as set out in the Rules of The FA.

In the event that an individual/entity is found to have either:

- Completed false or misleading statements on their Owners' and Directors' Declaration;
- acted as an Officer when in breach of the requirements of the Owners' and Directors' Declaration;
- Acted as an Officer without The FA having given written confirmation to the Club in accordance with The FA's Owners' and Directors' Regulations that the individual may so act; then the individual/entity or Club shall be subject to such fine or other sanction as may be determined by The FA.

In the event that the Competition receive a Notice from The FA issued in accordance with The FA's Owners' and Directors' Test Regulations for the suspension of that Club's Competition membership, then that Club shall be suspended from the Competition with effect from 14 days from the date of the Notice. An appeal of the effect of the Notice is to The FA and can only be made by the affected Club and in accordance with the appeal procedures set out in the FA Owners' and Directors' Test Regulations. The effect of the Notice shall be suspended pending the outcome of an appeal.

The FA shall advise the Competition and the Club in writing where it becomes satisfied that a Disqualifying Condition as defined in the FA Owners' and Directors' Test no longer applies. Upon receipt of this written notification from The FA, the Competition may remove the suspension of the Club's Competition membership.

Where a Club is suspended and that causes a match in the Competition not to be played, the Board shall determine how the outcome of that match shall be treated.

- 2.16 Within fourteen days of a change in a Significant Interest at a Club or the appointment or removal of any director of a Club, written notice thereof, together with such details as are required to be filed with the Registrar of Companies, shall be deposited at the Competition Office.
- 2.17 If during the course of a season the Board decide that the organisation and management or finances of a particular Club fall below the standards appropriate to membership of the Competition, the Competition Secretary shall be instructed to warn the Club at once that it may be excluded from membership of the Competition at the end of that playing season. Such a Club shall have the right to appeal to The FA within 14 days of the date of notification of the Board's decision.
- 2.18 The Competition, through the Board shall be empowered from time to time by subscription, levy or otherwise to require Clubs to contribute such sum or sums of money to the funds of the League as may be necessary for the proper conduct of the business of the League. Such contributions by Clubs may be collected by deduction from sums due to Clubs under any promotion agreement [commercial contract] or from sponsorship money due or by whatever means the Board shall think fit. There shall be added to any sums to be contributed from Clubs, if applicable, Value Added Tax at the then prevailing rate.
- 2.19 Any Club failing to be represented at an Annual General Meeting or any other General Meeting called in accordance with the Rules without satisfactory reason being given shall be fined in accordance with the Fines Tariff. Whenever required to do so all Club Managers, or an Assistant Manager, will be required to attend in person any General Meeting of Clubs to receive a presentation by the Board. Failure to do so without just cause shall be a breach of these Rules and be dealt with in accordance with the Fines Tariff.
- 2.20 The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination.
- 2.21 The Competition and each Club does not and must not by its rules or regulations or in any manner whatsoever unlawfully discriminate against any person within the meaning and scope of the Equality Act 2010 or any law, enactment, order or regulation relating to discrimination (whether by way of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability, or otherwise).
- 2.22 The Competition and each Club shall make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability, or otherwise.
- 2.23 Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate sanctioning Association for investigation.

3. MEMBERSHIP – ANNUAL SUBSCRIPTION

- 3.1 Any Club applying for membership of the Competition shall submit to the Competition a fully completed Membership application form and the application fee.
- 3.2 Clubs which have qualified for membership of the Competition must confirm their acceptance of membership on the appropriate Competition form to be received by the Competition at least 21 days prior to the next Annual General Meeting of the Competition accompanied where appropriate by the membership fee.
- The annual subscription shall be paid by each Club to the Competition no later than 7 days after the Annual General Meeting of the Competition in each year.

4. POWER OF THE BOARD

- 4.1 The Board shall have power to deal with all matters of management of the Competition covered by the Rules. The Board shall conduct the business of the Competition and shall meet as often as is necessary for this purpose.
- The Board may appoint such committees as it deems appropriate which shall be fully empowered to act on the Board's behalf subject to ratification by the Board. 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.
- 4.2 Save where specifically provided otherwise in these Rules, the Board shall have power to apply, act upon and enforce these Rules and shall have jurisdiction over all matters affecting the Competition or the Competition including any not provided for in these Rules.
- 4.3 All decisions of the Board shall be binding, subject to a right of appeal to The FA pursuant to Rule 17. Decisions of the Board must be notified, in writing, to all concerned within fourteen days of the making of such decision.
- Upon becoming aware of any breaches of these Rules the Board shall write to the entity suspected of a breach formally charging the party giving at least 7 days' notice of the time, date and venue of the meeting at which the charge shall be considered.
- The party charged will respond in writing to the Board within 7 days stating whether or not the charge is admitted and in default the Competition will deal with the case on the evidence it has at the time. If the charge is disputed or if the party admitting the charge wishes to present a plea in mitigation, it shall have the right to a personal hearing. The party charged also has the right to waive the 7 day requirement and allow the charge to be considered in less than 7 days after the party has been charged.
- If the party charged disputes the charge or wishes to have a personal hearing to present a plea in mitigation then it shall submit its case in writing to be received by the League Secretary at least 7 days prior to the date of the meeting set to consider the charge and in default the Board will be at liberty to proceed to hear the charge without the benefit of written submissions from the party charged.
- 4.4 Where the Rules provide for the imposition of a financial penalty under the Fines Tariff then the Notice of Charge given by the Board under Rule 4.3 above shall refer to the penalty provided for in the Fines Tariff.
- If the Rule provides that the penalty for such a breach is in the discretion of the Board then the notice shall also state as such. If the penalty set by Rules is not a financial penalty then such penalty must still be referred to in the Notice of Charge.
- All breaches of the Laws of the Game Rules and Regulations of the Football Association shall be dealt with in accordance with FA Rules by the appropriate Association prior to any action by the Competition in accordance with FA Regulations.

- 4.5 All fines and charges imposed by the Board shall be received by the Competition within twenty-eight days of the date of notification of imposition (unless otherwise ordered). Any Club or person breaking this Rule shall be liable to such penalties as the Board may impose.
- 4.6 If a Club fails to comply with an order or instruction of the Board within fourteen days of notification of such order or instruction, or within fourteen days of an operative date specified in that order or instruction, it shall not be allowed to play or take part in the business of the Competition until the expiry of 7 days from the day the order or instruction is complied with.
- 4.7 Except where otherwise mentioned, all communications shall be addressed to the Competition Secretary, who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- 4.8 A Club must at all times attend satisfactorily to the business of the Competition and/or the correspondence of the Competition or Competition.
- 4.9 If a Club is asked to submit a report in relation to any alleged violation of these Rules it may have a personal hearing, providing it notifies its intention of such within fourteen days of the date of notification from the Competition, or the case will be dealt with in its absence.
- 4.10 The Board shall have the power to arrange representative matches at their discretion.
- 4.11 A match may be played each season between two clubs nominated by the Board. All matters concerning the match will be decided by the Board including the distribution of proceeds of the match which, usually, will be donated to a registered Charity.
- 4.12 In the event of any issue concerning the membership of any Club with the Competition the Board may require a Bond 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.**

5. INTERESTS IN MORE THAN ONE CLUB

Except with the prior written consent of the Board no person, Competition or business institution (including insolvency practitioners) may at any time be interested in more than one Club or in a Club and any other club playing in a Competition sanctioned by The FA. The definition of "interested" shall be the same as provided for by the Rules of the FA Challenge Cup Competition in force from time to time.

6. REGISTRATION OF PLAYERS

6.1 A QUALIFYING PLAYER REGISTRATION

The Football Association's rules will apply in respect of all matters concerning players.

- 6.1.1 A Player is one who has signed a Registration Form supplied by the Competition (such signature to be witnessed by a second person) and where:-
- the form has been completed and signed by an Officer of the Club and
 - has been approved and registered by the Competition and
 - a registration number has been allotted.

A Player will only be eligible to play in a match organised by the Competition if his registration form; transfer form, or loan transfer form, has been received by the Competition not less than four hours before the scheduled kick-off of the match in which the player is required to play and found to be in order, and so registered. It is the responsibility of all Clubs to ensure any player signing a registration form has, where necessary, the required International Clearance Certificate. Clubs are also responsible for all players being correctly registered before fielding any player. Failure to do so constitutes misconduct and the Club will be charged with fielding an ineligible player.

Registration forms will be made available to Clubs by the Competition and charged in accordance with the fees tariff. The status of a player must be clearly stated on the Registration Form. The Registration Form must be received at the Competition Office within five days of having been signed by the Player.

The registration of a Player will be valid from the date of registration to the end of that Playing Season only or, if in the case of a Contract or Loan Player whose contract or loan expires before the end of the Playing Season, for the term of the said contract or loan.

- 6.1.2 A Player may only play under his correct status. Any change of a Player's status during the currency of a registration must be notified to the Competition within five (5) days of the change of registration being affected.

In the event of a Player changing his status with the same Club either from Contract to Non-Contract or from Non-Contract to Contract then that Player must sign a new registration form and be re-registered. In default the Player re-registering will be ineligible to play in a match under the jurisdiction of the Competition and Rule 6.9 will be applied in such circumstances where a Club is found guilty of playing a Player who has changed status without re-registering.

A Player whose registration under Contract is cancelled by mutual consent and immediately re-registered by the same Club or a different Club on a non-contract basis shall not subsequently be registered as a Contract player with the Club for which his Contract was cancelled, within three months of the date of the cancellation except with the consent of the Board.

- 6.1.3 The Board shall have the power to make application to refuse or cancel the registration of any Player charged and found guilty of undesirable conduct subject to the right of Appeal to the FA 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.

(Note:- action under this clause 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 purposes 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.)

- 6.1.4 The Board shall also have the power to place an Embargo on the registration, transfer or loan transfer of Players by any Club deemed to be in breach of these Rules. Where a Club has been subject to an Embargo that is ongoing (if applied by the Competition or another) then the Embargo shall continue to apply until the Club can demonstrate to the satisfaction of the Board that the circumstances that resulted in the Embargo no longer apply.**

6.2 REGISTRATION PERIOD

- 6.2.1 After 5.00pm on the 31st March each season new registrations, new loans, and transfer of registrations will be declined or will be approved subject to such limitations and restrictions as the Board may determine and, if so determined, the Player shall only be eligible to play in the matches for which permission is granted by the Board.

6.3 PLAYER STATUS

- 6.3.1 The status of a player may be:-

- Contract Player
- Non-Contract
- Work Experience
- Scholar
- Short Term Loan
- Long Term Loan
- [Emergency Loan
- Youth Loan]

- 6.3.2 Unemployed Player (relevant only to Conference National Division)

6.4 REGISTRATIONS AND REGISTRATION PROCEDURES

- 6.4.1 A Player will only be eligible to play in a match organised by the Competition under these Rules if the appropriate form is received by the Competition (including electronically) at least four (4) hours before the scheduled kick-off time of such match. No Player whose registration, including Loan registrations, is received less than four (4) hours before the match organised by the Competition in which he is required to play will be eligible. Any loan registration must also be approved by the Football Association before that Player can be considered eligible to play.

Where a registration form is sent to the Competition electronically, e.g. email, the originating form must subsequently be received by the Competition within five (5) days of the sending of the electronic transmission. In default of this Rule the player shall not be eligible to play in the Competition unless and until a valid registration form is received. The form when received must contain the same information as that received by email. Any Club deemed to have falsified any form will be deemed to have played an ineligible player and will be dealt with in accordance with Rule 6.9.

The registration of a Player by electronic transmission is not automatically valid and it is the responsibility of the Club to ensure the player is NOT registered with any other Club. When the Player involved was previously registered with another Club it is necessary for that Club to complete the standard Competition transfer form or to have completed the standard Competition cancellation of registration form prior to or at the same as the registration to the new Club.

- 6.4.2 Each Club must have at least eleven (11) Players registered fourteen (14) days before the start of each Playing Season.
- 6.4.3 A registration form, when submitted to the Competition, must be accompanied by the financial details, i.e. the appropriate page of the contract for Players under written contract or the standard Competition form for Players not under written contract.
- 6.4.4 In the event of a Player signing registration forms for more than one Club, priority of registration shall decide for which Club he is entitled to play. The Club submitting the latter form shall be notified of the prior registration of the Player, and the circumstances under which the registration forms were signed shall be investigated by the Board. Any Player found to have signed registration forms for more than one Club, or any Club found to have knowingly induced a registered Player of another Club to sign a registration form, shall be dealt with by the Board in such a manner as it shall think fit.
- 6.4.5 Except when specific approval has been given by the Board a Club cannot sign or transfer more than one Player, contract or non-contract, from another Club at any one time unless a period of 14 days has elapsed between each signing.
- 6.4.6 If a non-contract Player also registers for a club not in membership of the Competition, his registration for the Competition may be retained by the Club.
- 6.4.7 A Club may register any number of Work Experience players but only two (2) may play in any one match, in accordance with FA Rules.
- 6.4.8 A Club may name up to a maximum of five (5) players on a Team Sheet who are either Short Term Loan, Long Term, or Work Experience.
- 6.4.9 The Competition may, at its discretion, refuse any further registration of players, i.e. place under a registration embargo, any Club which has not completed payment of a transfer or loan arrangement made with another Club (or club) or arranged for the payment to be adequately secured. The Club (or club) which holds the Player's Contract will continue to pay the Player in accordance with his Contract.

6.5 TRANSFERS

- 6.5.1 The transfer of a registration of a Player under written Contract from one Club to another must be in writing, on the Competition transfer form, signed by the Contract Player and the two Clubs, and the form must be forwarded to the Competition for approval and registration. Such Contract Player does not become a bona-fide Player of the Club seeking his transfer until the form has been approved and registered by the Competition. The registration of a Contract Player whose Contract is cancelled by mutual consent shall be automatically cancelled upon receipt by the Competition of a copy of the relevant FA form.

Where a Club cancels the registration of a Player, Contract or Non-Contract, for any reason whatsoever, the Club must notify the Competition immediately, in writing. To be valid such notification must be signed by an authorised signatory of that Club.

- 6.5.2 The transfer of a registration of a Non-Contract Player from one Club to another must be in writing, on the Competition transfer form, signed by the Non-Contract Player and the two Clubs, and the form must be forwarded to the Competition for approval and registration. Such Non-Contract Player does not become a bona-fide Player of the Club seeking his transfer until the form has been approved and registered by the Competition. A Non-Contract Player whose registration for a Club is cancelled or transferred for any reason whatsoever cannot, without the consent of the Board, return to his original Club until a minimum of fourteen (14) days has elapsed from the date of the cancellation or transfer.
- 6.5.3 A Club cannot register the transfer of a Contract Player or Non-Contract Player unless that Player has been registered with the transferor Club for at least 14 days, unless that Player is a goalkeeper.

6.6 TEMPORARY TRANSFERS (LOANS)

6.6.1 Short Term Loans and Long Term Loans of Contract players shall be allowed to or from Clubs in membership of:-

- The Premier League
- The Football League
- The Football Conference
- The Isthmian Football League
- The Northern Premier League
- The Southern Football League
- Any other Leagues which have been authorised by the FA

on such terms and conditions as shall be mutually agreed by the two clubs and the player. For Loan Transfers between Clubs in the same Competition the transfer must be completed on the National League System Temporary Transfer Form. For Loan Transfers between Clubs in different Competitions the transfer must be completed on FA Form H3 together with a registration form applicable for the Competition of the transferee club.

The player being taken on loan, must sign a Competition contract registration form which will be valid for the full period of the loan, including any extension to the loan period. The Competition's standard cancellation form must be used to prematurely end the temporary transfer period. The temporary registration for the borrowing Club will automatically be deemed to be cancelled upon maturity of the temporary transfer period.

Where a Short Term Loan, expires, and is not renewed simultaneously, any subsequent Short Term Loan, of that Player to the same Club will be subject to a minimum duration of 28 days.

No more than four (4) Players (Short Term or Long Term) may join one Club from another Club (or club) in any Playing Season.

6.6.2 Short Term Loan Transfers – A Club can have up to a maximum of twelve (12) Short Term Loans during a Playing Season. The minimum period of a Short Term Loan transfer must be twenty-eight (28) days with a maximum of ninety-three (93) days in any one Playing Season. The Competition shall not approve more than two (2) Short Term Loan transfers to or from any one Club, including Premier League and Football League Clubs, at any one time.

On completing the National League System Temporary Transfer Form or FA form H3, a Club must send the original to the FA, one copy to the Competition, and a third copy to the secretary of the League with which the player is registered.

To extend the period of any Short Term Loan transfer a further National League System Temporary Transfer Form or FA form H3 must be completed and copies sent as directed above. If the Short Term Loan transfer is extended only the Club for whom the Player was originally registered will be allowed to cancel the agreement at any time within the extension period, i.e. after 28 days. In the case of a goalkeeper Clubs may mutually agree, if they so wish, to include a recall clause in the agreement to enable the Club for who the Player was originally registered to recall the Player at any time during the loan period. Players other than goalkeepers may not be recalled within the first month, i.e. 28 days, of any loan.

Any Short Term Loan transfer which may terminate after the last day for registrations may be extended for a further period provided the maximum period of 93 days is not exceeded.

Short Terms Loan Transfers which become permanent before their expiry date shall not count against a Club's quota of days or Players.

6.6.3 Long Term Loan Transfers – Clubs may have up to a maximum of four (4) Long Term Loan Transfers of any age during a Playing Season. Long Term Loan Transfers shall be for a full Playing Season; or from any date prior to 31st August to any date between 1st and 31st January; or from any date between 1st and 31st January (the January transfer window) to the end of the Playing Season.

A Player on Long Term Loan may not be recalled, except for a goalkeeper or where the Player is to be transferred permanently by the Club (or club) holding his registered contract. A Player other than a goalkeeper so recalled cannot be permitted to play for the Club (or club) holding his registration after such recall until the end of the Playing Season. Players so recalled can only be replaced by a further Long Term Loan with permission from the Competition. Long Term Loan Transfers will not count against the number of Short Term Loan Transfers.

To extend the period of any long term loan transfer a further National League System Temporary Transfer Form or FA form H3 must be completed and copies sent as directed above.

The Competition shall not approve more than two (2) Long Term Loan transfers to or from any one club, including Premier League and Football League Clubs, at any one time.

6.6.4 Emergency Loan Transfers (applicable to Conference National Clubs)

6.6.5 Youth Loan Transfers

6.7 CLUB LIST OF PLAYERS AND TRANSFER LIST

[Clubs shall furnish the Competition Secretary by 1st June with the following details:

- 6.7.1 a list of Contract Players whose agreements do not terminate at the end of the current season;
- 6.7.2 a list of contract Players in respect of whom the Club has exercised its option in accordance with Football Association Rule C1 (j);
- 6.7.3 a list of Contract Players in respect of whom the existing agreements do not include an option to renew but which the Club is desirous of offering further engagements, in accordance with Football Association Rule C1 (j);
- 6.7.4 a list of Contract Players in respect of whom the Club has exercised its option in accordance with Football Association Rule C1 (j) but whose registration the Club is prepared to transfer;
- 6.7.5 a list of Contract Players the Club has released;
- 6.7.6 a list of all Players whose registration the Club wishes to be cancelled;

Clubs shall also complete the standard Competition forms and return these by this date.

A Club relegated from the Football League Limited shall advise the Competition Secretary by 30th June the names of Players retained by that Club for the season, taking into consideration the contents of Football League Rule 53.]

6.8 SUBSTITUTE PLAYERS

A Club at its discretion may use three substitute Players at any time in a match. Substitution can only be made when play is stopped for any reason and the Referee has given permission. When a Club is making a substitution it shall use a Board to show the number of the Player to be substituted and the number of the substitute Player.

A maximum of FIVE SUBSTITUTES may be nominated and they must be included on the official Team Sheet handed to the Referee before the match in accordance with Rule 8.11.1. A substitute may not be used to replace a Player who has been suspended from the match by the Match Officials.

If a Player does not take part in the match for which he is a nominated substitute he shall be deemed as not having played for the Club in that match.

6.9 PLAYING AN INELIGIBLE PLAYER

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 12 points**, and have levied upon it a fine. **The Board may also order that such match or matches be replayed on such terms as are decided by the Board which may also levy penalty points against the Club in default.**

The Competition 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.

6.10 FINANCIAL ARRANGEMENTS

- 6.10.1 Subject to clauses 6.10.2 to 6.10.7 and to the Rules and Regulations of The FA, a Club may negotiate a financial arrangement with its Players.
- 6.10.2 All Players under a written contract must be registered with the Competition and The FA.
- 6.10.3 All payments and benefits due and/or made to the Player must be shown in the contract.
- 6.10.4 All payments made to Players must be made by the Club and fully recorded in the accounting records of the Club.
- 6.10.5 All salaried payments (whether to Contract or Non-Contract Players) must be subject to PAYE and National Insurance.
- 6.10.6 All salary payments due on written Contracts must be stated gross, before PAYE and National Insurance deductions.
- 6.10.7 Any Players paid expenses should be reimbursed via an expense claim form. The club should retain all expense records in a format acceptable to the delete HM Revenue and Customs.

7. CLUB COLOURS

- 7.1 On or before a date specified by the Competition each year, every Club shall notify the Competition Secretary, in writing, of details of their first choice colours for outfield players and their goalkeeper (shirts, shorts and socks) and such details shall be printed in the Handbook published by the Competition for the ensuing Playing Season.

The colours registered by each Club shall be worn during the following season when playing at home. Shirts must be numbered 1 to 11 and substitute shirts 12 to 16 (or 17 where 13 is excluded) such that the numbers can be clearly identified by officials and spectators. Striped, hooped or otherwise patterned shirts shall have numbers affixed to contrasting patches or numbers in a contrasting colour with bold outline. No changes to the first choice colours or combination of colours shall be permitted without the consent of the Board.

- 7.2 **When playing away from home, clubs must play in colours (shirts, shorts and socks) which are clearly distinguishable from those of their opponents and the Match Officials, in particular the goalkeeper must play in kit clearly distinguishable from the colours of the shirts worn by all other Players in the match and the Match Officials.**

Neck and cuff rim colours on shirts are not regarded as basic colours for the purpose of this Rule. Subject to the foregoing a Club may, if it wishes, wear colours not registered with the Competition for away matches. It is the responsibility of the visiting Club to check that their colours will not clash.

The goalkeeper may wear tracksuit trousers acceptable to the Match Referee.

- 7.3 No Club shall be permitted to register or play in shirts the colour of which is likely to cause confusion with the outfits worn by the Match Officials (i.e. black or dark blue).
- 7.4 The Players' shirts must be clearly numbered in accordance with the Team Sheet handed to the match referee before a match and there must be no change of numbers during the match except for a change of goalkeeper or if permitted by the match referee because of a blood injury.
- 7.5 The Captain shall wear a distinguishing armband provided by the Competition to indicate his status.
- 7.6 Both sleeves of the shirts of all Players in matches played under the jurisdiction of the Competition shall carry a Competition logo as supplied by the Competition on an annual basis if so decided by the Board.
Shirt advertising must comply with FA Regulations.
- 7.7 The colours of clothing worn by ballboys/girls must not clash with the colours of either competing Club and the Match Officials.

8. PLAYING OF MATCHES.

- 8.1 The Board shall fix the date on which the Playing Season shall commence.
- 8.2 All matches shall be played under the Rules and Regulations of The FA and in accordance with the Laws of the Game as determined by the International Football Association Board.
- 8.3 Clubs taking the field of play – For all matches under the jurisdiction of the Competition, Clubs shall be required to enter the field of play together, preceded by the Match Officials, not less than 5 (five) minutes before the advertised time of kick-off.
- 8.3.1 All matches shall be of ninety minutes duration. The half time interval in all matches shall not exceed fifteen minutes. Any match which is not of ninety minutes duration may be ordered to stand as a completed match or replayed for the full period of ninety minutes or be awarded to the Club not at fault, as the Board may decide, on such terms as the Board shall decide.

- 8.3.2 In the event that a match is abandoned before half time the Club playing at home will issue a voucher to each spectator valid for free admission if the match is ordered to be replayed. In the event that the match is abandoned during or after the half time interval the Club playing at home is not obliged to issue such a voucher.
- 8.3.3 In the event that a match is abandoned for reasons over which neither Club has control the Club playing at home shall retain the gate receipts for such uncompleted match and the Board shall determine the terms upon which any replayed match shall be played.
- 8.3.4 In the event of a match being abandoned due to the conduct of one Club or its members or supporters the Board has the power to order that the match is not replayed and to award either one or three points to the Club not at fault. It cannot levy a financial penalty due to the conduct of a Club.
- 8.3.5 In the event of the match being abandoned due to the conduct of both Clubs or their members or supporters no financial penalty can be applied by the Board to either Club and the Board shall determine whether the original match stands as a completed match or is replayed and, if replayed, the terms upon which the match is to be replayed.
- 8.3.6 In the event of a match having to be postponed and one Club is found to be at fault then opponents for that match shall be compensated by the Club at fault. In the case of a visiting Club where it has undertaken all or part of its journey then travelling expenses and meal allowances may be claimed based on the total mileage involved in the whole journey. In exceptional circumstances, expenses for overnight accommodation up to a maximum of 18 persons may be claimed. **In some instances compensation may also be claimed when neither of the Clubs is at fault. The Board will determine the amount of compensation payments to be made, if any.**
- All claims for compensation by either Club in the case of either an abandoned match or a postponed match must be received by the League Secretary within 14 days of the date of the match to which the claim relates.**
- 8.4 In the event of the match being postponed, not completed or abandoned, the home Club must immediately telephone or text the Competition results service, the Competition Secretary and, in the case of a match postponement, the Appointing Authority, the visiting Club and the Match Officials. When a postponement occurs in any FA or County Cup competition, the home Club, if two Clubs are playing the tie, or the Club if the match involves a team outside of the Competition, must also follow this procedure.
- 8.5 Each Club must take every precaution to keep its ground in good playing condition and amenities (including floodlights) in good working order and complying with the Criteria Document throughout the Playing Season.
- 8.6 Where a match has been postponed for any reason, The Competition Secretary shall determine the new date.
- Any Club without just cause failing to fulfil an engagement to play a Competition match on the appointed date shall for each offence be liable to expulsion from the Competition and/or such other disciplinary action the Board may determine, including the deduction of up to a maximum of three points from the offending Club's record, any expenses incurred by their opponents, and a fine.
- In the event of a Club being in breach of the previous paragraph of this Rule then the Board may award points to the Club not at fault as if the match had been played and the League table shall reflect the position as if the match had been played with the result awarded by the Board.
- 8.7 The postponement of matches due to ground conditions must be carried out in accordance with Rule 15.2.
- 8.8 All Clubs must have a mobile telephone and an email address operational at all times. These will be listed in the Competition Handbook unless a Club requests otherwise.
- 8.9 Each Club shall be prepared to kick-off at the scheduled time unless a satisfactory explanation is offered. Any Club commencing a Competition match with less than 11 Players may be subject to a fine. Each team participating in a match shall represent the full available strength of each competing Club.
- 8.10 When a Club obtains the consent of the Board to postpone a fixture because of an epidemic affecting the availability of their players, that Club shall be liable to pay any direct expenses incurred, if any, to the opposing Club. The amount of claim will be at the discretion of the Board. Requests for the postponement of a match for any reason will not be considered more than forty-eight hours before the scheduled time of kick-off.
- Medical certificates for those Players affected, signed by the Players' own doctor, must be forwarded to the Competition Secretary within fourteen days of the postponement, along with a full list of contract and Non-Contract Players currently registered by the Club at the date of the match which was postponed, giving full reasons against each name for the Player's unavailability.
- 8.11.1 Each Club must hand the Team Sheet containing name(s) of Players taking part in a match (including the name(s) and number(s) of the nominated substitute(s) to the Referee and a representative of their opponents in the presence of the Referee at least forty five minutes before the scheduled time of kick-off. The Players' numbers (in accordance with Rule 7) and the colours of the playing strip must be clearly stated. Any Clubs in breach may be fined.
- 8.11.2 Any Club altering its team selection or numbering after Team Sheets have been exchanged may be fined. A Player who is named on the Team Sheet may be replaced without fine if he is injured warming up after exchange of the Team Sheet. Any subsequent changes must be notified to the referee and to a representative of the opponents before the actual kick-off.
- 8.12.1 The home Club shall advise the visiting Club and the Match Officials of the date and time of kick-off of each match **and the team colours, including the colour of the goalkeeper's jersey, it will be wearing**, to be received at least five days prior to the match and the visiting Club and the Match Officials must acknowledge receipt to be received at least three days before the match.
- The visiting Club must include in its acknowledgement the team colours, including the colour of the goalkeeper's jersey, it will be wearing.**
- 8.12.2 Where a match is re-arranged or cancelled after the officials have been appointed, it is the duty of the home Club to notify the officials of the cancellation of their appointments immediately. Clubs in default of this Rule may be subject to any action decided by the Board.
- 8.13 The standard kick-off times shall be as follows:
- Saturday matches - 3.00 pm*
- Midweek matches - 7.45 pm unless a Club notifies the Competition Secretary in writing before the commencement of each Playing Season to state that it wishes all its home midweek matches to kick off at 7.30pm. All agreed changes to time of kick-off to be notified to the Board immediately for confirmation.*

Clubs with ground sharing agreements must arrange for home matches to be played on Friday, Saturday or Sunday. If a clash of fixtures occurs with the sharing Club and for any reason a match is unable to be played on a Saturday, the match must be played on either the day before ie on Friday, or the day after ie on Sunday. If Clubs are unable to agree on the date then it will be played on the Sunday unless the Board decides otherwise. The decision of the Board shall be final and binding.

To re-schedule a midweek fixture for an evening other than a Club's usual midweek night will require written agreement of both Clubs and the Competition Secretary.

The Competition Secretary reserves the right to amend scheduled fixtures and kick-off times to meet television requirements as necessary. Notification will be provided by the Competition Secretary in writing to both Clubs for fixtures so rescheduled.

8.14 All matches shall be played on the home and away principle and the Board shall determine how the fixtures shall be arranged. Such fixtures shall take precedence over all competitions in which a Club may engage, with the exception of:-

- The FA Challenge Cup/Welsh Cup.
- The FA Challenge Trophy/Vase Competition.
- The Senior Cup Competition for which the Club is eligible, of the Affiliated Association to which it was first affiliated (except Football Conference National Division).

Clubs playing in The FA of Wales Challenge Cup, or an Affiliated Association Cup Competition which allows the option to play the tie mid-week, must arrange the match to avoid interference with Saturday fixtures, providing the opposing club drawn at home has suitable floodlighting. This applies to ALL Clubs who play in a League competition which forms any part of the National League System of Football outside the Football League.

Scheduled Saturday fixtures must not be re-arranged without permission of the Competition Secretary. This excludes FA Cup, FA Trophy and FA Vase matches. Clubs may be ordered to re-arrange outstanding matches, at the discretion of the Board, and where necessary their prospective opponents instructed accordingly. Clubs with open dates on Saturdays may be instructed to play any outstanding Competition fixture on such date. A minimum of 3 days' notice will be given in respect of any such re-arrangement.

8.15 A Club may not enter its first team in any outside competition, other than those listed in Rule 8.14, without the prior permission of the Board. The Competition Secretary must be informed of all fixtures, postponements and results of all matches played in any other competition.

8.16 The Board shall determine the policy of the Competition for the issuing of match day passes.

8.17 The Board may change any Competition fixtures during the season to suit the overall interests of the Competition and shall have the power to decide whether a ground is suitable for Competition matches and to order a Club whose ground is deemed unsuitable to play its home matches at an alternative suitable ground.

8.18 Three weeks' notice is required from Clubs wishing to re-arrange a Saturday match to Friday evening or Sunday. A request made in less than this period of time will only be considered by the Board in exceptional circumstances and granted at their sole discretion.

8.19 All Competition matches shall be arranged as soon as practicable. The copyright in all lists of arrangements of such fixtures shall be vested in the Competition.

8.20 The home Club shall be responsible for notifying the Competition immediately following the conclusion of each home Competition match the result of that match together with the attendance, the times of all goals scored in the match and the scorer of each goal. In any FA or AFFILIATED ASSOCIATION Competition the home Club if two Clubs are playing the tie, or the Club if the match involves a team outside of the Competition, must also follow this procedure.

8.21 The home Club is responsible for publishing a full match programme acceptable to the Board for each of its Competition matches. A Team Sheet will not be considered sufficient to comply with this Rule.

The visiting Club must send in writing to the home Club details of the proposed team they plan to field together with their Club history and up-to-date pen pictures of their current Players registered with the Competition for the season [and the latest team photograph] at least five days before the scheduled date of the match between the two Clubs.

The home Club programme must include the details sent by the visiting Club in the match day programme.

Clubs will be responsible for all comments in their match day programme in respect of the Competition, the Competition or other member Clubs, notwithstanding any disclaimers to the contrary. No part of a Club's programme issued for a match in any competition shall, in the opinion of the Board, bring the Competition or the Competition into disrepute.

All Clubs will be responsible for their official website or similar computer related information system, which is within the public domain. Nothing shall be included on the website which in the opinion of the Board brings the Competition or the Competition into disrepute.

8.22.1 In all Competition Matches, the number of Clubs Players and officials seated on the team benches, in the designated technical area, must not exceed 11 unless the team bench facility provides more than 11 individual seats.

8.22.2 Only one person at a time has the authority to convey tactical instructions to the Players during the match from within the technical area.

8.22.3 All team officials and substitutes seated on the bench shall be listed on the official Team Sheet when it is submitted to the Match Officials. Only those persons listed on the official Team Sheet shall be permitted in the technical area.

8.22.4 The occupants of the technical area must behave in a responsible manner at all times. Misconduct by occupants of this area will be reported by the Referee to The FA, who shall have the power to impose sanctions as deemed fit.

8.22.5 With the exception of the team manager, the team coach and any substitutes who are warming up or warming down, all other personnel are to remain seated on the trainer's bench. The team manager or team coach is allowed to move to the edge of the technical area to issue instructions to his team.

8.22.6 All team managers and team coaches in the technical area must wear the corporate bench kit supplied to each Member Club. Failure to wear the bench kit will result in a fine. The only exception would be the Team manager who will be allowed to wear suits and overcoats not displaying any sponsorship logos.

8.23 Match Videos.

Applicable to National League clubs only

9. PLAYERS' AGENTS

- 9.1 A Players' Agent cannot have an involvement in any Club in an official capacity (as defined by the Board) nor may he hold office with the Competition.
- 9.2 All Clubs must comply with The FA Regulations concerning Players' Agents.

10. FINANCIAL RECORDS

- 10.1 All Clubs shall keep their accounting records for recording the fact and nature of all receipts and payments so as to disclose with reasonable accuracy, at any time, the financial position including the assets and liabilities of the Club.
- 10.2 The home Club shall retain all gate receipts. Where a match is declared all ticket the Away [visiting] Club shall be entitled to 10% of the total number of tickets available or a minimum of 600, whichever is the greater, subject to any stipulation by the relevant safety authority affecting these figures.

Clubs must ensure that all gate receipts are fully and properly recorded and accounted for in the accounting records of the club.

Clubs should have a system in operation for home games that enables them to accurately report on the following;

- A record of all tickets sold in advance
- A reconciliation of cash received by category of entrant through each turnstile
- The number of entrants through each turnstile
- A schedule of the numbers admitted to parts of the stadium that do not pass through a turnstile
- A list of complimentary tickets authorised

This documentation should be reconciled to the overall takings and declared attendance for each home game.

- 10.3 For Competition league matches only, the travelling expenses of match officials shall be pooled, each Club rendering on the match report details of all payments made. The Competition shall, at the conclusion of the season, divide the total cost of officials in each division by the total number of Clubs in that division and where the total payment made by the Club is less than the equal share of the pool, the Club shall pay the difference within 14 days of the date of posting of the written notification to the Club. Where the sum paid by the Club is more than the equal share of the pool, the Club will be reimbursed from the pool of monies received from all the other Clubs.
- 10.4 In the event of a transfer of a Player where a consideration is agreed, the consideration can only be paid between the two clubs (the transferor and transferee clubs).
- The full name of each contracting club should be stated in the transfer agreement. The full consideration involved must be recorded in the accounting records of both clubs.
- 10.5 Any Club temporarily transferring a Player's registration to another club should invoice the receiving club in accordance with the terms of the loan agreement. The Player concerned should remain on the payroll of the Club holding his permanent registration for the period of the loan.
- 10.6 All loans extended to a Club must be documented in full in the accounting records of the Club. Documentation supporting each loan must be retained and should include the following information:-
- The value of the loan
 - The length of the loan
 - The interest rate charged, and whether this is fixed or variable
 - Repayment terms
 - The full names of the individual or corporate body extending the loan
 - The terms in the event of a default on the loan

The document should be signed by two directors, Officers or Executive Committee Members who are independent of the party extending the loan.

- 10.7 Within nine months of its accounting reference date, each Club shall submit to the Competition a copy of its full financial statements as presented to its members/shareholders with confirmation that the accounts have been approved at a duly convened general meeting.

11. FOOTBALL CREDITORS

Where a Club defaults in making any payments to any Football Creditor, the Club shall be subject to such penalty as the Board may decide.

12. RESULT/REPORT FORMS

Each Club shall submit the fully completed copy of the appropriate match result forms by first class post (in an envelope showing a postmark within 3 days of the match), or email to the Appointing Authority and the Competition. When a Club considers that the Referee has discharged his duties incompetently and awards a mark of 60 or less, a detailed report must be sent to the Appointing Authority within three days of the match by first class post. Clubs in default of any provision of the Rule will be subject to a fine for each offence.

Add rule 12a

By decision of the Annual General Meeting, match report forms may be required to be sent online. If so then all players details must be uploaded. (awaiting FA approval)

13. CHAMPION, RELEGATION

- 13.1 Three points will be awarded for a win at home or away and one point for a drawn match at home or away.

- 13.2 At the end of the Playing Season of each competition a table will be compiled showing the playing record of each Club in each division of the Competition. The playing record of each Club must include any points deduction made by the Competition or by the FA and in any situation where points per game are calculated the calculation will be made after taking into account the deduction of any such points.
- The position of each Club in the table so compiled shall be determined in order with the Club being awarded the highest number of points being first and the Club being awarded the second highest number of points being placed second and so on. In the event of two or more clubs being awarded the same number of points the highest placed Club shall be decided as follows:
- 13.2.1 Goal difference – The goals scored against by each Club shall be deducted from the goals scored by that Club and the largest positive and smallest negative difference shall be placed the highest.
- 13.2.2 In the event of the goal difference being equal the highest placed Club shall be the Club which has scored the most goals;
- 13.2.3 In the event that two or more Clubs have the same goal difference and have scored the same number of goals then the highest placed Club shall be the Club which has won the most matches.
- 13.2.4 In the event of the two Clubs still being equal the Club which has the better playing record against the other Club in their head to head Competition matches during the Season will be the highest placed Club.
- 13.2.5 If the records of two or more Clubs are still equal and it is necessary for any reason to determine the position of each then the Clubs concerned shall play off a deciding match or matches on a neutral ground or grounds with the net gate money after deducting the usual matches expenses being divided equally between the two competing Clubs.
- 13.3 Promotion, relegation and lateral movement of Clubs shall be in accordance with the principles established by the Leagues Committee of The FA.
- 13.4 each League to insert provision for promotion and relegation not covered by NLSC
- 13.5 If no Clubs are eligible or wish promotion, the number of Clubs to be relegated will be reduced.
- 13.6 In the event of a Club, not being placed in a relegation position at the end of the season, wishing to resign from the Competition at the end of the season, or having been removed from membership under the Articles the number of Clubs to be relegated shall be reduced accordingly.
- 13.7 In the event of a Club opting to be relegated or being removed from membership under the Articles such Club or Clubs will replace the Club or Clubs otherwise due for relegation in accordance with Regulation 5.4 in the Regulations for the Establishment and Operation of the National League System.
- 13.8 If any Club ceases to operate between the annual general meeting of the Competition and the commencement of the following Playing Season, no adjustments to the number of Clubs participating in the Competition will be made. The remaining Clubs will participate in the Competition for that season.
- 13.9 A Club which for any reason ceases to operate at any time during the Playing Season may have its playing record expunged, and any monies due to them from the Competition shall be forfeited. From the date of the withdrawal no further payment shall become due to them. From the date of the withdrawal, that Club shall cease to be a member of the Competition.

14. **INSOLVENCY PROVISIONS**

14.A. **SPORTING SANCTIONS**

- 14.A.1 If an Insolvency Event shall occur in relation to any Club that Club shall be deducted 10 (ten) points. The deduction shall be made forthwith on the happening of the first Insolvency Event.
- 14.A.2 Where a Club takes or suffers an Insolvency Event:-
- 14.A.2.1 during the Playing Season but prior to 5:00 p.m. on the fourth Thursday in March, the points deduction shall apply immediately;
- 14.A.2.2 during the Playing Season but after 5:00 p.m. on the fourth Thursday in March then Rule 14.3 shall apply; and
- 14.A.2.3 outside the Normal Playing Season, the points deduction shall apply in respect of the following Season such that the Club starts that Season on minus 10 points (including a Club or Clubs Relegated from the [..] League, where such Club shall be subject to Rule 14 of the [] League Rules or where it has been necessary under the National League System Regulations for a Club or Clubs to be moved from one league to another and such Club would have been subject to Rule 14).
- 14.A.3 Where the circumstances set out in Rule 14.2.2 apply and at the end of that Playing Season, having regard to the number of Competition points awarded (ignoring any potential deduction):-
- (a) the Club would be relegated in accordance with The [....] League Rules, the points deduction will apply in the next following Season; or
- (b) the Club would not be relegated as aforesaid, the points deduction will apply in that Playing Season and [....] League Rules will then apply (if appropriate) following the imposition of the points deduction.
- 14.A.4 For the purposes of this Rule 14
- a) where any Insolvency Event is taken or suffered other than on a Business Day (as defined by the Insolvency Rules 1986 as amended from time to time) then for the purposes of determining the timing of any points deduction only the action taken or suffered will be deemed to have been taken or suffered on the immediately preceding Business Day; and
- b) if a Competition Voluntary Arrangement is approved, then approval of that Competition Voluntary Arrangement shall be deemed to have been given at the date of the first meeting of creditors called to consider that Competition Voluntary Arrangement, and not the date of any adjourned meeting of the creditors or the meeting of shareholders.
- 14.A.5 For the avoidance of doubt, where a Club is subject to more than one Insolvency Event (for example Administration followed by a Competition Voluntary Arrangement), the Club shall only be deducted one set of 10 points, such deduction to apply with effect from the first Insolvency Event.
- 14.A.6 The Competition shall serve the Club with written notice of the points deduction (the 'Notice').

- 14.A.7 A Club may appeal against such a points deduction. Any such appeal will be conducted in accordance with the Regulations for Football Association Appeals, save that the following paragraphs of those Regulations will not apply – 1.2, 1.4, 1.5, 3.3 and 3.5. In place of those Regulations, the following Rules 14.A.8 to 14.A.12 will apply.
- 14.A.8 The Notice of Appeal shall be lodged with the FA within 7 days of the date of the Notice.
- 14.A.9 A Club may appeal against an automatic deduction of points solely on the ground that the insolvency proceedings arose solely as a result of a Force Majeure event (the 'Appeal'). For the purposes of this Rule 14, a 'Force Majeure' event shall be an event that, having regard to all of the circumstances, is reasonably considered to have been unforeseeable and unavoidable.
- 14.A.10 The Appeal Board shall have the power to:-
- 14.A.10.1 Confirm the deduction of ten points; or
 - 14.A.10.2 Set aside the deduction of ten points and substitute a deduction of such lower number of points as it shall deem appropriate; or
 - 14.A.10.3 Order that there shall be no sanction at all.
- 14.A.11 The decision of the Appeal Board shall be final and binding. Any costs incurred by any party in appeal proceedings brought before the Appeal Board shall be met by the Club in any event and shall be considered as a sum due to the Competition.
- 14.A.12 Any sanctions imposed pursuant to these provisions shall not be taken into account in respect of any other sanctions, penalties or fines that may be imposed by the Competition in respect of any breaches of its Rules, Regulations or Articles of Association by the Club.

14.B. GENERAL INSOLVENCY

14.B.1 In the event of a Club entering an Insolvency Event between the end of the AGM and start of the AGM immediately following thereafter ('the next AGM') then it shall automatically be relegated by one Step at the next AGM, unless one of the following requirements has been met, namely:

- (i) Prior to the next AGM it has Paid in Full all its creditors (including but not limited to Football Creditors); or
- (ii) Prior to the next AGM it has Paid in Full its Football Creditors and entered a **compliant** CVA.

For the purposes of this Rule, a CVA shall be considered compliant if it provides for the following:

- **That all Creditors will be paid in Full;**
- **The first payment under the terms of the CVA shall be made within 28 days of the approval of the CVA and shall constitute a minimum of 10% of the total sum payable;**
- **The balance shall be paid in equal amounts over the remaining period of the CVA;**
- **The period of the CVA shall not extend beyond three years from the date of approval.**

Following the approval of a CVA, any consent by creditors to compromise the whole or part of the debt admitted thereto shall render the CVA as non-compliant and the Club shall be required to notify the Competition in accordance with Rule 14.B.4.

Notwithstanding the above, in the event of a Club being subject to an Insolvency Event at the date of the AGM, then the Club may be subject to such sanction as the Board may determine, (including expulsion from membership of the Competition) unless the Board is satisfied that by no later than 5pm on 31 July (or, if the 31 July falls on a weekend, 5pm on the immediately preceding Business Day) that the Club (or any new entity to which its membership is subsequently transferred under 2.9.2 above) is in a financial position to complete all of its fixtures for the immediate following Playing Season.

This sanction shall apply in addition to any Club being relegated pursuant to its playing record in the same period namely that in the event of the Club having already been relegated by one Step it shall be relegated two Steps.

This provision is subject to Rule 2.9.1 in respect of Clubs which have transferred their membership pursuant to an Insolvency Event and in that case where there is any conflict between any provision of Clause 14 and Rule 2.9.1 then this Clause 14 shall prevail.

- 14.B.2 A Club shall not be eligible for promotion or to compete in the Play Offs at the end of a Playing Season if at 5pm on the date on which the last scheduled League fixture is due to be played that Club:
- (i) has entered an Insolvency Event between the date of the AGM and 5pm on the date on which the last scheduled League fixture is played and has not Paid in Full all its creditors to which the Insolvency Event applies (including but not limited to Football Creditors) or Paid in Full all its Football Creditors and entered a CVA to have Paid in Full all other creditors over an agreed period not extending more than three years following the date of approval of the CVA: or
 - (ii) has not complied with the terms of a CVA by which it is bound or is to seek to extend the period of the CVA.
- 14.B.3 The sanctions contained herein shall be in addition to and not in substitution for any other sanctions contained within the Rules and, in particular, the sanctions set out in rule 14.A. For the avoidance of doubt, where a Club is subject to more than one connected Insolvency Event, for example Administration followed by a Competition Voluntary Arrangement, any sanction applied to it in accordance with Rule 14.B.1 shall be applied in one Playing Season only except as provided for in Rule 14.B.1

COMPLIANCE WITH/EXTENSION OF CVA'S

14.B.4 Any Club must inform the Competition in writing (and provide supporting evidence) within seven (7) days of the Club:

- (i) making a payment under the terms of a CVA and provide evidence of that payment;
- (ii) becoming aware of any failure to comply with the terms of any CVA entered into by it (including the failure to make a payment by the due date);
- (iii) making an application to extend or vary the terms of the CVA entered into by it and provide a copy of the application, **or**
- (iv) completing all its obligations under an Insolvency Event and receiving confirmation of such from the relevant Insolvency Practitioner.**

In the event of any Club

- o failing to comply with the terms of any CVA entered into by it (whether securing Payment in Full of all of its creditors or not) including the failure to make a payment by the due date; and/or

- making a successful application to vary the terms of the CVA or to extend the period of any CVA for a period extending more than three years following the date of the approval of the CVA; and/or
- failing to inform the Competition of (i), (ii), (iii) **or (iv)** of the above events in writing within seven (7) days as required under this Rule 14.B.4

then the Board shall have the power to impose such sanction as it deems appropriate, including, but without limitation, the expulsion of that Club, the relegation of that Club, the deduction of points and the embargo of player registrations.

14.B.5 Where a Club has transferred its membership under Rule 2.9.2. the provisions of Rule 14.B in relation to a CVA shall be applied to the former entity that was subject to the Insolvency Event and/or the new entity.

14.B.6 FOOTBALL CONFERENCE ONLY (14.B.4)

Clubs Relegated from the Football League

14.B.6 In the event of any Club entering the Competition from the Football League whilst subject to any Insolvency Event, then that Club shall be eligible for membership of the Competition and the provisions of Clause 14.B.1 **will not apply to it at the AGM at which it is first elected into membership but will apply in all seasons after its first season of membership of the Competition.**

14.B.7 In the case of a Club or Clubs relegated from a league in the National League System (excluding Step 7) or subject to lateral movement under the National League System Regulations, Rule 14.B.1 shall apply from the date of the AGM of the League of which the Club or Clubs were a member in the immediately preceding Playing Season where the AGM of the Competition is later.

15. MATCH OFFICIALS

15.1 Match Officials for all Competition matches shall be appointed by the Appointing Authority.

15.2 No Club shall postpone a Competition match on account of the apparent state of the ground. In the event that such circumstances prevail, Clubs should comply with procedures provided for in the document published by The FA "Recommended procedure for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions". Should the ground be declared unfit it is the responsibility of the home Club to immediately advise the Competition, the Appointing Authority, the visiting Club and the Match Officials.

15.3 In the event of any of the Match Officials appointed for a match not being in attendance at the match or becoming unable to complete the match it shall be completed under the control of the remaining Match Officials unless the competing Clubs are able to agree upon a substitute who is acceptable to the Match Referee; should the appointed Match Referee fail to appear then the senior Assistant Referee must take charge. Any substitute agreed for a match shall be considered a Match Official for the purposes of that match.

In the event that a Club causes a match to be abandoned in relation to the operation of this Rule then that Club shall be charged with failing to fulfil a fixture (Rule 8.6 refers).

15.4 Match Officials should be present at the appointment at least 90 minutes prior to the scheduled time of kick-off. The appointed Referee may be required to visit the ground earlier if requested to do so by the home Club.

15.5 In cases where it is found necessary to stop play owing to the weather or other cause, the Referee must wait a reasonable length of time before deciding on abandonment.

15.6 Referees must report on the relevant form all cases where teams commence a match late or without eleven Players on the field of play. Referees must also report their own or any assistant referees' late arrival in any matches, and notify those concerned at the time of their intention. Assistant referees must also send an explanation of their late arrival to the Appointing Authority in writing by first class post within 3 days of the match.

15.7 The home Club will be responsible for paying the Match Officials the fees and match expenses set by the Appointing Authority on the day of the match in their dressing room, within a reasonable time after the conclusion of the match (including matches abandoned for any reason). In the case of a postponed match, whether or not gate money is taken, any Match Official who has travelled to the match will be entitled to claim travelling expenses and half their match fee from the home Club. Where provided by the home Club, each Match Official must complete and submit a claim form for expenses.

15.8 The home Club shall be responsible for providing Assistant Referees with distinctive flags of a suitable size in an acceptable condition.

15.9 Three match balls proposed to be used in the match and, if applicable, supplied by the Competition under a ball sponsorship agreement must be submitted to and approved by the Referee before the commencement of the match in his/her dressing room.

It is the responsibility of the Club playing at home in each match played under the jurisdiction of the Competition to provide match balls in accordance with any match ball agreement signed by the Competition.

15.10

15.11 Referees must report all breaches of Rule to the Competition Secretary in writing within three days of the match on the appropriate form by first class post.

16. WITHDRAWAL OF CLUBS

A Club must notify the Competition not later than 31st March each year of its intention to withdraw from the Competition at the end of that Playing Season. Failure to do so will make a Club liable to a fine.

This Rule shall not operate so as to preclude promotion, relegation or lateral movement of any Club to another competition in accordance with Rule 13.

17. PROTESTS, APPEALS

17.1 All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Board, or a sub-committee duly appointed by the Board. The Clubs or Players protesting, appealing, claiming or complaining must send two copies of such protest, appeal, claim or complaint and deposit a fee 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 Board.

- 17.2 All such protests claims complaints and appeals must be received in writing by the Competition Secretary within fourteen days of the event or decision causing any of these to be submitted.
- 17.3 The Board shall also have power to compel any party to the protest to pay such expenses as the Board shall direct.
- 17.4 Any appeal against a decision of the Board must be lodged with The FA within fourteen 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 must also be sent to the Competition Secretary.
- All appeals to The FA must be lodged in accordance with the appeals procedure detailed in the Appendix to these Rules or that in force at any one time.
- 17.5 A Club, on giving fourteen days' notice to a Player to terminate his Player's contract, must state in the notice his right of appeal to the Board and also the address of the Competition Secretary to whom he must appeal. The notice must advise the Player of the necessity of forwarding two copies of his appeal with the deposit fee specified in the Fees Tariff, to the Competition Secretary within seven days of the receipt of the notice from the Club. A copy of such notice must be received by the Competition Secretary within seven days of the sending of the notice in order to be valid.
- 17.6 A Player on giving fourteen days' notice to his Club to terminate his Player's contract must also notify the Competition and The FA of the reasons for the termination of the agreement. . A copy of such notice must be received by the Competition Secretary within seven days of the sending of the notice in order to be valid.
- 17.7 If the recipient of a notice referred to in Rules 17.5 and 17.6 above wishes to do so, he may appeal against the relevant notice within seven days of the date of sending of the notice in writing in duplicate to the Competition Secretary with an appeal fee.
- 17.8 The Club or the Player as the case may be shall have further right of appeal as set out in Rule 17.4 above.
- 17.9. An appeal by a contract Player against a fine or suspension imposed by his Club under Football Association Rule C1m must be made within seven days to the Competition Secretary.
- 17.10 If so requested the Board may arbitrate on any disputes, protests, appeals, claims or complaints between two member Clubs in which event both Clubs shall send a non-returnable fee. Such arbitration shall be final and binding upon the parties to the arbitration.

18. MISCONDUCT OF CLUBS, OFFICERS, PLAYERS

(a) Undertakings to be given by Club Employees

All Clubs must incorporate in any contracts of employment with their employees, including Player, an undertaking on the part of the employee not to bring The Competition or any Club into disrepute and an undertaking on the part of the employee not knowingly to do anything or omit to do anything which will cause the Club to be in breach of the Laws of the Game, the Rules of The Football Association or the Rules of The Football Conference.

Without prejudice to the generality of this rule, all Clubs must ensure they, and where appropriate any Officers of the Club, comply with the obligations of The Football Association's Owners' and Directors' Test.

(b) Misconduct in pre-arranging the result of matches.

Any Club, Official or Player offering or receiving a payment or any form of inducement to or from any Club or the Official or Player of any Club; or any Club, Official or Player receiving or seeking to receive any payment or other form of inducement from any other person or organisation to win, lose, or draw a Match under the jurisdiction of the Football Conference or in which the Club participates by reason of membership of the Football Conference shall be deemed guilty of misconduct.

(c) Any person charged and found guilty of bringing the Competition into disrepute and any Club, Officer or Member charged and found guilty of misconduct as defined by the Board or of inducing or attempting to induce a player of another Club to join his own Club shall be liable to such penalty as the Board shall deem appropriate.

19. TROPHY

The Competition shall present to the Winners and Runners Up of all divisions in the Competition 16 souvenirs for the Players. Additional souvenirs cannot be presented except by consent of the Board, and then at the expense of the requesting Club.

In addition, a Competition championship trophy and runners-up trophy will be presented as and when the Board determine.

The Clubs concerned will also receive a permanent souvenir.

The trophies are the property of the Competition and may never be won outright.

The recipient Club shall be responsible for engraving their details on the trophy before returning same.

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

"We, A.B. the of Football Club, C.D. and E.F members of and representing the said Club, having been declared winners of the Trophy and the same having been delivered to us by the said Competition, do hereby on behalf of the said Club, jointly and severally agree to return the same to the Competition Secretary, on or before 1st March next in good order and condition, suitably inscribed, in accordance with the Rules of the Competition and if the said 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."

Any Club not returning the Competition trophy by the due date, returning them in poor condition or without being engraved will be fined .

20. ALTERATIONS TO RULES

No alteration to the Rules shall be made until they have been approved by The FA. Alterations to Rules shall only be made by special resolution passed at a general meeting of the Competition.

Proposals for alterations to Rules, together with the name of their proposers and seconders, shall be received by the League Secretary not later than 31st January prior to the date fixed for the annual general meeting of the Competition in each year or not later than eight weeks before the holding of an extraordinary general meeting called for the purpose of amending the Rules.

21. **ADMISSION CHARGES**

The minimum charge for admission to all matches shall be determined from time to time by the Board.

Admission charges, excluding home Club concessions as appropriate, must be the same for home and visiting supporters at Competition matches.

Clubs may, with the written permission of the Board, have a maximum of three promotional days each Playing Season during which they can vary admission charges for adults including allowing free admission.

The minimum charge shall apply pro-rata to any Season Ticket albeit with a discount of up to 15%. A Club may provide its Sponsors with complimentary tickets at any time but the value of the said complimentary tickets shall not exceed 10% of the value of the relevant sponsorship per season.

22. **LONG SERVICE**

22.1 The Board shall be empowered to grant a long service award for 21 years' service with a member Club, providing such an award has not already been made by any other competition.

22.2 Clubs may enter into agreement with Players after five years continuous service providing for a testimonial. Players shall be qualified for a second testimonial after a further five years continuous service. If a Player is eligible for and entitled to a testimonial, his Club may grant him a monetary consideration, sanctioned by the Board of Directors, in lieu of such testimonial.

23. **CENTENARY AWARDS**

A Club celebrating its centenary whilst in membership of the Competition shall be presented with a commemorative award by the Board.

24. **PLAYING SURFACES**

Steps 1 and 2

Competition matches shall NOT be played on any synthetic or artificial grass surfaces without the prior written approval of the Board.

Steps 3 to 6

Football Turf Pitches (3G) are allowed in this Competition providing they meet the FIFA 1 Star/IATS performance standards and are listed on the FA's Register of Football Turf Pitches. To meet the criteria a Football Turf Pitch must pass a test annually for FA Competitions and at Steps 3-6 as defined in the FIFA Quality Concept for Football Turf. On receipt of the pass certificate The FA will 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 8.12.1.

Clubs must register their pitch dimensions with the Competition prior to the start of each season. It will be misconduct on the part of a Club to alter its pitch dimensions during a season unless with prior written consent of the Board. The Board may at any time require a Club, at its own cost, to submit a report from a qualified independent source certifying the pitch dimensions.

The Board may require a Club to take such steps as the Board shall specify if they are not satisfied that an adequate standard of pitch is being maintained, including but not limited to the Board commissioning an independent report on the state of the pitch. The cost of the independent report to be borne by the Club concerned.

25. **INSURANCE**

25.1 PLAYERS

All Clubs shall be members of a Players personal accident insurance scheme. The policy cover shall be at least equal to the minimum recommended cover determined from time to time by **The Football Association**.

Each Club shall submit to the Board a copy of the insurance policy document together with the last premium payment receipt fourteen days prior to the start of the Playing Season.

25.2 PUBLIC LIABILITY

All Clubs must have Public Liability cover of at least ten million pounds (£10,000,000).

Each Club shall submit to the Board a copy of the insurance policy document together with the last premium payment receipt fourteen days prior to the start of the Playing Season.

26. **MEDICAL PERSONNEL**

Clubs shall ensure their medical practitioner or physiotherapist or equivalent keeps detailed up-to-date medical records for all Contract Players in the form and in accordance with the requirements and guidelines published by the Football Association from time to time.

When a Player's registration is about to be transferred the Transferor Club must make such records available to the medical practitioner or physiotherapist of the Transferee Club. This procedure shall also apply to all Players whose registrations are temporarily transferred under the provisions for Long, Short, Emergency and Youth Loans.

27. **PLAYER TRANSFERS BETWEEN CLUBS**
When Players are transferred (Contract, Non-Contract, Scholars or loan on temporary transfer) between member Clubs (or between member Clubs and clubs) it is the responsibility of each Club to ensure that the Competition receives copies of all relevant documents pertaining to the transfer including full details of any payment schedules agreed in writing or otherwise between the two Clubs. Should a Club fail to meet the payment schedules lodged with the Competition on receipt of notification an embargo on further Players registrations will be placed upon the defaulting Club together with a 1% levy per day on the outstanding payments.
28. **MEMBERSHIP FORM TO BE SIGNED BY EACH CLUB EACH PLAYING SEASON**
Each club shall submit the club declaration form, signed by the Chairman, Secretary and another member.
29. **PROVISION FOR FULL & ASSOCIATE MEMBERS**
All clubs shall be full members of the League
30. **PROMOTION AGREEMENTS**
There are no promotion agreements. Promotion is as directed by the Leagues Committee of the Football Association
31. **GENERAL MEETINGS**
The annual General Meeting shall be held in June of each year. There will be no other scheduled general meetings
32. **MANAGEMENT COMMITTEE**
The Management of the League shall be vested in the League Management Committee consisting of the Competition Officers and six club representatives. Club representatives shall serve for three years then retire by rotation. Retiring club representatives may stand for re-election.
33. **COMPETITION OFFICERS**
The Competition Officers shall be elected annually at the Annual General Meeting.
The Officers will be the Chair, Vice Chair, Secretary, Treasurer, Fixture Officer, Registration Officer, Referee Appointing Officer, Assistant Referee Appointing Officer, Compliance Officer, Ground Grading Officer, Website and Results Officer and Marketing and Communications Officer
34. **COMMERCIAL AGREEMENTS**
Each Club shall at all times comply with all reasonable requests by the Competition to ensure due compliance by the Competition with its commercial agreements and shall not enter into any new agreements with any direct competitor to the Competition's title sponsor or any third party with whom the Competition has entered into a commercial agreement.
35. **LEAGUE SPONSORS**
Each Club shall be obliged to utilise any match boards provided by the Competition's sponsor and further shall be obliged to procure that any bench kit provided by a sponsor shall be worn during competitive and first team matches. In the event of any Club having an existing agreement with a competitor to the Competition's sponsor in respect of match boards and bench kit, they should be entitled to honour that agreement but shall not renew the same.
36. **PHOTOGRAPHY AND FILMING**
Each Club shall permit photography, filming and audio and web broadcasting at their home ground to enable the Competition to comply with the terms of any Commercial Contract (as defined in the Articles), which may be entered into by the Competition and will provide all necessary facilities as may reasonably be requested by the Competition or any broadcaster as may be nominated by the Competition.
37. **DISTRIBUTION OF MONIES**
Any distribution of any income received by the Competition from any source whatsoever shall be entirely at the discretion of the Management Committee.
38. **INSPECTION OF CLUB RECORDS**
The Competition shall be entitled either directly or through its duly appointed agents to inspect the books, accounts and financial records of any Club and that Club shall make available to the Competition all information as may be required from time to time in that respect.

Fees and Tariffs

Rule	Subject Matter	Amount (£)
3.1	Application for Membership	Premier 200.00 Div 1&2 100.00
3.1	Grading	100
3.2	Annual Subscription	Premier 190.00 Div 1&2 105.00
6.1.1	Registration Forms	1.50
	Re-registration	6.00
6.1.1	Additional Forms emailed or Faxed registration forms	1.50
	Emergency Registration	3.00 (Div 1&2)
6.4.1	Failure to send within 5 days	20.00
6.5.1	Transfer Forms	6.00
14.7	Sporting Sanctions Appeal	50.00
15.7	Match Officials Fees:	
	Premier Division Referee	33.00
	Division 1&2 Referee	24.00
	Assistant Referee	25.00
	Travelling Expenses	Not to exceed 30p per mile
	Joint travel used to save expenses to clubs	
17.1	Appeal to Board	10.00
17.4	Appeal to the FA	75.00
17.5	Appeal by Player	50.00
17.6	Appeal by Club	50.00
17.10	Arbitration	500.00

Rule	Offence	Amount (£)
2.1	Failure to return form D questionnaire	20.00 – 80.00
2.2	Failure to provide affiliation number	10.00
2.6	Failure to notify change to memorandum and articles of association within 14 days	25.00 – 100.00
2.14	Failure to notify occurrence of an insolvency event	100.00 - 400.00
2.17	Failure to attend any General Meeting	50.00 – 200.00
3.2	Failure to pay annual subscription 7 days after AGM	25.00 – 100.00
4.5	Failure to pay amount due within 28 days	25.00+10% - 100.00+10%
4.8	Failing to attend to	25.00 – 100.00

	business/correspondence of the Company	
6.1	Failing to give notice of player status	15.00 – 60.00
6.1.1	Submitting registration form without player's signature	250.00 – 1000.00
6.1.2	Failing to notify change of players status	15.00 – 60.00
6.4.1	Submission of form other than original	15.00 – 60.00
6.4.1	Falsifying a competition form	250.00 – 1000.00
6.4.2	Failure to register 11 players prior to the start of the season	50.00 – 200.00
6.4.4	Player registering for more than one club in the competition	15.00 – 60.00
6.8	(i) Failure to use a board for substitutions in a match (ii) Named substitute not registered but not taking part in a match	25.00 – 100.00 15.00 – 60.00
6.9	Playing an ineligible player	50.00 – 200.00
7.0	Any offence regarding kit, colours or numbers	25.00 – 100.00
7.6	Captain not wearing an armband	15.00 – 60.00
8.4	Failure to notify abandonment or postponement	25.00 – 100.00
8.5	Failure to keep ground in good condition	100.00 – 400.00
8.6	Failure to fulfil a fixture	250.00 - 1000.00
8.6	Failure to agree new date for postponed match within time limit	25.00 – 100.00
8.7	Failure to carry out pitch inspection procedure	25.00 – 100.00
8.8	Failure to have Mobile Phone OR Email operational at all times	25.00 – 100.00
8.9	Failure to start with 11 players	50.00 – 200.00
8.9	Failure to play a full strength team	50.00 – 200.00
8.11.1	Late/incomplete team sheet	15.00 – 60.00
8.11.2	Altering team sheet after exchange (except for played injured in warm-up)	15.00 – 60.00
8.12.1	Failure to notify details of match to visiting Club and Match Officials	15.00 – 60.00
8.12.2	Failure to notify cancellation or	15.00 – 60.00

	re-arrangement to match officials	
8.13	Late Kick-off	15.00+ 2.00 per minute – 30.00 + 2.00 per minute
8.13	Failure to notify/seek change to ko time	15.00 – 60.00
8.14	Failure to play County Cup midweek	50.00 – 200.00
8.15	(i) Playing in a competition without permission (ii) Failure to notify result to the Competition Secretary	50.00 – 200.00 15.00 – 60.00
8.20	Failure to provide details of match immediately after the end of the match	15.00 – 60.00
8.21	Failure to provide acceptable match programme	25.00 – 100.00
8.21	Any other offence regarding a matchday programme	25.00 – 100.00
8.21	Any Club publication (written or electronic) deemed to bring the Competition or Company into disrepute	100.00 – 400.00
8.21	Non publication of programme	50.00 – 200.00
8.22	Technical area offences	25.00 – 100.00
10.7	Failure to submit accounts within nine months of accounting reference date	50.00 – 200.00
12	Failure to send result form within 3 days Failure to complete match result form Failure to send detailed report of referee marked 60 or below	15.00 – 60.00 15.00 – 60.00 50.00
15.2	Failure to carry out pitch inspection	25.00 – 100.00
15.7	Failure to pay match officials on the day of the match in their dressing room	25.00 – 100.00
15.8	Failure to provide flags	15.00 – 60.00
15.9	Failure to play with Match Balls required by the competition	25.00 – 100.00
15.10	Failure to provide practice balls to visitors	15.00 – 60.00
16	Failure to give notice of resignation by the due date	500.00 – 2000.00
19	Failure to return trophy by due date	25.00 – 100.00
19	Failure to return trophy engraved	25.00 – 100.00

19	Failure to return trophy in good condition	25.00 – 100.00
25.1	Failure to insure players	100.00 – 400.00
25.2	Failure to implement public liability insurance to required level	100.00 – 400.00
26	Failure to have medical personnel as stated	25.00 – 100.00
27	Failure to provide information on transfer	25.00 – 100.00
34	Failure to comply with Commercial Agreement	50.00 – 200.00
35	Failure to use bench kit	25.00 – 100.00
36	Failure to allow filming at ground	25.00 – 100.00
38	Failure to allow access to Club books etc	100.00 – 400.00
40	Failure to comply with Financial Reporting Initiative	50.00 – 200.00

Southern Counties East Football League Challenge Cup Rules

- 1) The Competition shall be known as 'The Southern Counties East Football League Challenge Cup' and will be divided into two sections; The Premier Division and The Reserves Division. The trophies are the property of the Kent Football League and shall be competed for annually by Clubs in membership of the Kent Football League.
- 2) The Southern Counties East Football League shall have entire control and management of the Competition.
- 3) The Competition shall be decided on a knockout basis, or over two legs knockout competition or on a league basis at the sole discretion of the Management Committee of the League. The two sections may have different formats.
In matters not governed by these Rules, the general League rules and the conditions of the Football Association shall apply.
- 4) If the competition is to be decided on a knock-out basis games will be played at the first drawn team's ground. If the tie is drawn after 90 minutes then extra time of 15 minutes each way will be played. If the tie is still drawn after extra time then the outcome will be decided by the taking of kicks from the penalty mark.
- 5) If the Competition is to be decided on a two legged knockout basis it shall be on a home and away basis for all games up to and including the semi-final. In each tie, should the aggregate scores be level at the end of the second game, extra time of 15 minutes each way shall be played. If after this period the scores remain level the team scoring the most away goals over the two games shall be declared the winner. Should there be no outright winner the tie shall be decided by the taking of penalty kicks.
- 6) If the Competition is to be decided on a league basis the Management Committee will make arrangements for the format on a season by season basis.
- 7) (a) A Club may, at its discretion nominate up to five substitutes and use three of these at any time in a Southern Counties East Football League Challenge Cup Match, except to replace a player who has been suspended from the game by the Referee. The names of all substitutes must be given to the Referee prior to the commencement of a match and substitutes not named may not take part. Players nominated as substitutes who do not actually come on to the field of play are deemed NOT to have played.

(b) Whilst players of each team may be changed, no individual player shall be allowed to play for more than one Club in this Competition in any one season. Loan players are not allowed to play in this competition.

(c) In all rounds of the Competition a player must be a bone fide member of the club and must be registered as a playing member in accordance with League rule 6.4.1. In the event of a two legged competition being determined then they must be registered in accordance with league Rule 6.4.1 prior to the first leg taking place.

(d) In all rounds of the competition in the case of a postponed or replayed match, or match rearranged for another date owing to abandonment, only those players who were eligible on the

date the original match was arranged to be played shall be allowed to play. A player under suspension on the original date is allowed to play if he is otherwise eligible.

(e) No player shall be allowed to play in a Final for any Club unless he has played in at least one previous round for that Club, unless special permission be obtained from the League Management Committee.

(f) Each Club competing in the Final Tie shall send their opponents and League Registration Secretary at least 14 days prior to the match, the names of the players from whom their side will be selected.

(g) Any Club found guilty of playing an ineligible or otherwise unregistered player shall be Removed from the Competition and be fined a minimum of £50.00 for each offence.

- 8) (a) If the tie is to be decided on a straight knock-out basis The Semi-Final tie shall be decided by a two leg home and away basis with the team drawn first playing at home in the first leg. Should the aggregate scores be level at the end of the second game, extra time of 15 Minutes each way shall be played. If after this period the scores remain level the team Scoring most away goals over the two games shall be declared the winner. Remove all highlighted above

In the Final tie, if the scores are level at the end of 90 minutes extra time shall be played. If after this period there is no outright winner the tie shall be decided by the taking of penalty kicks.

(b) Where a match has been postponed for any reason, the Competition Secretary shall determine the new date. In the event of a replay being required then the same shall apply.

(c) In any match which, from any cause whatsoever, is not finished, the Management Committee shall have the power to order that the score shall stand or that the match shall be replayed in full as they may, in their absolute discretion, determine.

- 9) The dates for all rounds shall be fixed by the League Fixture Secretary. Any Club refusing or failing to play on the date fixed may be ruled out of the Competition and liable to a fine not exceeding £1000.00 and the Management Committee shall have the power to award further sums by way of compensation to the defaulting Club's opponents. This award to take into consideration all forms of loss that may be expected from a game played on the opponents home ground especially.

- 10) (a) The proceeds from each match shall be retained by the home club excepting the Semi- Finals and the Final Tie.

(b) In the Semi-Finals and Final Tie the League shall take half the net gate and the other half shall be divided equally between the competing Clubs.

(c) Divisions and settlement of the match proceeds shall be made within seven days of the date on which each match is played.

- 11) The Management Committee will determine the charge for admission to the Final Tie. All Club Members and season ticket holders shall pay admission for all Challenge Cup games. Clubs competing in the Final Tie will be issued with eight complimentary tickets for Directors or Management Committee members and 20 tickets for players, managers etc.
- 12) Anything not provided for in these Rules, then the General Rules of the League shall apply.



Season 2014/2015

Guide Notes For Member Clubs



Admission Prices

The minimum charge for admission to all matches shall be as follows:

Premier Division	£6 including VAT
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Clubs may, at their discretion, vary the operation of Rule 21 in respect of juveniles and senior citizens or other concessions they deem appropriate. Admission charges must be the same for home and visiting supporters, excluding home concessions as appropriate. Clubs, with the permission of the Board, can have a maximum of three promotional days each Playing Season during which they can vary admission charges for adults including allowing free admission.

Bench Kit

Bench kit is supplied by Macron and this will be the only *branded* bench kit, including managers coats, permitted to be worn by the personnel occupying the Technical Areas of each Club on a match day. Nobody within the Technical Areas should be using any other branded merchandise. All Macron kit that is worn in the Technical Area must carry only the SCEFL /Macron branding and NO other sponsorship must be used. Clubs in breach of this requirement will be charged with Breach of Rule.

Each club will receive: 3 Managers Jackets, 3 Pairs pants, 3 T Shirts, 3 Tops, 3 shorts, 3 Pairs Football Socks. Additional Macron bench kits must be purchased and worn by any further non-playing members of the technical staff in the technical area.

Board Room Team Sheets

It is optional for a list of players from each team selected for the match to be made available in the Board Room for visiting officials. These should also where possible be made available for members of the press.

Captain Arm Bands

Clubs are reminded that the arm band must be worn by the on field Club Captain for all League and Cup matches.

Correspondence Addresses

All general correspondence should be send to the League Secretary - Tony Day, 87 Blackburn Road, Herne Bay, CT6 7UT.

If communicating by email then all general correspondence should be sent to tonyday@scefl.com.

Please only use the following for team sheets and registrations.

Doug Francis - 62 White Horse Hill, Chislehurst, Kent BR7 6DJ douglas.francis@ntlworld.com

Please only use the following contact and address for Referee Marks and reports.

Ray Brown - 9 The Terrace, Shepherdswell, Dover, Kent.CT15 7PX rwobrown@aol.com

Disciplinary Procedures

Clubs are reminded it is their responsibility to offer match dates to the County FA to ensure their players miss the appropriate matches following dismissals from the field of play and caution accumulations, it is not the LEAGUES

Footballs

The footballs to be provided by the home club to comply with Rule 15.9 must be Europa Sports sponsored Mitre Monde footballs. This applies to match footballs only as *each team must supply their own warm up footballs*

Each club will be provided with 2 footballs free of charge, and are required to purchase 8 more, at a cost of £16 each inc VAT, during the course of the current and 2014/15 seasons.

Further footballs can be ordered by contacting the League.

Ground Passes

Eight ground passes will be distributed to all Clubs prior to the commencement of the season. Six to be used by Club Directors / Management Committee members to gain entry to the ground and Board Room of their match day opponents and are *not transferable*. The Chairman and Secretary will be issued with passes which will allow them to gain entry to any Southern Counties East Football League ground during the current season. Each committee member's pass will contain the clubs name and be individually numbered. Any proven miss-use of passes will result in *all* passes for that club being withdrawn.

Ground Standards

Rule 8.5 – Each Club must take every precaution to keep its ground in good playing condition and amenities (including floodlights) in good working order and complying with the minimum Grade F throughout the Playing Season.

For any ground grading assistance, grants etc, please contact the League's Ground Grading Inspector, John Bathurst on (07904 673487)

Insurance

Players Insurance

All clubs shall be members of a Players' Personal Accident Insurance scheme. The policy cover shall be at least equal to the minimum recommended cover determined from time to time by the Board.

Public Liability Insurance

All clubs must have Public Liability cover of at least ten million pounds (£10,000,000)

Each club shall submit to the Board a copy of both insurance documents together with the last premium payment receipt, 14 days prior to the commencement of the season.

Please contact the Secretary, Tony Day, if you need any assistance or have any queries on insurance matters.

League Awards

The League has monthly awards for the Manager of the Month. The awards and any prize monies allocated to these awards will be issued to clubs in due course.

League Sponsors

The League has a strong list of sponsoring companies, and whenever they request to attend a match, Clubs are asked to provide them with free admission and appropriate hospitality. If you need advice, please contact League Chair, Denise Richmond,

Match Day Confirmation

The home Club shall advise the visiting Club and match officials of the date and time of kick off of each match, to be received at least five days prior to the match. The visiting Club must acknowledge receipt at least three days before the match. The home team must in their confirmation confirm the type of post-match refreshments provided for players (hot / cold) and the visiting Club must confirm if their players will be taking up the offer of the post-match refreshment and the visiting Club must also confirm the number of official that will be attending the match and visiting the Board Room.

Match Day Programme

Clubs must provide a match day programme for all home league and cup fixtures and the Management Committee have set a minimum requirement as detailed below:

- Minimum 8 page booklet.
- The cover must have the League details and the main sponsor's logo. It is acceptable to have the "outer" pre-printed for the season. The front cover must also carry the FA Respect Programme logo
- In a prominent position there must be the identity of the club with the status of the club and, if a limited company, the necessary requirements to comply with the Companies Act 2006.
- The programme must contain the League's sponsor's advertisements which, again, can be pre-printed but should not, except in an emergency, be photocopied. Space must be provided for the team line ups in a prominent position together with details of the match officials appointed for the match with the date of the match and the scheduled time of kick off.
- Details of the visitors should be provided with a short club history of the visitors and or pen pictures of the players.
- All programmes must include the following statement: ***"The Southern Counties East Football League strongly support recent FA statements that there should be a zero tolerance approach against racism and all forms of discrimination. Accordingly any form of discriminatory abuse whether it be based on race or ethnicity, sexual orientation, gender, faith, age, ability or any other form of abuse will be reported to The relevant County Association for action by that Association."***

(If any club is unable or unwilling to include this in their match programme they should contact the League office, but otherwise failure to include this statement may amount to a breach of League Rule 4.8)

All League sponsors adverts can be downloaded from the League website via the download page. A full page is required for Macron and half page adverts for Mitre, Jacetts and Europa Sports.

Clubs must send a copy of their match day programme from their first home game of the new season to the League office and at other times throughout the season when requested to do so by the League.

Match Day Requirements – As instructed by the Management Committee

The following match day requirements apply to all Clubs for matches played under the jurisdiction of the Southern Counties East Football League:

- Access to the changing facilities must be available for players and match officials at least 90 minutes prior to the scheduled kick-off time.
- Access must be available to the ground for spectators at least 60 minutes prior to the scheduled kick-off time.
- The Boardroom must be open for visiting Officials at least 45 minutes before the scheduled kick-off time, with tea and coffee available to the visiting Officials.
- At least 5 match day programmes must be provided free of charge to the visitors in their dressing room and three programmes to the Match Officials in their dressing room (four in the event of a fourth official being appointed for the match).
- Tea or fruit squash ideally to be provided before the match, and must be provided at half-time and after the match for the visiting teams and the match officials. In addition, suitable food must be provided for all players and match officials after the match. It is not acceptable for post-match food to be served in the dressing rooms.
- Tea and coffee must be available to Club Officials in the Boardroom at half-time and bar facilities as well as tea and coffee together with food must be available in the Boardroom after the match.
- A sufficient number of match day programmes must be provided free of charge to visiting Officials in the Boardroom.
- The refreshment bar/facilities for supporters must be open at least 45 minutes before kick-off until at least the end of the half-time interval.
- Visiting Clubs must respect reasonable requests from the home club regarding the use of the pitch for warming-up, and must respect all facilities provided by the host club.

Match Officials

Match Fees and Expenses are the responsibility of the HOME club and must be paid in cash on the day to the Match Officials in their dressing room immediately following the conclusion of a match. The League operates an equalisation system for Match Officials expenses, which ensures each club incurs the same costs over a full season. The equalisation is made at the conclusion of the playing season.

The match fees are as follows: Referee £33 Assistant Referee £25

Mileage allowance is not to exceed 30p per mile

Please see rule 15.3 for procedures when a Match Official fails to attend or becomes injured. A match cannot be abandoned if a match official becomes injured and the match cannot be postponed if a match official fails to attend the match.

It is down to individual Clubs if they wish to invite match officials into their Board Room, but which ever policy they adopt, it must apply to all games. The League would like to think their Clubs are not selective on who they extend their invites to.

Referees Marks

Referees are to be marked out of 100.

The mark awarded by a club must be based on the referee's overall performance. It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games.

A mark between 71 and 80 represents the standard of refereeing expected. If a club awards a referee a mark of 60 or less, a detailed report must be sent to the Referees Secretary within 3 days of the match by first class post.

A guide to marking can be found in the Official Handbook.

Referees Report Form – (commonly referred to as the “crime sheet”)

At the conclusion of every game, the Referee will be required to complete a Match Report, whereby the cautions and dismissals for both teams are to be documented. It also has a facility for the Referee to record any breaches of League rules or directives in the game. The purpose of the Match Report is to ensure that the Clubs and the League have the information regarding disciplinary action taken against players. In addition, it facilitates the reporting of League Rule breaches to the League. This Report must be submitted after every game, regardless of whether there is any misconduct to report.

Match Report Forms

Match report forms must be completed online via the League's website on the FA Full Time system. Each Club will be notified of their individual username and password for them to access the match report section. The information required to be sent will be the same as was required via the paper sheet system.

Full details of the procedure for using Full Time will be sent to each Club prior to the start of the season.

Match Results

The home club shall be responsible for confirming to the Competition immediately following the conclusion of each home Competition match the result of that match together with the attendance. The times of all goals scored in the match, and the full name of the scorer of each goal, must also be notified, as the goals are scored by text to 07789 655768.

In any FA or AFFILIATED ASSOCIATION Competition, the home club if two SCEFL Clubs are playing the tie, or the Club if the match involves a team outside of the Competition, must also follow this procedure.

All clubs will nominate 2 persons who will be responsible texting scorer information and they will receive text message reminders of all procedures to be followed.

Contacts

League Result Service Tony Day. Mobile Number: 07789 655768

Press Association email: footballdesk@pa-sport.com or Fax: 0870 124 0155 or
(for FA Competitions) Phone: 0870 124 0150. Or text 07971 611339

Timescales

All match details should be sent immediately following the conclusion of each match as per League Rule 8.20

Medical Personnel

All Clubs shall have a therapist present throughout each League or Cup Match who has passed as a minimum The FA Intermediate Treatment of Injury course (or its equivalent) and who holds a valid first aid certificate.

Pitch inspections

When a Club feel the need to arrange a pitch inspection they need to ensure it is done in accordance with League Rules 8.7 and 15.2 and the “Recommended procedures for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions”

Home Club should:-

- Contact their opponents and mutually agree the time of the pitch inspection
- Make contact with the Match Referee to ascertain if they wish to carry out the pitch inspection themselves, recommends an alternative Official or agree the home Club can find a local Official at the correct level.
- Notify the League Office of the time of the pitch inspection and the name of the Official undertaking the pitch inspection.
- Once the pitch inspection has been carried out if not the Match Referee, the Official undertaking the pitch inspection should contact the Match Referee for the Match Referee to make the decision as to whether the match is on or off.
- Once the outcome of the pitch inspection is known notify their opponents and the League office immediately.

General

- If a level four Match official or higher is not available, the home Club must contact the FA Refereeing Appointing office and seek permission to contact a level five Official.
- These procedures are to be followed for ALL pitch inspection unless the League Office notifies Clubs otherwise via email.

Inspection Times

All pitch inspections are to be carried out on the day of a match unless:-

- Having gained permission from the League Fixtures Secretary, both Clubs mutually agree that it can be carried out the day before.
- The League Secretary receives an email from the home Club with their opponents copied in, stating all parties (including the Match referee) have agreed to an earlier pitch inspection.

Once all parties are in agreement the home Club will continue to follow the procedures outlined above.

Playing Kit

Striped Shirts - Clubs are reminded of Rule 7.1 – Striped, hooped or otherwise patterned shirts shall have numbers affixed to contrasting patches or numbers in a contrasting colour with bold outline. Black or navy shirts cannot be worn as in accordance with League Rule 7.4.

In the event of any clash in kit colour, then the away team *must* change, this includes any clash of goalkeepers' shirts

No changes to the registered first choice colours or combination of colours shall be permitted without the consent of the Board.

Shirts must be numbered 1-16 (or 17 where 13 is excluded) such as that the numbers can be clearly identified by officials and spectators.

Postponed Matches

Please can all clubs ensure that when a match is postponed the following people are informed:

Match Referee and Assistant Referees

Match Assessor and 4th Official (where appropriate)

Your Opponents

Referees Appointment Officer - Raymond Brown, 01304 830717 rwobrown@aol.com

Assistant Referees Appointment Officer - Don McLeod, 07887 997959

League Secretary – Tony Day, 07789 655768 tonyday@scefl.com

Fixture Secretary – Matthew Panting, 0208 302 9512 matthewpanting@btinternet.com

Please see notes in handbook for procedures for clubs to follow to postpone a fixture. Clubs also need to notify the League of any pitch inspections.

Postponement Forms (Can be downloaded from the Competition's website www.scefl.com)

Where a match has been postponed for any reason, the Competition Secretary shall determine the new date.

Pre Match Warm Up

A number of Clubs do not allow teams to warm up on the first team pitch but require players to do their pre match warm up on land adjacent to the pitch.

If your Club does this please include it in your pre match confirmation so that it is not a surprise to the visitors when they arrive. Please also make sure that the warm up area is within your own ground and covered by your insurance policy.

It is NOT acceptable to have players warm up in a public area such as a park unless you have additional insurance for this area.

If you do not wish to have teams warm up in the goal areas, please make sure that this applies to both teams and provide an alternative goal in the warm up area.

Promotion / Relegation

Clubs competing in the SCEFL must comply fully with the requirements of Ground Grade F. To be considered for promotion to Step 4, clubs must meet the requirements of Grade E by 31st March in the year in which they seek promotion, and attain Grade D by 31st March in the year following promotion.

Any Club seeking promotion from the SCEFL must make application to the Football Association on the prescribed form and provide the required supporting documentation, copied to the League, by 30 November in the relevant year. The application must be accompanied by the agreed grading fee, as determined by the FA Leagues Committee, which is non refundable.

In the event of the 1st placed Club not being nominated, the Clubs finishing in 2nd or 3rd position can be nominated subject to the same criteria.

The Club in the bottom place in the SCEFL at the end of the Playing Season will be relegated to a feeder pool and placed in the most geographically appropriate League at Step 6. These clubs will be replaced by the most suitable Clubs from the Leagues at Step 6 as determined by the FA Leagues Committee. Each of these Leagues will nominate the Club finishing in 1st position subject to meeting the entry criteria and wishing to be considered for promotion.

Registrations

Forms can be downloaded from the League website. Registrations will be charged at £1.50 per registration (£6 for transfers). There is no need to purchase forms in advance. Completed registrations will be held by the registration secretary. A player will only be eligible to play in a match organised by the Competition if his registration form has been received by the Competition not less than four hours before the scheduled kick-off of the match the player is required to play, and found to be in order. (Rule 6.1.1)

It is the clubs responsibility to keep copies

Paperwork required by the office:

Contract Player	League registration and a copy of the financial page of the player's contract.
Non Contract	League registration form.
Loan In	League registration form, copy of FA H3 form. Registration will automatically cancel on loan end date.
Loan Out	Copy of FA H3 form. Will automatically revert back to contract status at the end of the loan period.
Cancellation	A league cancellation form is required to cancel any player registered with the League.

Please note there is only one registration form; please ensure that the correct status for the player is indicated clearly at the top of the form.

A new registration MUST be submitted if a player changes his status.

In addition to sending in the required paperwork all registrations must also be entered into the League's website on the FA's Full Time system.

Clubs will be issued with their own username and password to gain access to the player registration page.

Transfers between Southern Counties East Clubs

Complete a League transfer form, available to download from the website www.scefl.com or the club holding the registration of the player may cancel the registration and the new club can complete a new registration form. The League Office must also receive from each Club a copy of the transfer agreement signed by both Clubs and Player.

Completion of Forms

All information must be completed:

- Player's Full Name and Address
- Date of Birth
- Signature of Player
- Signature of Witness (the witness must be present to witness the signature of the player)
- Signature of Club Official (which must be different from the witness)
- Indicate if International Clearance is required (please tick appropriate box – do not leave blank)
- Indicate if the player is a goal keeper or not

Any player's registration form received by the League office which is incomplete or is not acceptable will be returned to the Club immediately for completion or amendment. A player will not be available to take part in a Ryman fixture until confirmation has been obtained by the Club.

Please write clearly

Responsibilities of the Club Secretary

- Eleven players must be registered with the League at least 14 days before the start of each playing season
- Ensure that the player is not registered with another Southern Counties East club in any division
- Ensure that the player has, if required, International Clearance – this is done by contacting Lucy Hamshere of the Registrations department at the Football Association.
- Ensure that the player is eligible to play in Southern Counties East League Cup, FA Cup, FA Vase and County Cup matches.
- Ensure that the player is registered with the League
- Ensure that if a player has been registered is an 'emergency' that the original is with the League office within 5 working days

If there is any doubt with the above, do not play the player until you receive confirmation!

Loans

Short Term

- Each club may register a maximum of 12 players on loans in any one season for a minimum of 28 days and a maximum of 93 days.

Long Term

- Each club can have up to a maximum of 4 long term loan players in any one season.

NB - A club may name up to a maximum of 5 players on a team sheet who are either Long Term Loan, Short term Loan or Work Experience players

Regulations Concerning Approaches

Players who are not under written contract to a Club may be registered with a number of Clubs at any time, subject to the following provisions and those of the Competitions in which they play:

- (i) Competitions sanctioned by The Association under regulation 3 of the “Regulations for the Sanction and Control of Competitions” may make their own regulations for the approach of Players between Clubs of the Competition;
- (ii) during the current season any Club wishing to approach a Player known to be registered with or having played for any other Club must give to the secretary of each such Club, seven days’ formal written notice of the intention to approach the Player;
Formal written notice of approach need be given by:
 - (A) a Saturday Club only to all Saturday Clubs;
 - (B) a Sunday Club only to all Sunday Clubs; and
 - (C) a midweek Club only to all midweek Clubs;
- (iii) the written notice must be sent by special delivery or recorded post, or a written acknowledgment otherwise obtained from the secretary or chairman of the Club approached. Facsimile or e-mail transmission may be used provided a receipt of acknowledgment is also obtained;
- (iv) following the date of posting of the written notice of approach, or receipt of an acknowledgment:
 - (A) the Player may be registered on or after the eighth day; and
 - (B) the Player must have been registered on or before the 21st day;
- (v) the approaching Club: (A) may not approach the same Player a second time in the same playing season; (B) may approach only one (1) Player at a Club at any time subject to Rule C2 (a) (ix) below; and (C) may not approach another Player at the same Club within 28 days of an earlier notice of approach or acknowledgment;
- (vi) if an approach is made by a Player to another Club during the current season, that Club shall give the Club(s), for which the Player is known to be registered or has played, seven days’ notice of approach as set out in Rule C2(a)(i) to (v) above before registering the Player;
- (vii) a Club which is the subject of a complaint alleging failure to give notice in accordance with this Rule may be subject to a charge of Misconduct pursuant to Rule E1(b);
- (viii) a Club proved to have breached the provisions of this Rule may have its current registration of the Player cancelled and be subject to such other penalty as The Association or appropriate Affiliated Association deems appropriate, in accordance with relevant regulations of The Association from time to time in force; and
- (ix) during the current season a maximum of two Players may be approached in the manner described above if invited to trial at a licensed academy or “Centre of Excellence” of The Association, The FA Premier League or The Football League.

Registration Deadlines

Contract / Non Contract/ Work Experience

Players can be registered not later 4 hours prior to the scheduled kick-off time of the match in which the player is required to play and found to be in order.

Deadline Day Rule 6.4.2

Tuesday 31st March 2015 – 5pm.

SCEFL Challenge Cup

Loan players are not allowed to play in this competition.

All ties may be decided over a straight knockout competition, up to the semi-final which will be played over two legs (home and away), on a two legged knockout basis or on a mini-league basis as the Management Committee shall decide each season. Should the tie be drawn (after the second leg in any two legged tie), extra time of 15 minutes each way shall be played. If the tie is still drawn, the team scoring the most away goals shall be decided the winner. Should there be no outright winner, the tie shall be decided by the taking of penalty kicks. In the Final, played at a venue determined by the League, the tie is to be decided on a straight knockout basis, with 30 minutes of extra time and penalties if required, to determine the winner.

Substitute Boards

Clubs must ensure that the boards are used for every substitution.

It is the responsibility of all clubs to ensure this happens

Respect

The League requires all Clubs prior to the commencement of the fixture to undertake the “FA Respect Handshake” procedure.

Exchange of team sheet must be undertaken by a Club Official or Team Manager or Assistant Manager with the match officials.

Team Sheet Books

The team sheet books will be dispatched prior to the commencement of the season. The team sheet book will be used for notifying the referee and your opponents of the team members, substitutes and technical area occupants for the coming match:

Social Media and Web Sites

Clubs

The League monitors club official Twitter feeds, Facebook pages and websites as well as newspaper articles on a regular basis. A Club is responsible for comments on their output and may be asked to explain these comments. Clubs are advised not to include detrimental remarks about Match Officials and to observe the Respect Programme at all times.

League

Please send stories together with any photos to the League's Press Officer, (TBA)

The above notes are issued as guidance for club secretaries and are not an exhaustive list of the League Rules.

Secretaries should read and familiarise themselves with the Official League Handbook, and refer to it for all matters in full.

If in any doubt please ASK - the League officers are here to help.

Useful Contact Numbers & Email Addresses

League Officers

Chair	0208 249 7804
Vice Chairman	01474 708233
League Secretary	01227 362947
Registration Secretary	07791 080838
Fixtures Secretary	0208 302 9512
Referees Secretary	01304 830717
Assistant Referees Secretary	07887 997959

Football Association

Main number	0844 980 8200
Disciplinary Department	Ext's: 4626, 6939, 4594
Registration Department	registrations@thefa.com
Christopher Hall:	Christopher.hall@thefa.com ext 4852
Lucy Hamshere:	Lucy.Hamshere@thefa.com ext 4631
Laura Taylor:	Laura.taylor@thefa.com ext 4629
Andrew Fernandez:	andrew.fernandez@thefa.com ext 4630
Daniel Rooke:	dan.Rooke@thefa.com
Competitions Department	Ext's: 4617, 4620

Southern Counties East League

Roll of Honour 2014-15

Premier Division	Champions	Phoenix Sports
	Runners-Up	Ashford United
	Third Place	Erith & Belvedere
Premier Division Cup	Winners	Greenwich Borough
	Runners-Up	Tunbridge Wells
	Semi-Finalists	Beckenham Town & Phoenix Sports
Highest Scorer	Premier Division	Ashford United (96)
Golden Boot Award	Premier Division	Stuart Zanone (Ashford United) 40
Challenge Shield	Winners	Beckenham Town
	Runners-Up	Whyteleafe
Kent Senior Trophy	Winners	Greenwich Borough
	Runners-Up	Hollands & Blair
	Semi-Finalists	Corinthian & Orpington

Southern Counties East Challenge Cup 2013/14

Preliminary Round: Erith Town 2-1 Woodstock Sports: Lingfield 2-6 Greenwich Borough
Tunbridge Wells 1-0 Cray Valley PM: Holmesdale 4-3 Crowborough Athletic

First Round		Quarter Final		Semi Final		Final	
Rochester United	1	Greenwich Borough	3				
Greenwich Borough	4			Greenwich Borough	1-0(2)		
Croydon	1	Lordswood	0				
Lordswood	2					Greenwich Borough	2
Holmesdale	1	Erith Town	1				
Erith Town	3			Phoenix Sports	1-1(1)		
Canterbury City	0	Phoenix Sports	4				
Phoenix Sports	2						
Beckenham Town	4	Beckenham Town	3				
Corinthian	2			Beckenham Town	3-2(3)		
Erith & Belvedere	5	Erith & Belvedere	1				
Sevenoaks Town	0					Tunbridge Wells	1
Ashford United	2	Deal Town	0				
Deal Town	3			Tunbridge Wells	2-0(4)		
Fisher	1	Tunbridge Wells	4				
Tunbridge Wells	3						

Kent Senior Trophy 2014-2015

Greenwich Borough	4		Greenwich Borough	2	
West Wickham	1	Greenwich Borough			
Sheppy United	0	Sevenoaks Town			6
Sevenoaks Town	3				
Lordswood	0	Erith & Belvedere	Phoenix Sports	0	
Erith & Belvedere	3				
Crockenhill	1	Phoenix Sports			3
Phoenix Sports	8				
Holmesdale	1	Erith Town	Deal Town	0	
Erith Town	3				
Deal Town	2	Deal Town			1
Sutton Athletic	2				
Bye		Orpington	Orpington	1	
Canterbury City	1	Bearsted			
Bearsted	2				
Seven Acre & Sid	2	Lydd Town			
Lydd Town	4				
Rochester United	2	Corinthian	Corinthian	1	
Corinthian	3				
Rusthall	1	Gravesham Borough			0
Gravesham Borough	2				
Tunbridge Wells	0	Woodstock Sports	Woodstock Sports	1	
Woodstock Sports	0				
Meridian VP	1	Meridian VP			1
Lewisham Borough	0		Meridian VP	1	
Kent Football Utd	0	Cray Valley PM			
Cray Valley PM	5				
Fisher	2	Eltham Palace			0
Eltham Palace	3				
Glebe	0	Hollands & Blair	Hollands & Blair	2	
Hollands & Blair	1				

Tied ties were all won on penalties.

Final League Table

POS		HOME					AWAY					OVERALL					GD	PTS	
		P	W	D	L	F	A	W	D	L	F	A	W	D	L	F			A
1	Phoenix Sports	38	15	3	1	47	10	13	6	0	47	10	28	9	1	94	20	74	93
2	Ashford United	38	12	6	1	43	15	13	4	2	53	24	25	10	3	96	39	57	85
3	Erith & Belvedere	38	13	3	3	42	17	12	4	3	41	19	25	7	6	83	36	47	82
4	Greenwich Borough	38	11	3	5	36	27	11	5	3	52	22	22	8	8	88	49	39	74
5	Tunbridge Wells	38	10	5	4	44	28	9	4	6	30	23	19	9	10	74	51	23	66
6	Corinthian	38	11	1	7	39	29	8	1	10	39	38	19	2	17	78	67	11	59
7	Cray Valley PM	38	9	5	5	44	29	7	5	7	33	34	16	10	12	77	63	14	58
8	Sevenoaks Town	38	7	5	7	41	37	8	5	6	27	24	15	10	13	68	61	7	55
9	Beckenham Town	38	9	3	7	47	36	7	2	10	30	27	16	5	17	77	63	14	53
10	Crowborough Athletic	38	7	5	7	35	35	7	2	10	27	43	14	7	17	62	78	-16	49
11	Woodstock Sports	38	6	4	9	22	32	8	2	9	23	28	14	6	18	45	60	-15	48
12	Canterbury City	38	9	2	8	26	27	5	3	11	24	42	14	5	19	50	69	-19	47
13	Deal Town	38	9	2	8	42	35	5	2	12	24	43	14	4	20	66	78	-12	46
14	Holmesdale	38	5	5	9	38	39	6	2	11	36	51	11	7	20	74	90	-16	40
15	Lordswood	38	6	3	10	21	34	4	6	9	22	43	10	9	19	43	77	-34	39
16	Fisher	38	5	4	10	28	39	5	4	10	21	40	10	8	20	49	79	-30	38
17	Lingfield	38	6	1	12	41	63	6	1	12	35	66	12	2	24	76	129	-53	38
18	Croydon	38	7	1	11	19	29	3	4	12	21	41	10	5	23	40	70	-30	35
19	Erith Town	38	4	4	11	24	47	5	3	11	24	37	9	7	22	48	84	-36	34
20	Rochester United	38	4	3	12	24	34	5	3	11	33	48	9	6	23	57	82	-25	33

Final Results Grid

Premier Div	Final Grid																			
	Ash	Beck	Cant	Cor	Cray	Crow	Croy	Deal	E&B	ETn	Fish	Gren	Holm	Ling	Lord	Phoe	Roch	Soak	Tun	Wdst
Ashford United		2-1	1-1	3-1	0-1	2-0	4-0	3-0	2-1	1-1	6-1	1-1	4-1	2-1	0-0	0-0	4-3	0-0	4-2	4-0
Beckenham T	1-1		2-3	4-2	5-4	4-1	2-1	6-1	1-2	5-0	2-2	1-5	1-1	4-2	2-0	0-3	3-0	0-2	2-3	2-3
Canterbury C	0-5	1-0		3-0	0-2	0-0	2-1	3-0	0-1	3-1	3-0	0-1	1-3	3-4	2-1	0-4	2-1	0-1	2-1	1-0
Corinthian	2-3	2-1	0-1		4-0	4-1	2-2	4-2	2-1	3-2	2-0	3-1	1-2	2-3	1-2	0-4	1-2	2-1	2-1	2-0
Cray Valley	3-2	2-0	2-3	3-0		2-3	2-2	4-1	1-1	2-1	4-1	2-3	2-1	2-4	1-0	1-1	8-1	1-1	0-1	1-1
Crowborough	2-2	1-5	2-0	2-3	2-0		3-1	1-1	0-3	0-3	0-0	1-1	3-2	7-2	2-3	1-1	2-1	1-2	1-2	4-2
Croydon	0-1	1-0	3-1	0-2	0-1	0-2		2-0	0-1	1-2	1-3	1-0	2-1	2-3	1-2	0-5	3-1	0-0	0-3	2-1
Deal Town	0-2	1-2	4-1	1-1	1-3	3-1	6-2		1-2	1-0	3-0	0-7	6-0	4-1	1-1	0-2	1-4	3-1	2-4	4-1
Erith & Bel	4-0	0-3	4-0	1-0	3-2	4-1	1-1	1-0		5-1	4-0	1-1	3-1	5-1	1-1	0-1	1-0	2-1	0-2	2-1
Erith Town	1-3	1-0	2-3	0-4	3-3	2-3	0-2	3-2	1-1		0-0	1-5	0-3	4-2	3-1	1-5	0-5	2-3	0-0	0-2
Fisher	1-5	3-3	1-1	1-5	0-1	4-1	2-0	1-4	0-4	2-1		2-3	1-1	1-2	3-0	0-3	0-1	3-3	3-0	0-1
Greenwich	1-4	1-0	4-1	2-1	1-1	3-0	2-0	5-0	0-1	2-1	2-1		0-4	3-1	2-2	1-3	2-2	2-4	1-1	1-0
Holmesdale	3-4	3-3	2-1	6-1	1-3	1-2	0-0	0-2	2-2	5-1	0-3	0-6		8-0	3-1	2-4	1-1	0-2	1-1	0-1
Lingfield	0-7	1-3	2-3	1-5	3-2	0-2	6-1	1-5	3-6	0-2	2-1	2-7	3-2		6-1	1-1	6-5	2-3	1-2	1-4
Lordswood	0-4	0-2	2-0	0-5	3-2	1-2	2-1	1-2	0-1	1-0	4-1	0-2	1-3	3-2		1-4	1-1	1-1	0-0	0-1
Phoenix Sp	1-2	3-2	1-0	1-0	1-1	4-0	3-0	1-0	1-0	0-0	2-2	1-0	10-0	6-1	3-1		4-0	2-0	1-0	2-1
Rochester Utd	1-2	1-2	2-2	0-0	0-1	4-3	1-0	0-1	0-3	2-2	1-2	1-2	2-1	1-2	2-2	1-3		2-0	1-2	1-2
Sevenoaks	2-2	0-1	3-1	5-6	1-1	2-1	1-0	1-1	2-2	1-0	0-1	2-4	7-4	6-2	2-2	0-2	3-4		1-1	1-2
Tunbridge W	0-2	2-1	4-2	2-0	3-3	2-2	1-4	3-1	1-3	2-4	3-1	3-3	4-1	2-0	7-0	1-1	3-0	1-0		0-0
Woodstock	2-2	1-0	1-0	2-0	3-2	1-2	1-3	3-1	2-6	1-2	1-2	0-0	0-5	1-1	1-2	0-0	2-0	0-2	0-2	

Previous Premier/First Division Winners and Runners-Up		
Season	Winners	Runners-Up
1968/69	Brett Sports	Tunbridge Wells
1969/70	Faversham Town	Kent Police
1970/71	Faversham Town	Chatham Town
1971/72	Chatham Town	Brett Sports
1972/73	Sheppy United	Sittingbourne
1973/74	Chatham Town	Sittingbourne
1974/75	Sheppy United	Medway
1975/76	Sittingbourne	Dartford Am
1976/77	Medway	Sittingbourne
1977/78	Faversham Town	Sheppy United
1978/79	Sheppy United	Hythe Town
1979/80	Chatham Town	Cray Wanderers
1980/81	Cray Wanderers	Chatham Town
1981/82	Erith & Belvedere	Sittingbourne
1982/83	Crockenhill	Hythe Town
1983/84	Sittingbourne	Sheppy United
1984/85	Tunbridge Wells	Hythe Town
1985/86	Alma Swanley	Sittingbourne
1986/87	Greenwich Borough	Crockenhill
1987/88	Greenwich Borough	Faversham Town
1988/89	Hythe Town	Deal Town
1989/90	Faversham Town	Sittingbourne
1990/91	Sittingbourne	Cray Wanderers
1991/92	Herne Bay	Faversham Town
1992/93	Tonbridge Angels	Herne Bay
1993/94	Herne Bay	Danson Furness
1994/95	Sheppy United	Chatham Town
1995/96	Danson Furness	Dartford
1996/97	Herne Bay	Ramsgate
1997/98	Herne Bay	Folkestone Invicta
1998/99	Ramsgate	Deal Town
1999/00	Deal Town	Thamesmead Town
2000/01	Chatham Town	Herne Bay
2001/02	Maidstone United	VCD Athletic
2002/03	Cray Wanderers	Maidstone United
2003/04	Cray Wanderers	Thamesmead Town
2004/05	Ramsgate	Herne Bay
2005/06	Maidstone United	Beckenham Town
2006/07	Whitstable Town	VCD Athletic
2007/08	Thamesmead Town	VCD Athletic
2008/09	VCD Athletic	Hythe Town
2009/10	Faversham Town	Herne Bay
2010/11	Hythe Town	Herne Bay
2011/12	Herne Bay	Erith & Belvedere
2012/13	Erith & Belvedere	VCD Athletic
2013/14	Whyteleafe	Ashford United
2014/15	Phoenix Sports	Ashford United

Previous First Division Winners and Runners-Up		
Season	Winners	Runners-Up
1978/79	Medway	Herne Bay
1979/80	Chatham Town	Sheppy United
1980/81	Welling United	Maidstone United
1981/82	Maidstone United	Dover Athletic
1982/83	Maidstone United	Welling United
1983/84	Fisher Athletic	Sittingbourne
1984/85	Sheppy United	Ashford Town
1985/86	Fisher Athletic	Sheppy United
1986/87	Fisher Athletic	Sittingbourne
1987/88	Fisher Athletic	Ashford Town
1988/89	Hythe Town	Ashford Town
1989/90	Margate	Hastings Town
1990/91	Canterbury City	Ashford Town
1991/92	Folkestone Invicta	Dover Athletic
1992/93	Dover Athletic	Herne Bay
1993/94	Dover Athletic	Herne Bay
1994/95	Thamesmead Town	Dover Athletic
1995/96	Hastings Town	Danson Furness
1996/97	Tonbridge Angels	Dartford
1997/98	Sittingbourne	Tonbridge Angels
1998/99	Deal Town	Dover Athletic
1999/00	Thamesmead Town	Deal Town
2000/01	Thamesmead Town	Margate
2001/02	Dover Athletic	Dartford
2002/03	Deal Town	Cray Wanderers
2003/04	Corinthian	Dover Athletic
2004/05	Erith & Belvedere	Maidstone United
2005/06	Thamesmead Town	Whitstable Town
2006/07	Thamesmead Town	Bromley
2007/08	Thamesmead Town	Dartford
2008/09	Thamesmead Town	Cray Wanderers
2009/10	Herne Bay	Erith & Belvedere
2010/11	Cray Wanderers	Whitstable Town
2011/12	Herne Bay	Faversham Town
2012/13	Whitstable Town	Herne Bay
Previous Second Division Winners and Runners-Up		
2003/04	Erith & Belvedere	Maidstone United
2004/05	Whitstable Town	Bromley
2005/06	Folkestone Invicta	Sevenoaks Town
2006/07	Chatham Town	Margate
2007/08	Dover Athletic	Ashford Town
2008/09	Holmesdale	Herne Bay
2009/10	Erith Town	Beckenham Town
2010/11	Faversham Town	Deal Town
2011/12	Phoenix Sports	VCD Athletic

**Kent Football League Challenge Cup
Premier Division Previous Winners and Runners-Up**

Season	Winners	Runners-Up
1968/69	Margate	Brett Sports
1969/70	Kent Police	Chatham Town
1970/71	Faversham Town	Hastings United
1971/72	Chatham Town	Ashford Town
1972/73	Folkestone Invicta	Sittingbourne
1973/74	Sittingbourne	Chatham Town
1974/75	Tunbridge Wells	Sittingbourne
1975/76	Sheppy United	Sittingbourne
1976/77	Medway	Dartford Glentworth
1977/78	Tunbridge Wells	Sheppy United
1978/79	Sheppy United	Herne Bay
1979/80	Whitstable Town	Chatham Town
1980/81	Sittingbourne	Darenth Heathside
1981/82	Deal Town	Erith & Belvedere
1982/83	Slade Green	Faversham Town
1983/84	Cray Wanderers	Sheppy United
1984/85	Greenwich Borough	Beckenham Town
1985/86	Tunbridge Wells	Darenth Heathside
1986/87	Greenwich Borough	Sittingbourne
1987/88	Tunbridge Wells	Hythe Town
1988/89	Alma Swanley	Ramsgate
1989/90	Tonbridge Angels	Whitstable Town
1990/91	Faversham Town	Alma Swanley
1991/92	Tonbridge Angels	Whitstable Town
1992/93	Ramsgate	Beckenham Town
1993/94	Ramsgate	Deal Town
1994/95	Ramsgate	Dartford
1995/96	Danson Furness	Sheppy United
1996/97	Herne Bay	Sheppy United
1997/98	Greenwich Borough	Herne Bay
1998/99	Deal Town	VCD Athletic
1999/00	VCD Athletic	Faversham Town
2000/01	Ramsgate	Greenwich Borough
2001/02	Maidstone United	Whitstable Town
2002/03	Cray Wanderers	VCD Athletic
2003/04	Thamesmead Town	Cray Wanderers
2004/05	Ramsgate	Herne Bay
2005/06	Maidstone United	VCD Athletic
2006/07	Thamesmead Town	Whitstable Town
2007/08	Erith Town	Hythe Town
2008/09	Croydon	Erith Town
2009/10	Herne Bay	Sevenoaks Town
2010/11	Herne Bay	Hythe Town
2011/12	VCD Athletic	Corinthian

**Southern Counties East Football League Challenge Cup
Previous Winners and Runners-Up**

2012/13	Erith & Belvedere	Corinthian
2013/14	Beckenham Town	Corinthian
2014/15	Greenwich Borough	Tunbridge Wells

**Kent Football League Challenge Cup
First Division Previous Winners and Runners-Up**

Season	Winners	Runners-Up
1978/79	Dover Athletic	Darenth Heathside
1979/80	Chatham Town	Deal Town
1980/81	Sittingbourne	Chatham Town
1981/82	Maidstone United	Dover Athletic
1982/83	Erith & Belvedere	Hythe Town
1983/84	Erith & Belvedere	Darenth Heathside
1984/85	Sheppy United	Fisher Athletic
1985/86	Faversham Town	Deal Town
1986/87	Sittingbourne	Ashford Town
1987/88	Sittingbourne	Sheppy United
1988/89	Hythe Town	Folkestone Invicta
1989/90	Canterbury City	Dover Athletic
1990/91	Fisher Athletic	Beckenham Town
1991/92	Folkestone Invicta	Whitstable Town
1992/93	Tonbridge Angels	Canterbury City
1993/94	Dover Athletic	Tonbridge Angels
1994/95	Thamesmead Town	Chatham Town
1995/96	Folkestone Invicta	Dover Athletic
1996/97	Hastings Town	Deal Town
1997/98	Thamesmead Town	Herne Bay
1998/99	Dover Athletic	Deal Town
1999/00	Thamesmead Town	Deal Town
2000/01	Margate	Folkestone Invicta
2001/02	Dover Athletic	Thamesmead Town
2002/03	Cray Wanderers	Dover Athletic
2012/13	Phoenix Sports	Herne Bay

**Kent Football League Challenge Trophy
First/Second Division
Previous Winners and Runners-Up**

2003/04	Cray Wanderers	Maidstone United
2004/05	Beckenham Town	Bromley
2005/06	Dartford	Whitstable Town
2006/07	Thamesmead Town	Deal Town
2007/08	Ashford Town	Dartford
2008/09	Thamesmead Town	Whitstable Town
2009/10	Dartford	VCD Athletic
2010/11	Cray Wanderers	Erith & Belvedere
2011/12	Herne Bay	VCD Athletic

Appendix A

NATIONAL GROUND GRADING - CATEGORY F

(Appropriate to NLS Step 5)

NB When considering any developments of the ground to comply with the requirements of this grade, clubs are recommended to bear in mind the criteria for higher gradings which might be achieved for minimal additional expense.

1. GROUND

The ground must give an overall appearance and impression of being a football ground suitable for the National League System.

It must be possible for spectators to view the match, either standing or seated, for the full length of at least 3 sides of the playing area but see also para 2.1. Where any side is designated as spectator-free, measures must be in place to ensure there is no unauthorised access.

The location of the ground, in so far as its relation to the conurbation whose name the club bears, or is traditionally associated with, must meet with the approval of both The Football Association and the Board of Directors or Management Committee of the league of which it is in membership.

The club must disclose plans and details of any proposed future move to a new stadium or of any significant alteration to the existing ground to both the league of which it is in membership and The Football Association.

1.1 Security of Tenure

Where a club does not own the freehold of their ground, evidence of adequate security of tenure must be provided.

1.2 Ground Share

Ground sharing is permitted in accordance with the provisions of individual league rules and the Regulations for the Establishment and Operation of the National League System.

1.3 Capacity

There is no minimum safe capacity at this level but a club should be mindful that the minimum requirement for Grade E is 1000.

1.4 Boundary of Ground

The ground must be enclosed by a permanent boundary. As a general rule, the minimum height, when measured from outside the ground, must be 1.83 metres. It should be noted that at higher grades the boundary fence should be of a construction to prevent viewing from outside the ground.

Where any side of the ground is bounded by private land/property, the fixed boundary of that private land / property may be acceptable as the boundary of the ground

1.5 Clubhouse

There must be a clubhouse facility either on or adjacent to the ground, which should be open on match days to provide refreshments to spectators.

1.6 Car Parking

There should be adequate car parking facilities on or adjacent to the ground. Car parking within the ground may not be acceptable

1.7 Pitch Perimeter Barrier

Subject to the provisions detailed below, there must be a permanent fixed barrier ideally 1.1 m high as measured from the spectator side, of sound construction (eg concrete and steel) and free from all sharp edges, surrounding the pitch on all sides that may be occupied by spectators. Existing barriers/rails not at 1.1m high may be acceptable, provided they meet the requirements set out in 1.7 of the Appendix.

The barrier, if other than solid wall type of construction may be infilled. **Plastic multi-purpose hi-vis fencing is not considered suitable for infill.**

There must be a minimum of 1.83 metres, ideally 2 metres, between the touchline, goal line and the pitch perimeter barrier.

Immediately in front of an area of seated accommodation the boundary of the playing area may be indicated by means other than a permanent fixed barrier, provided the Club is able to provide assurances that no spectator be allowed to stand in this area to watch the match.

Where there is a walkway in front of a standing terrace which is itself fronted by a crush barrier that has itself been subject to an annual risk assessment and, if necessary, tested, an alternative to a fixed barrier (e.g. A-frames) may be used, provided no spectators are allowed to stand in this area to watch the match. The Club must implement a safety management system to ensure this and also to protect the integrity of the playing area.

NB where A-frames are utilised instead of a fixed barrier, they must be continuous.

(See also Appendix)

1.8 Pitch Standards

The playing surface must be grass, unless otherwise authorised by the Competition's Board of Directors or Management Committee, and must be of the highest possible standard. It must be level and free from surface depressions and excessive undulations.

The maximum slope allowable shall not exceed an even gradient of vertical to horizontal 1: 41 in any direction. NB When a new pitch is being developed or significant improvements made to a pitch, the gradient of 1:41 would not be acceptable and the pitch must be constructed in accordance with and with reference to the FIFA Performance Quality Standard.

The playing surface must be maintained to the highest possible standards.

Where 3G Football Turf Pitches are installed they must meet the FIFA 1 Star/IATS performance standards and be listed on the FA's Register of Football Turf Pitches. To meet the criteria a Football Turf Pitch must pass a test annually for FA Competitions as defined in the FIFA Quality Concept for Football Turf. The performance test must be completed by no later than 28th February each year and the result and details submitted to the FA and League by 31st March. Any remedial work must be carried out once the season ends and the pass Performance Test Certificate submitted to The FA and League by 31st May.

On receipt of the pass certificate, The FA will add the pitch to the register.

1.9 Playing Area

The playing area to be a minimum of 100 metres x 64 metres and must conform to the requirements of the Laws of the Game.

Goalposts and goal net supports must be of professional manufacture and conform to the relevant safety requirements and to the requirements of the Laws of the Game.

(See also Appendix)

1.10 Technical Area

Two covered trainers' boxes clearly marked "Home" and "Away or Visitors" must be provided unless adequate provision is made in a seated stand. They must be on the same side of the pitch ideally either side of the halfway line, ideally both equidistant from it and ideally a minimum of 3 metres apart and provide an unobstructed view of the playing area.

NB When new boxes are being constructed or installed, they must be on each side of the half way line, equidistant from it and a minimum of 3 metres apart.

Each box must accommodate at least 8 persons on fixed seats or benches. Where bench seating is provided, a minimum of 0.5 m must be allowed for each person (i.e. 8 persons require a minimum of 4 metres.).

Portable trainers' boxes are permitted but must be securely fixed when in use.

A technical area must be marked out, in accordance with the guidance contained in the 'Laws of the Game' booklet.

1.11 Secure Walkway

There must be a safe, unimpeded passage for players and match officials between the dressing rooms and the pitch.

The use of protection designed products such as permanent structures or retractable tunnels to separate players and spectators is recommended.

The design of the safe walkway will inevitably differ from ground to ground and it will rarely guarantee the safe passage of players and match officials unless supplemented by stewards. A club should implement procedures appropriate to the particular structure and be ready to respond to on the field situations which might affect spectator behaviour.

1.12 Floodlighting

Floodlights must be provided to an average lux reading of at least 120. No single reading can be less than one quarter of the highest reading so as to ensure an even spread of light. NB When installing a new system, clubs are advised to check any planning restrictions for its use.

Reading shall be on a grid of 88 markings (8 across, 11 down) evenly spaced with the outside readings falling on the pitch boundary line. The average of all the readings is taken to be the average illumination level in lux of the floodlighting installation.

The lux values must be tested every two years in accordance with current guidelines by an approved independent contractor. Floodlights must be retested after any significant alterations. Existing certification will be accepted provided that the test was carried out within the last two years unless work has been carried out at the ground which may have affected previous readings.

An "approved" contractor is one which is in possession of the NICEIC (National Inspection Council for Electrical Installation Contracting) Approved Contractors' award or ISO 9000/BS 5750 (International Standards Organisation/British Standard) or is a member of the Electrical Contractors' Association.

The contractor must, when detailing the lux values, give confirmation in writing of the date when the illumination test equipment used was last calibrated.

When new or improved installations are being planned, an average lux reading of at least 180 must be provided.

1.13 Public Address System

A public address system must be provided which is clearly audible in all those areas of the ground which can be occupied by spectators.

1.14 Entrances

There must be at least 1 fully operational turnstile (which must be of the revolving type) or a pay box where a charge for entry to the ground can be taken. In both cases adequate protection and security for the turnstile operator must be incorporated.

It must be possible to gain access to the spectator viewing areas from the turnstiles via a bound surface to a minimum width of 0.9 metre.

Electronic turnstiles with bar code readers are also acceptable but an emergency procedure must be in place in the event of a power failure.

Adequate protection and security must be incorporated for the turnstile operator or, where tickets are sold from a box office, the cashier.

1.15 Exits

All exits must be clearly signed, ideally with “running man” signs, and are to be kept clear and free from obstructions. (For further information, reference should be made to the Guide to Safety at Sports Grounds.)

There must be access via a bound surface to all exits from the nearest spectator viewing areas.

1.16 Lighting

(See Appendix)

1.17 Adjoining Pitches

Where deemed that they are likely to interfere with the playing of a match, ball games will not be played on adjoining pitches whilst a match is in progress.

1.18 Emergency Access

Access must be provided for the emergency services and maintained free from obstruction.

2. SPECTATOR FACILITIES

2.1 Spectator Accommodation

Development, other than hard standing, may all be on one side of the ground.

Covered accommodation, which should preferably be on 2 sides of the ground, must be of sound construction of timber/steel/brick/concrete or any combination of these materials. Existing timber stands are only acceptable subject to a fire risk assessment conducted by a competent person.

The minimum covered accommodation must be 200, of which at least 100 must be seated. These seats may be located in two stands, each with a minimum capacity of 50. Whilst individual seats are preferred, bench seating may be permitted provided that it is in good repair and that individual spaces (min 500mm) are clearly marked.

These 100 seats must afford a good view of the pitch and be clean, functional and in good condition.

There must be a minimum of 16 seats provided for Directors/Committee and guests. These seats must be clearly marked “Home” and “Away Directors”.

Additional seating may be provided in other areas of the ground. However, these seats are not to be classed as being “in lieu” of the number shown above.

Standing spectators are not allowed in or near a seated spectator stand where they can obstruct views.

Areas where spectators are not permitted to stand must be clearly marked with yellow hatched markings. **Alternatively, appropriate signage may be acceptable.**

Hard standing to a minimum width of 0.9 metre, measured from the spectator side of the pitch perimeter barrier, must be provided on 3 sides of the ground. Existing athletics stadia may be exempt from this requirement.). The surface must be **tarmac, concrete, concrete paving or other approved materials which create a bound material.**

Where a club shares its ground with a cricket club which limits the amount of permanent hard standing which can be installed, a maximum of one side or end of temporary flooring made of a polypropylene material or such like may be acceptable. Precise details of the specification must be supplied to the league and The Football Association before its installation.

Spectators must not be permitted to access any end/side without hard standing.

NB Where the facility is shared with cricket, hard standing on a minimum of two and a half sides may be acceptable.

2.2 Press Seating

There is no requirement for dedicated press seating.

2.3 Terracing

Where terracing is provided, it must comply with the requirements of the Guide to Safety at Sports Grounds. All terracing must be in a sound condition. Terracing that is crumbling, has grass/weeds growing through it or has broken or loose concrete will not be accepted.

Any level surface within the ground should ideally be hard standing, such as tarmac, concrete, concrete paving or other approved materials which create a bound surface. However, flat and well maintained grassed areas may be accepted. **The use of tree bark instead of grass may be acceptable, subject to prior permission being obtained from the league and The Football Association.**

2.4 Toilets

Toilets must be located within the ground and must be accessible both to male and to female spectators. NB Where it is necessary to exit the ground to gain access to toilets located in an adjacent clubhouse, these may be deemed acceptable, provided no great distance is involved.

The following minimum toilet facilities must be provided:

Male:	2 urinals or equivalent and 1 WC
Female:	2 WC's

In addition, wash hand basins, with running water, warm air hand driers and/or paper towels, together with a supply of toilet paper, must be provided in each toilet area. Whilst replaceable linen roller towels in a cabinet are acceptable, individual hand towels are not permitted.

The provision of toilet facilities within a clubhouse will be acceptable if these are accessible and available at all times on match days. Otherwise, these facilities may be of the temporary or mobile kind but should be connected to the mains supply and be fully accessible with permanent access.

All toilet areas must be in working order, with a roof and operational lighting, supplied with toilet paper and maintained to a high level of cleanliness.

The location of all toilet facilities must be indicated with appropriate signage

These facilities may be of a temporary or mobile kind but must be connected to the mains supply (i.e. water and power) and main drainage or an acceptable alternative drainage system.

Individual toilet units often known as 'portaloos' are permissible on a temporary basis but may not be included in the minimum toilet requirements.

2.5 Refreshment Facilities

2.5.1 Directors/Committee/Guests

A separate room or reserved area must be made available in which refreshments for Directors/Committee and guests can be served.

2.5.2 Ground Refreshment Facilities

Refreshment facilities must be provided at the ground or in an adjacent clubhouse (See 2.4 Toilets). These facilities may be of a temporary or mobile type.

2.6 Disabled Facilities

(See Appendix)

2.7 Segregation

When segregation is in operation, there must be adequate toilet facilities and refreshment facilities in each segregated area in addition to the appropriate means of egress and exit.

3. DRESSING ROOM FACILITIES

3.1 Players

Separate dressing rooms must be provided for both teams within the enclosed area of the ground. The dressing rooms must be of sound construction and be of a permanent nature. Existing dressing room dimensions will be acceptable provided they are a minimum of 12 square metres, excluding shower and toilet areas. Where clubs are planning to build new dressing rooms these must be a minimum size of 18 square metres, excluding shower and toilet areas.

Each dressing room must have the following:

A shower area comprising of at least 4 showerheads

At least 1 wash hand basin located outside the shower area

(All the above must have hot and cold running water)

At least 1 WC in a cubicle

There must be a treatment table which is clean and in good condition in each dressing room unless there is a separate medical room available for the use of both teams.

3.2 Match Officials

The size of the match official's dressing room must be a minimum of 4 square metres, excluding shower and toilet areas. When new dressing rooms are being constructed the match officials' room should be a minimum of 6 square metres in size, excluding shower and toilet areas.

Each match officials' dressing room must have the following:

At least 1 shower

At least 1 WC in a cubicle and 1 wash hand basin

Provision should be made for separate dressing rooms for both male and female match officials.

Where new dressing rooms are being constructed or existing are being re-designed, separate purpose built facilities for both male and female match officials must be provided.

There must be an audible electronic warning device (bell or buzzer) in working order located in the match officials' dressing room, and which is linked to the players' dressing rooms.

All dressing room areas must be maintained to a high standard of cleanliness and be heated, well ventilated, free from damp and secure on match days.

4. MEDICAL

A stretcher must be provided for the removal of injured players from the pitch.

NB For Grade D a dedicated medical room for the use of players and spectators is required.

(See also Appendix)

APPENDIX

1. GROUND

1.7 Pitch Perimeter Barrier

It is important to distinguish between a pitch perimeter barrier/rail which exists to separate spectators from the playing area and a crush barrier which has been constructed and tested according to the requirements of the Green Guide. Where the structure cannot be designated as a crush barrier, e.g. its height exceeds 1.1m, the maximum depth of standing behind it is limited to 1.5m and this must be borne in mind in any capacity calculations.

It is recognised that the above may not be an issue for normal attendances but, when a larger crowd is anticipated, the Club should be mindful of the associated management issues and, if necessary, take professional advice.

Whatever system is employed, a club should be mindful of its responsibility to ensure spectator safety and minimise the possibility of unauthorised incursions on to the playing area.

1.9 Playing Area

Reference should be made to the Goalpost Safety information published by The Football Association and, in particular, it should be noted that the use of metal cup hooks is prohibited.

1.16 Lighting

Whilst their installation is strongly recommended, neither working nor emergency lighting is any longer a grading requirement. Clubs are reminded that they have a responsibility to ensure the safety of spectators entering, leaving and moving about the ground and, if a ground is used in non-daylight hours, adequate artificial lighting should be provided. Further, consideration must be given by a club to its procedures in the event of a power failure.

2. SPECTATOR FACILITIES

2.5 Disabled Facilities

A club must take full account of the needs of disabled spectators and be mindful of its obligations under the provisions of the Disability Discrimination Act 1995. Reference made should be made to the publications / data sheets issued by both The Football Association and the Football Foundation.

No specific requirement is currently included in the ground grading criteria but The Football Association strongly recommends that access is provided to both a covered viewing area and toilet and refreshment facilities.

4. MEDICAL

All clubs must provide first aid equipment, including a stretcher, for the use of players and spectators. Its location in the ground, if other than in a dedicated treatment room, should be clearly marked by notices placed in the dressing rooms for teams and match officials.

There must be a nominated and suitably qualified person in attendance to assist with spectator problems unless the St John Ambulance Brigade, Red Cross Society or other capable agency are in attendance. The requirements of the Guide to Safety at Sports Grounds are for one first aider per 1000 anticipated spectators, with a minimum of two.

If a crowd of less than 2000 is anticipated, known and practiced arrangements should be in place to summon either a doctor or NHS ambulance alternative. For crowds of over 2000, an experienced crowd doctor should be in attendance.

NB The above in no way purports to be a comprehensive list of Health and Safety issues which it is the responsibility of a club to address. Clubs are recommended to arrange regular safety audits conducted by persons with the appropriate expertise.

Appendix B

Taking of kicks from the penalty mark

1. The Referee shall choose the goal at which all of the kicks shall be taken.
 2. The Referee shall toss a coin and the team whose captain wins the toss shall take the first kick.
 - 3.(a) Subject to the terms of the following paragraphs (c) and (d) both teams shall take five kicks.
 - (b) The kicks shall be taken alternately.
 - (c) If before both teams have taken five kicks, one has scored more goals than the other could even if it were to complete five kicks the taking of kicks shall cease.
 - (d) If after both teams have taken five kicks both have scored the same number of goals, or have not scored any goals the taking of kicks shall continue in the same order until such a time as both have taken an equal number of kicks (not necessarily five more kicks) and one has scored a goal more than the other.
 4. The team which scores the greatest number of goals, whether the number of kicks taken is in accordance with the terms of paragraph 3 (a), 3 (c) or 3(d) shall qualify for the next Round of the Competition or shall be declared winners of the Competition as the case may be.
 5. (a) With the exception referred to in the following paragraph (b) only the players who are on the field of play at the end of the match, which shall mean at the end of extra time (if extra time be played) and any who, having left the field of play temporarily are not on the field of play at that time, shall take part in the taking of kicks.
 - (b) Provided that his team has not already made use of the maximum permitted number of substitutes a goalkeeper who sustains an injury during the taking of kicks and who, because of the injury is unable to continue as a goalkeeper may be replaced by a substitute.
 6. Each kick shall be taken by a different player and not until all eligible players of any team, including the goalkeeper or the named substitute by whom he was replaced in the terms of paragraph 5 as the case may be, have each taken a kick may a player of the same team take a second kick.
 7. Subject to the terms of paragraph 5 , any player who is eligible may change place with the goalkeeper at any time during the taking of kicks.
 - (a) Other than the player taking the kick from the penalty mark, and the two goalkeepers, all players shall remain within the centre circle whilst the taking of kicks is in progress.
 - (b) The goalkeeper who is a team-mate of the kicker shall take up a position within the field of play, outside the penalty area at which the kicks are being taken, behind the line which runs parallel with the goal line and at least ten yards from the penalty mark.
 9. Unless stated to the contrary in the foregoing paragraphs 1 to 8 the Laws of the Game, And the International Board Decisions relating thereto shall, insofar as they can apply to the taking of kicks.
- N.B. In the event of light failing before the end of the taking of kicks from the penalty mark, the score at the end of extra time shall stand and the match be replayed

Appendix C

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 despatch of the fax (including both the date of the despatch 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

1.5 (1) Participants only may appeal on the grounds that the penalty award, order or sanction Imposed is excessive;

- (2) The Association only may appeal on the grounds that the penalty award, order or Sanction imposed was so unduly lenient as to be unreasonable.

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.

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 the 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 Committee 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, summarising its case;
- (2) Any new evidence to be presented by the Appellant;
- (3) The Respondent to address the Appeal Board, summarising its case;
- (4) Any new evidence to be presented to the Respondent;
- (5) Each party to be able to put questions to any new 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 Any costs incurred in bringing or responding to an appeal shall be borne by the party incurring the costs. Any costs incurred in relation to the Appeal Board, including travel, accommodation and room hire, may be ordered by the Appeal Board to be paid by either party.

Announcement of Decision

3.5 The Appeal Board shall announce its decision to the parties as soon as practicable in such 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.

A deposit of £100 is required for appeals against decisions of FA Disciplinary Commissions and £50 for appeals against decisions of Commissions of Affiliated Associations.

Appendix D

REGULATIONS FOR THE OPERATION OF THE NATIONAL LEAGUE SYSTEM

1. Definitions

In the interpretation of these Regulations: any words and expressions, unless otherwise defined herein, shall be words and expressions as defined as follows:-

“AC” means the Alliance Committee appointed by FA Council.

“Association” means The Football Association Limited.

“Club” means a football club for the time being in a League in membership of the NLS.

“League” means any competition sanctioned by the Association and/or an Affiliated Association in membership of the NLS.

“LC” means the Leagues Committee appointed by FA Council.

“NLS” means the National League System of competitions controlled by the Association where promotion and relegation links exist between participating Leagues.

“Playing Season” means the period between the date on which the first league fixture in the League is played each year until the date on which the last league fixture in the League is played. For Clubs participating in Play Off Matches this does include the period when Play Off Matches are played.

“Play Off Matches” means matches played between Clubs in a Play Off Position on a format to be determined by each League provided that the format is the same across each Step.

“Play Off Position” means the position of a Club at the end of each Playing Season which is provided for in Standardised Rule 13 as qualifying the Club to take part in a Play Off Match to qualify for promotion to the next Step for the next Playing Season.

“Regulations” means these regulations.

“Rules” means the FA Standardised Rules or FA Standard Code of Rules under which a League is administered.

“Step” means the level at which a Club participates in the National League System.

2. The National League System (“NLS”) shall be operated in accordance with the Regulations.

The aims and objectives of the NLS are to provide:

2.1 Clubs with a level of competitive football appropriate to their playing ability, stadium/ground facilities and geographical location.

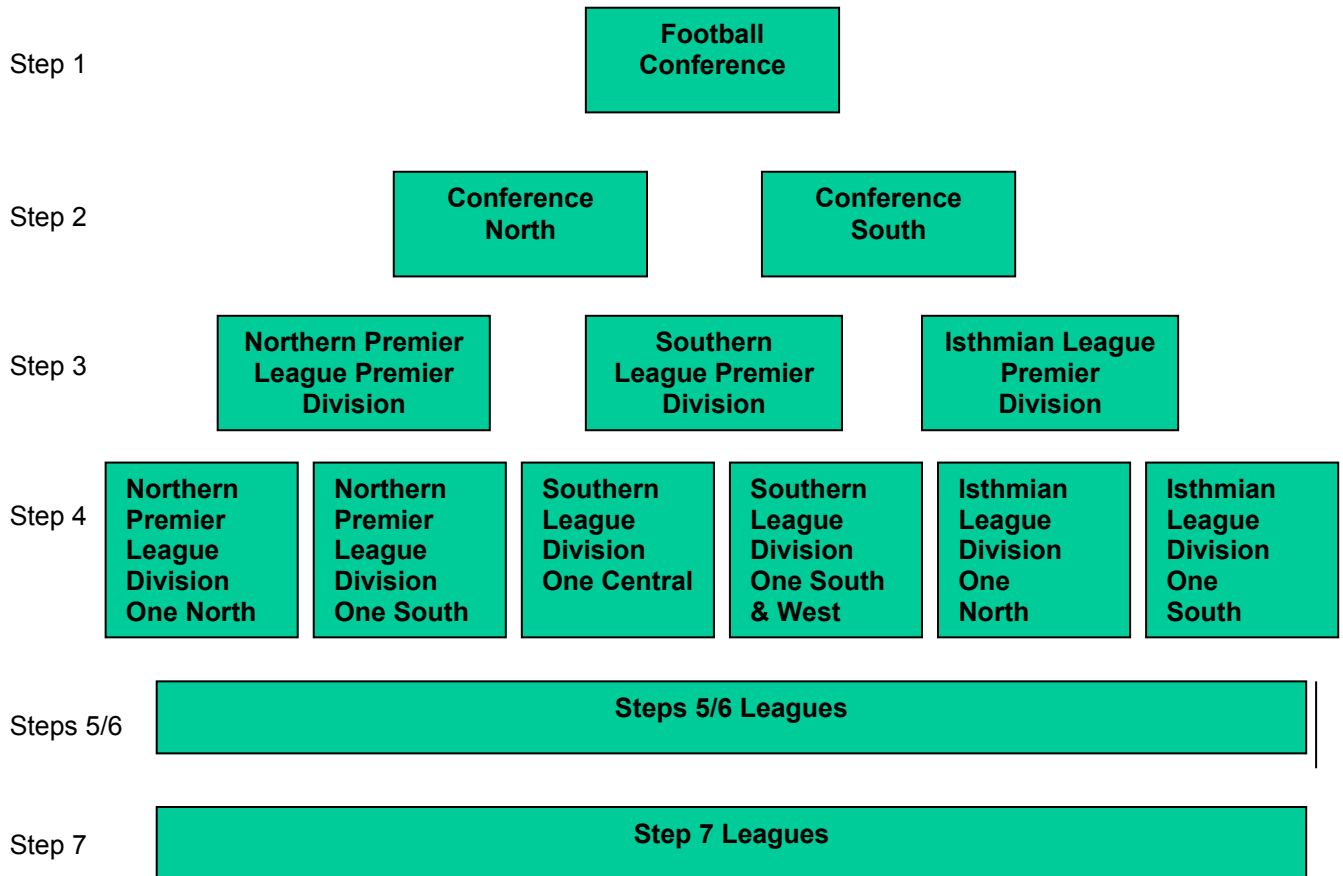
2.2 A framework for discussion on matters of policy and common interest to Leagues and Clubs.

2.3 The seasonal movement of Clubs.

All Leagues are bound by the Regulations. A Club is bound by the Regulations from the date it has qualified for placement into the NLS until such time as it leaves the NLS for whatever reason.

3. Position of a League in the National League System

3.1 The current structure of the NLS is set out below:



The Leagues currently at Steps 5, 6 and 7 are set out at the end of the Regulations.

- 3.2 Any league wishing to become part of the NLS must apply to The Association by 31st December in the relevant year in such form and/or providing such information as shall be required by the LC from time to time. The decision as to whether or not a league should be admitted to the NLS shall be made by the LC which will then decide on the Step at which the League will play.
- 3.3 Any League wishing to propose an adjustment to its position within the NLS must apply in writing to the LC by 31st December in any year for such proposal to be determined by the LC in order, if approved, to have effect in the following Playing Season.

4. Rules and Regulations for Promotion and Relegation

The LC shall provide for the seasonal promotion, relegation or lateral movement of Clubs. A League must be committed to promoting and relegating Clubs at the conclusion of each Playing Season.

5. Detailed Promotion and Relegation Issues

- 5.1 The criteria for entry to the NLS and the criteria for ground/stadium facilities and the criteria for participation in Play Off Matches shall be determined by the LC. All criteria so determined shall be published by The Association from time to time.
- 5.2 At the conclusion of each Playing Season, the following procedures will apply to promotion/relegation subject to the application of the Rules:

Step 1 and Step 2

The following does not apply to promotion from Step 1.

The Clubs finishing in the bottom four places at Step 1 at the end of the Playing Season will be relegated to a feeder pool and placed in the most geographically appropriate division at Step 2 for the following Playing Season. They will be replaced by the Clubs finishing in 1st position in each

of the divisions at Step 2 together with a further two Clubs determined by a series of Play Off Matches. Where a Club finishes in 1st position but does not meet the criteria for participation at the next Step, the Club finishing in 2nd position shall be promoted and the Club finishing in the next eligible position shall take part in the Play Off Matches. Where a Club finishes in a Play Off Position but does not meet the criteria for participation in Play Off Matches the Club finishing in the next eligible position shall take part in the Play Off Matches. The Play Off Matches shall be played so that in each Step 2 division the highest placed of the eligible Clubs plays against the lowest placed and the other two Clubs play each other. The aggregate winners will play each other and the winner of that match will be promoted. If there are only three eligible Clubs then the highest placed shall receive a bye to a second match where it will play the winner of the other Play Off Match and the winner of that match will be promoted. Clubs finishing below position 7 will not be considered for Play Off Matches.

Step 2 and Step 3

The Clubs in the bottom three places in each of the two divisions at Step 2 at the end of the Playing Season will be relegated to a feeder pool and placed in the most geographically appropriate division at Step 3 for the following Playing Season. They will be replaced by the Clubs finishing in 1st position in each of the divisions at Step 3 together with a further three Clubs determined by a series of Play Off Matches. Where a Club finishes in 1st position but does not meet the criteria for participation at the next Step, the Club finishing in 2nd position shall be promoted and the Club finishing in the next eligible position shall take part in the Play Off Matches. Where a Club finishes in a Play Off Position but does not meet the criteria for participation in Play Off Matches the Club finishing in the next eligible position shall take part in the Play Off Matches. The Play Off Matches shall be played so that the highest placed of the eligible Clubs plays against the lowest placed and the other two Clubs play each other. At Step 2 the aggregate winners will play each other and the winner of that match will be promoted and at Step 3 the winners of each first match will play each other and the winner of that match will be promoted. If there are only three eligible Clubs then the highest placed shall receive a bye to a second match where it will play the winner of the other Play Off Match and the winner of that match will be promoted. Clubs finishing below position 7 will not be considered for Play Off Matches.

The promoted Clubs will be placed in a feeder pool and placed in the most geographically appropriate division at Step 2.

Step 3 and Step 4

The Clubs in the bottom four places in each of the three divisions at Step 3 at the end of the Playing Season will be relegated to a feeder pool and placed in the most geographically appropriate division at Step 4 for the following Playing Season. They will be replaced by the Club finishing in 1st position in each of the divisions at Step 4 together with a further six Clubs to be determined by a series of Play Off Matches. Where a Club finishes in 1st position but does not meet the criteria for participation at the next Step, the Club finishing in 2nd position shall be promoted and the Club finishing in the next eligible position shall take part in the Play Off Matches. Where a Club finishes in a Play Off Position but does not meet the criteria for participation in Play Off Matches the Club finishing in the next eligible position shall take part in the Play Off Matches. The Play Off Matches shall be played so that the highest placed of the eligible Clubs plays against the lowest placed and the other two Clubs play each other. The winners of each match will play each other and the winner of that match will be promoted. If there are only three eligible Clubs then the highest placed shall receive a bye to a second match where it will play the winner of the other Play Off Match and the winner of that match will be promoted. Clubs finishing below position 7 will not be considered for Play Off Matches.

The promoted Clubs will be placed in a feeder pool and placed in the most geographically appropriate division at Step 3.

Step 4 and Step 5

At the end of the Playing Season the Clubs in the bottom two places in each of the four divisions at Step 4 administered by the Northern Premier and Southern Leagues, together with the Clubs in the bottom three places in each of the two divisions administered by the Isthmian League will be relegated and placed in the most geographically appropriate League at Step 5. Irrespective of any provision contained within the Rules the Clubs finishing in bottom position in each of the six Step 4 divisions will be relegated and will not be reprieved. These Clubs will be replaced by the

fourteen most suitable Clubs from the Leagues at Step 5 as determined by the LC. The suitability shall be determined as the Club finishing in 1st position in each Step 5 League which meets the entry criteria and wishes to be considered for promotion. In the event of the 1st placed Club not being eligible, the Clubs finishing in 2nd or 3rd position shall be subject to the same criteria. In usual circumstances, no more than one Club will be promoted from any one League. The Clubs to be promoted from Step 5 will be allocated to the most geographically appropriate division at Step 4.

If vacancies remain, consideration will be given to relieving those Clubs other than bottom placed clubs relegated from Step 4 who will be ranked according to the average number of points gained per games played and the Club with the highest average shall be relieved first. In the event of Clubs having an identical record the Club to be relieved shall be determined by the LC.

Any Club seeking promotion from Step 5 to Step 4 must make application to the Association on the prescribed form, copied to their existing League, by 30th November in the relevant year. The application must be accompanied by the appropriate application fee, as determined by the LC, which is non refundable. Applicant Clubs must achieve a minimum E Grade by 31st March in the Playing Season when promotion is sought.

Step 5 to Step 6 and Step 6 to Step 7

The promotion and relegation of Clubs between Steps 5, 6 and 7 shall be dealt with as follows.

Movement of Clubs between Steps 5, 6 and 7, where a League operates at each Step, shall be included in their constitutional rules and regulations. Irrespective of any provision contained within the Rules, the Clubs finishing in bottom position in each of the fourteen Step 5 divisions will be relegated to Step 6 and will not be relieved, as determined by the LC.

Clubs seeking promotion to Step 5 from a League at Step 6 which is not linked to Step 5, must make application using the prescribed form direct to the Association, copied to their existing League, by 31st December in the relevant year. Each application must be accompanied by the agreed grading fee, as determined by the LC, which is non refundable.

Clubs seeking promotion to Step 6 from a League at Step 7 which is not linked to Step 6, must make application using the prescribed form direct to the Association, copied to their existing League, by 31st December in the relevant year. In order to be considered for promotion Clubs must finish in 1st position in their Step 7 league. If the Club finishing in 1st position does not wish to be promoted or fails to meet the entry criteria then the club finishing in 2nd position will be eligible for promotion. If the club in 2nd position does not seek promotion or fails to meet the entry criteria then clubs down to 5th position may be considered for promotion provided that they meet the appropriate entry criteria. Clubs finishing below 5th position will not be considered for promotion and only one club will be considered from each league. Each application must be accompanied by the agreed grading fee, as determined by the LC, which is non refundable.

5.3 Where a vacancy occurs within the NLS the following procedures will apply:-

5.3.1 Where a vacancy occurs in a particular division prior to the end of a Playing Season, the Club creating the vacancy is taken to be the Club in the bottom position in that division.

5.3.2 Where a vacancy occurs at Steps 2 and 3 following the completion of a Playing Season the best ranked Club in a relegation position across the particular Step is relieved. The ranking to be determined by the average points gained per game played and comparable league position. The Club with the highest average shall be relieved first. In the event of Clubs having an identical record the Club to be relieved shall be determined by the LC.

Where a vacancy arises and clubs at Step 4 are to be relieved, the four clubs in 21st position in the Northern Premier and Southern Leagues and the two clubs in 22nd position in the Isthmian League would be ranked by the average points per game played. In the event of all of the above six clubs being relieved and there are further vacancies available the next two places would be allocated to the clubs in 23rd position in the Isthmian League ranked on the average points per game played.

5.3.3 Where a vacancy occurs after the date of a League AGM then a League is not able to replace the Club(s) concerned for the following Playing Season.

5.4 Only internal changes to the constitution of a League are allowed following the holding of a League's Annual General Meeting.

5.5 Clubs are not allowed to enter into a ground share agreement in order to gain promotion or to retain membership at a particular Step where the Club has failed to attain or maintain the relevant Grade.

5.6 Ground grading requirements will be in accordance with the Rules.

In order to be considered for promotion, the following requirements will apply.

Step 1 - Clubs must comply fully with the requirements of Grade A.

Step 2 - Clubs competing at Step 2 must comply fully with the requirements of Grade B. To be considered for promotion to Step 1 or to be included in the Play Off Matches, Clubs must meet the requirements of Grade B together with any additional requirements by 31st March in the year in which they seek promotion. Clubs must also attain Grade A by 31st March in the year following promotion.

Step 3 - Clubs competing at Step 3 must comply fully with the requirements of Grade C. To be considered for promotion to Step 2 or to be included in the Play Off Matches, Clubs must meet the requirements of Grade C and attain Grade B by 31st March in the year following promotion.

Step 4 - Clubs competing at Step 4 must comply fully with the requirements of Grade D. To be considered for promotion to Step 3 or to be included in the Play Off Matches, Clubs must meet the requirements of Grade D and attain Grade C by 31st March in the year following promotion.

Step 5 - Clubs competing at Step 5 must comply fully with the requirements of Grade E. To be considered for promotion to Step 4, Clubs must meet the requirements of Grade E by 31st March in the year in which they seek promotion, and attain Grade D by 31st March in the year following promotion.

Step 6 - Clubs competing at Step 6 must comply fully with the requirements of Grade F. To be considered for promotion to Step 5 Clubs must meet the requirements of Grade F and attain Grade E by 31st March in the year following promotion.

Step 7 - Clubs competing at Step 7 must comply fully with the minimum requirements in force. To be considered for promotion to Step 6 Clubs must meet the requirements of Grade G and attain Grade F by 31st March in the year following promotion. Clubs can be promoted from Step 7 to 6 without floodlights provided that all other requirements of Grade G are met by 31st March in the Playing Season in which the Club wishes to gain promotion and that the Club has the following in place:-

- Planning permission for floodlights
- Funding applications submitted if required
- Quotations/estimates for the work to be carried out
- A development/business plan
- That by 30th September following promotion the floodlights are installed and in working order.

Failure to install floodlights in working order by 30th September following promotion will result in a sanction being imposed at the discretion of the League of which the Club is a member. If by 31st March in the year following promotion the floodlights are still not installed then the Club will be a relegated Club and be dealt with accordingly.

5.7 If a Club is relegated for not achieving the required Grade for the Step at which it is playing it will not be eligible for promotion again until it has attained the required Grade for the Step to which it wishes to be promoted. The Club must have that Grade at 31st March in the year in which it seeks promotion.

6. The Movement of Clubs within the National League System other than by Promotion or Relegation

- 6.1 Movement of a Club from participation in one League to another is not permitted other than by promotion and relegation or otherwise as set out in League Rules save with the approval of the LC.

It may be necessary from time to time to move Clubs laterally at the same Step. The LC shall determine any lateral movement of Clubs at the same Step by (a) promotion or relegation and (b) to enhance or maintain the strength of individual Leagues/Divisions. Prior to making a decision to move a Club or Clubs laterally, the LC shall consult with the Clubs and Leagues involved. Any decision shall be final and binding subject only to Arbitration in accordance with FA Rule K.

In coming to its decision the LC will have regard to any representations made by any party, the distance to be travelled by any Club to be moved compared to the distance travelled in the Playing Season prior to movement; the financial impact on the Club to be moved, the frequency with which the Club has been moved in the past; the number of Clubs both in the division to which the Club is to be moved and in the division from which the Club is moved, and any other matter that it considers to be relevant.

- 6.2 Any Club proposing to move from one League to another must make application in writing to The Association on or before 31st March in each year to be effective for the following Playing Season. In the event of such application being successful the League from which the Club is moving shall not levy a financial penalty on that Club.

- 6.3 If a Club (whether a Members' Club or a Company) is wound up, liquidated, or is removed from its League or withdraws from football competition ('the Former Club'), and a new Club ('the New Club') is established which wishes to be placed within the NLS, then unless otherwise determined by the LC, it will be allowed to make an application only to join a League/division at Step 5 of the NLS unless the Former Club was in either Step 4 or Step 5 when the event which caused it to cease its membership occurred in which case it must re-join the NLS at a minimum of two Steps below the level at which it was at the time the event occurred, or withdrew from football competition, whichever is lower. Where the Former Club was a member of The FA Premier League or Football League then the LC shall at its absolute discretion determine in which League the New Club shall be placed for the following Playing Season and will set out at its complete discretion the requirements to be met by the New Club.

In order for consideration to be given to the placement in the NLS of the New Club in the following Playing Season, an initial application must be received by the LC by 1st March or within twenty-one days of the Former Club being wound up, liquidated, resigning or being removed from its League or withdrawing from football competition, if such date is later than 1st March.

The full application accompanied by all necessary documents including evidence of security of tenure having been granted to the New Club and affiliation to a County Football Association must be received by 31st March or within twenty-one days of the Former Club being wound up, liquidated, resigning or being removed from its League or withdrawing from football competition, if such date is later than 1st March. The application shall be copied to the League of which membership is being requested. The application will be determined by the LC.

In considering any application, the LC will set out at its sole discretion the requirements to be met by the New Club.

In the event of more than one application being received within twenty-one days of the Former Club being wound up, liquidated, resigning or being removed from its League or withdrawing from football competition, the LC will consider at its discretion which application will be considered in accordance with this Regulation.

- 6.4 If a Club (whether a Members' Club or a Company) ceases to be a member of its league and that Club (that is not a New Club as defined at 6.3 above) wishes to be placed within the NLS for the immediately following Playing Season, then unless otherwise determined by the LC, it may be allowed to make an application to join a League/division below the most recent League/division of which the Club was a member.

In order for consideration to be given to the placement in the NLS by the Club in the immediately following Playing Season, an initial application must be received by the LC in accordance with the

procedures set out at 6.3 above. The application shall be copied to the League of which membership is being requested. The application will be determined by the LC at its absolute discretion.

In considering any application, the LC will set out at its sole discretion the requirements to be met by the Club in determining whether to approve the application.

- 6.5 If two or more Clubs (“the Merging Clubs”) are proposing a transaction or series of transactions that result in the merging or consolidation (“the Proposed Merger”) of those Clubs into one Club (“the Merged Club”) then a formal application to do so must be received by the LC and the league(s) of which the Merging Clubs are members by 31st December to be valid for the following Playing Season.

A Deed of Agreement, which shall be legally binding on all parties must be submitted to The Association by 31st March in the year immediately following receipt of the application. The LC shall determine at its absolute discretion where the Merged Club is to be included in the NLS for the following Playing Season subject to the provisions of item 6.5.5 below.

In arriving at its decision the LC may apply the following minimum criteria:

- 6.5.1 The requirements of Standardised Rule 2.9 for the current Playing Season must be met by each of the Merging Clubs. If one or more of the Merging Clubs is subject to an insolvency event then Standardised Rule 2.9.2 shall be applied to such club(s), otherwise Standardised Rule 2.9.1 shall be applied;
- 6.5.2 The proposed playing name of the Merged Club must be acceptable to the LC; and
- 6.5.3 The Merged Club must have security of tenure to a ground that meets the relevant ground grading requirements;
- 6.5.4 Any other criteria that the LC may from time to time deem to be appropriate;
- 6.5.5 The Merged Club will ordinarily be placed at the lower of the Steps at which the Merging Clubs ended the Playing Season in which the application is made. For the purposes of this Regulation, if one of the Merging Clubs has finished that Playing Season in a relegation place, then they will be deemed to have ended the Playing Season at the Step to which they would have been relegated without the Proposed Merger proceeding.

Any decision regarding whether a proposed transaction or series of transactions falls to be considered under this Regulation shall be determined by the LC at its absolute discretion

7. Placement of a Club into a League

- 7.1 Usually a club can only enter the NLS at Step 7. However, in exceptional circumstances a League may seek approval from the LC to receive a club not currently in membership of a League within the NLS provided that there is: (a) a vacancy within its constitution (b) the club meets the entry criteria and (c) promotion and relegation issues have been satisfied. Such request must be received by no later than 1st March.
- 7.2 Reserve teams, including a team from a club or Club which is not considered by the LC to be sufficiently separate from another club or Club, will not be permitted to compete above Step 6 in the NLS. There must be a minimum of two Steps between a first and reserve team. This does not apply at Steps 6 & 7. No two teams from the same Club can play at the same Step. Reserve teams currently at Step 5 can remain unless relegated, once relegated they will not be permitted to be promoted back to Step 5.
- 7.3 Teams from Higher Education or Further Education establishments are not permitted to compete above Step 5. This does not prevent any such establishment forming a Club which complies with all entry criteria and which is separate from the establishment itself.
- 7.4 Where a Club moves from one League to another, for whatever reason, the League from which it is being moved must provide the League to which the Club is being moved with a certificate confirming that the Club being moved does not owe any money or other property of any nature to the League from which it is being moved. The Club being moved cannot compete in its new League until such certificate has been provided and the onus will be on the Club being moved to ensure that it has cleared all indebtedness to its previous League.

7.5 In or about early April each year the LC will consider whether any lateral movements may be necessary at each Step; if so the Clubs likely to be affected shall be notified and given the opportunity to present a case if that Club does not wish to be moved laterally. The final decision shall rest with a sub-committee of the LC with members of Step 5 Leagues if appropriate and any appeal shall be to the LC using members who have not been involved in the original decision. The decision of that appeal shall be final and binding subject only to Arbitration under FA Rule K.

8. Procedures for the Determination of any Matter, Dispute or Difference by the Leagues Committee

8.1 The LC may adopt such procedures for the determination of any matter, dispute or difference as it considers appropriate and expedient, having regard to the aims and objectives set out at Regulation 1. The LC may require the attendance at a meeting or the written observations of any League or Club, as it considers appropriate to assist its determination.

8.2(a) Any dispute or difference between a League and a Club relating to promotion and relegation issues and/or other eligibility criteria must be referred for determination to the LC; such determination shall be final and binding.

8.2(b) Any other decision of the LC shall be subject to a right of appeal to an Appeal Board. The decision of that Appeal Board shall be final and binding on all parties.

All referrals of appeals shall be conducted in accordance with the Regulations for Football Association Appeals. Such must be accompanied by a deposit as follows:

Step 1 Clubs - £250

Step 2 Clubs - £200

Step 3 Clubs - £150

Step 4 Clubs - £100

All other applications - £50

8.3 The LC may, at its discretion, delegate the resolution of any matter, dispute or difference arising under these Regulations to any body it considers to be appropriate (including a sub-committee or commission which may include members of council not on the LC or a body constituted by a County Football Association).

9. Arbitration

The fact of participation in the NLS and signifying agreement to be bound by the Regulations shall constitute an agreement between each League and Club to refer to Arbitration any challenge in law arising out of, or in relation to, the Regulations in accordance with the provisions of FA Rule K.

10. Precedence

In the case of conflict between the Regulations for the Operation of the National League System and the Rules, the Regulations take precedence.

**LEAGUES/DIVISIONS AT STEPS 5, 6 & 7 OF THE NATIONAL LEAGUE SYSTEM
(season 2014/2015)**

Step 5	Step 6	Step 7
Combined Counties League Premier Div	Combined Counties League Div 1	Anglian Combination Premier Div
Eastern Counties League Premier Div	East Midlands Counties League	Cambridgeshire County League Premier Div
Essex Senior League	Eastern Counties League Div 1	Central Midlands League Div North
Hellenic League Premier Div	Hellenic League Div 1 East	Central Midlands League Div South
Midland League Premier Div	Hellenic League Div 1 West	Cheshire League Div 1
North West Counties League Premier Div	Kent Invicta League	Dorset Premier League
Northern Counties East League Premier Div	Midland League Div 1	Essex Olympian League Premier Div
Northern League Div 1	North West Counties League Div 1	Essex & Suffolk Border League Premier Div
Southern Counties East League	Northern Counties East Div 1	Gloucestershire County League Premier Div
Spartan South Midlands League Premier Div	Northern League Div 2	Hampshire Premier League Senior Div
Sussex County League Div 1	South West Peninsula League Premier Div	Herts Senior County League Premier Div
United Counties League Premier Div	Spartan South Midlands League Div 1	Humber Premier League Premier Div
Wessex League Premier Div	Sussex County League Div 2	Leicestershire Senior League Premier Div
Western League Premier Div	United Counties League Div 1	Liverpool County Premier League Premier Div
	Wessex League Div 1	Manchester Football League Premier Div
	West Midlands (Regional) League Premier Div	Middlesex County League Premier Div
	Western League Div 1	Midland League Div 2
		Northern Football Alliance Premier Div
		Nottinghamshire Senior League Senior Div
		Peterborough & District League Premier Div
		Sheffield & Hallamshire County Senior League Premier Div
		South West Peninsula League Div 1 East
		South West Peninsula League Div 1 West
		Somerset County League Premier Div
		Staffordshire County Senior League Premier Div
		Suffolk & Ipswich League Senior Div
		Wearside League
		West Cheshire League Div 1
		West Lancashire League Premier Div
		West Midlands (Regional) League Div 1
		West Yorkshire League Premier Div
		Wiltshire Football League Premier Div
		Step 7A
		Northamptonshire Combination Premier Div
		Oxfordshire Senior League Premier Div
		Reading Football League Senior Div
		Teesside League Div 1
		York Football League Premier Div
		Step 7B
		Bedfordshire County League Premier Div
		Kent County League Premier Div
		Spartan South Midlands League Div 2
		Surrey Elite Intermediate League Intermediate Div
		West Riding County Amateur League Premier Div

Appendix E

Codes of Conduct on Match Day

1. A welcome must be extended to Match Officials upon their arrival at the ground and shown to their dressing room.
2. Match balls must be available for the referee's inspection, clean and suitably inflated. In inclement weather they must be cleaned at half-time by the home club. In all games match balls provided by the League Sponsor must be used whenever possible.
3. Match Officials' dressing room must be in a clean and tidy condition and the toilet and shower facilities in good working order, with a constant supply of hot water available at the conclusion of the game.
4. Visiting teams must leave their dressing room in a clean and tidy condition.
5. The welfare and wellbeing of the Match Officials is the responsibility of the home club from their arrival at the ground until their departure.
6. Players are reminded that they should ensure that they do not wear anything which is dangerous to themselves or other players (including any kind of jewellery which should be removed or taped).
7. Club Officers, Committee members and players are reminded of their responsibility in relation to public criticism of Officials and Member Clubs.
8. Clubs must be aware of the League Rules relating to fees and expenses for Match Officials.
9. Grounds, including dressing rooms, must be open to Visiting Teams and Match Officials at least **90 minutes** prior to kick-off.
10. Officials of the Home Club must be available to receive visitors.
11. All visiting officials to be handed a programme and informed of entertaining arrangements.
12. Tea and biscuits to be provided at half time in the Committee Room for those with passes.
13. Provision of tea or similar refreshment on arrival and half time in their dressing rooms for Match Officials and Visiting Teams and similar liquid refreshment at full time.
14. The League to supply all Clubs with 6 (six) passes for use at away games only. These cannot be used at any game other than that in which their team is participating. A further 2 (two) passes will be supplied for use by the Chairman and Secretary to gain admission to all League and League Cup games of any member Club.
15. Provision of a minimum of six programmes in the Visitors dressing room and three for Match Officials. Programmes must be produced for all Premier Division games and must contain the Sponsors advertisement.
16. At least one official from the Visiting Team should attend a match and make themselves known to the Home Team.
17. Visiting Teams and Match Officials should, in the event of their dissatisfaction relating to their visit, forward complaints in writing to the League Secretary or Referees Secretary within 14 days.
18. Visitors are reminded that they are guests of the home club and should respect the dress code, particularly in the Board/Committee Room.

Appendix F

Short Term Loan Transfers. Leagues authorised by The Football Association. Rule 6.6.1

Northern League Division 1
Northern Counties East Premier Division
North West Counties Division 1
Midland Football Alliance
United Counties Premier Division
Hellenic League
Eastern Counties Division 1
Wessex League Division 1
Spartan South Midlands Premier Division
Combined Counties Premier Division
Sussex County. Division 1
Essex Senior League
Southern Counties East League
Western League Premier Division

Appendix G

Technical Area

The Technical Area shall extend one metre either side of the designated Team Officials seated Area and shall extend forward to a distance of one metre away from the touch-line. Markings are required to define this area.

A maximum of 11 persons, including substitutes, shall be permitted to occupy this area and their Names must be submitted to the Referee on the appropriate Team Sheet as defined by Rule.

Two team Officials may convey tactical instructions to the players during the match and must return to their position after doing so. All Team Officials must remain within the confines of the Technical Area where such area is provided and they must behave in a responsible manner. The remaining 9 Club members must remain seated and all other Club members must remain behind the pitch perimeter barrier at all times except in special circumstances, for example when a physiotherapist has the Referee's permission to attend to an injured player.

THE CLUB IS RESPONSIBLE FOR COMPLIANCE OF THE ABOVE AND ANY BREACH WILL BE REPORTED TO THE LEAGUE SECRETARY. FAILURE TO COMPLY WILL RESULT IN THE LEAGUE RULE BEING IMPLEMENTED

Hints to Referees and Assistant Referees

- 1) They must report, without fail, all cases of late starts, short teams or abandoned matches to the Referees Secretary and be certain that an Official of the Club concerned is informed, on the day of the match, that a report is to be made.
- 2) The duration of all Kent Football League matches should be 90 minutes, with an interval of not more than 15 minutes at half time.
- 3) When weather conditions make the possibility of play doubtful, Referees are asked to arrive at grounds at least 90 minutes before the time of kick-off. Early inspection and decision is desirable in the interests of both Clubs and spectators.
- 4) Give Assistant Referees their instructions in plenty of time before the match proceeds either in the dressing room or on the field of play. Do not wait until the match is about to start. Assistant Referees must keep their Flags unfurled when in use.
- 5) Referees and Assistant Referees to acknowledge the Home club receipt of instruction as to ground etc. Should no notification be received from the Home Club, Referee will of course, contact the Secretary of the Home Club on the Thursday before the game if he has not received the required instructions..
- 6) Assistant Referees must submit reports to the County FA following a dismissal from the Field of play by the referee (Kent FA Regulation10).
- 8) Referees must report to the Referees Secretary any contravention of League Rules.
- 9) Use joint travel when instructed or when possible. If joint travel is indicated only one set of expenses will be paid by the Club.

Appendix H

STANDING ORDERS

1. REGULATIONS FOR THE CONDUCT OF BUSINESS

2.

1.1 At meetings of the Management Committee.

The Management Committee shall meet every other month during the playing season at such place and time as they may determine.

Appointment of sub-committees as soon as practicable after the annual general meeting each year the Management Committee shall meet and elect: Members to form an Emergency Committee to deal with matters arising of an urgent nature between each meeting of the Management Committee which cannot wait for determination at the next Management Committee Meeting. Any other committee which the Management Committee consider desirable to elect.

In all cases nominees for each committee shall be nominated and seconded by a member of the - Management Committee but no member shall be able to propose or second him or herself. Voting shall be by a show of hands unless the number of nominees exceeds the number of vacancies in which case a poll shall be taken where voting shall be on paper with each member of the Management Committee given the number of votes equal to the number of vacancies but he or she is not obliged to use all those votes. After a count of the votes the successful nominees shall be ascertained by ascertaining the exact number of votes cast for each nominee and the number equivalent to the number of vacancies attracting the highest votes shall be so elected. In the event of equality of votes then a second poll shall be taken in respect of those candidates alone. On that second poll each person voting shall have a number of votes equivalent to the number of vacancies and may use all or some of those votes accordingly. The person or persons attracting the highest number of votes shall be so elected.

1.1.3 Proposals at Management Committee meetings:

1.1.3.1 Any member wishing to put a formal proposal to the Management Committee shall notify the League Secretary of the terms of his proposal, together with the name of the member of the Management Committee who is prepared to second the proposal at least seven days before the scheduled date of the meeting at which it is intended to put the proposal and the League Secretary shall thereupon notify all members of the Management Committee of such intention together with the name of the proposer and the name of the seconder.

1.1.3.2 At the meeting scheduled at the appropriate time on the agenda for the meeting the chairman of the meeting shall call the proposer to speak to the proposal for a maximum of five minutes and shall then call on the seconder to speak to second the proposal for a maximum of three minutes. Thereupon the chairman of the meeting shall ask if any member wishes to oppose the proposal in which case the person so opposing shall be permitted four minutes to address the meeting and at any time after the first speaker in opposition has finished any member may ask that the proposal be put.

1.1.3.3 On the question being put the chairman of the meeting shall call for a vote by a show of hands and the proposal shall be won or lost by a simple majority. The chairman of the meeting shall be able to vote on the proposal. In the event of equality of votes the chairman of the meeting shall have a second and casting vote which he shall cast so as to maintain the status quo so far as it can be maintained.

1.1.4 Emergency Proposals - No proposals shall be permitted to be put to a Management Committee meeting if the above procedure has not been followed unless all members present and voting at the meeting shall agree unanimously to suspend the above standing order and permit the proposal to be considered in which case the above procedure shall be followed save that the requirement for seven days notice shall be waived.

1.1.5 All members of Management Committee shall at all times respect the Chair and shall at all times speak to the Chair.

1.1.6 The league Secretary or other appointed person shall keep a detailed minute of all matters considered by the Management Committee.

1.1.7 The Rules of Debate shall apply to all meetings of the Management Committee and any sub-committee.

1.2 At general meetings

1.2.1.1 In the event of a General meeting being called in accordance with the Competition Rules by the Members of the Competition the Secretary shall convene such meeting by notice in writing to all Members setting out the purpose for the meeting giving not less than 7 days notice of the meeting.

1.2.1.2 At the meeting called for the purpose the chairman of the meeting shall commence the meeting at the time appointed and call upon the League Secretary to read the notice convening the meeting and shall thereafter call upon the proposer of the motion for which the meeting has been called to address the meeting for no longer than ten minutes and thereafter shall allow a seconder to address the meeting for no longer than five minutes.

1.2.1.3 After the proposer and seconder have addressed the meeting the chairman of the meeting shall thereupon call on a speaker in opposition to the motion who shall be permitted to address the meeting for no more than five minutes and the chairman of the meeting shall thereafter call upon speakers for and against the motion alternately unless there appear to be no speakers wishing to speak either for or against the motion in which case successive speakers may be taken to speaking for or against the motion.

1.2.1.4 At any time after the proposer and seconder have spoken any Member with voting power in accordance with the Articles shall be entitled to submit that the proposal be put to the meeting and if on a show of hands there is a clear majority to that effect then the chairman of the meeting may order that the proposal be put.

1.2.1.5 Voting shall be in accordance with the League Rules

1.2.2 The annual general meeting shall be called in accordance with the League rules.

1.2.3 The Rules of Debate shall apply to all General Meetings.

2 RULES OF DEBATE

2.1 A member of the Management Committee or Representative at the annual general meeting shall stand when speaking and shall address the chair, and his speech must be relevant to the issue. The question of relevance shall be decided by the chairman of the meeting. If two or more members shall rise to speak at the same time, the chairman of the meeting shall decide to whom priority shall be given.

2.2 Whenever the chairman of the meeting rises during a debate, any Member then speaking, or rising to speak, shall sit down and remain silent.

2.3 A Member shall not speak more than once on the same motion, amendment, or point of order, except by leave of the meeting, obtained without discussion subject, however, to the right of reply to the mover of the original motion. If an amendment is carried it becomes the substantive motion, and the mover of such amendment shall be entitled to a reply in the event of a further amendment being proposed.

2.4 A motion or amendment once made and seconded shall not be altered or withdrawn without the consent of the meeting without discussion.

2.5 Every motion not on the agenda, and every amendment shall, if required, be submitted in writing, and shall be seconded before it is discussed or put to the vote.

2.6 An amendment shall be either:
to leave out words;
to insert words; or
to omit words in order to insert others.

- 2.7 No Member shall be permitted to move or second more than two amendments upon any motion.
- 2.8 Whenever an amendment has been moved and seconded, no second or subsequent amendment shall be moved until the preceding one has been disposed of
- 2.9 If an amendment be carried it shall become a substantive motion,
- 2.10 A proposed resolution which has been discussed and negated shall not be again considered until after the lapse of three calendar months.
- 2.11 The following motions of order (which need not be in writing) may be moved and seconded, but shall be put to the vote without discussion:
 - To adjourn the meeting or debate.
 - To proceed to the next business.
 - That the question be now put.
 - That a member be no longer heard.
- 2.12 In the event of a disorder the chairman of the meeting may, at his sole discretion, quit the Chair, and announce the adjournment of the meeting; and by that announcement the meeting will stand adjourned accordingly.
- 2.13 The decision of the chairman of any meeting, upon any point of order, shall be final.