

AYLESBURY AND DISTRICT FOOTBALL LEAGUE

--- Founded 1891 ---



RULE BOOK For the 2019/2020 Season

*"Some people believe football is a matter of life and death. I'm
very disappointed with that attitude.
I can assure you it is much, much more important than that"*

Bill Shankly

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INDEX

GOVERNANCE RULES

1.	Definitions	3
2.	Competition Name and Constitution	5
3.	Club Name	6
4.	Entry Fee, Subscription and Deposit	6
5.	Management, Nomination, Election	6
6.	Powers of Management	7
7.	Protests, Claims, Complaints, Appeals	8
8.	Annual General Meeting	9
9.	Special General Meetings	10
10.	Agreement to be Signed	10
11.	Continuation of Membership or Withdrawal of a Club	10
12.	Exclusion of Clubs or Teams, Misconduct, Clubs, Officials, Players	11
13.	Trophy Agreements, Awards	11
14.	Alteration to Rules	11
15.	Finance	12
16.	Insurance	12
17.	Dissolution	12

MATCH RELATED RULES

18.	Qualification of Players	13
19.	Club Colours	15
20.	Playing Season, Conditions of Play, Times of Kick-Off, Postponements, Substitutes	15
21.	Reporting Results	18
22.	Determining Championship	18
23.	Match Officials	19
24.	Liability of Clubs	20
25.	First Aid Equipment	20
26.	Printing of Rules	20
27.	Representative Matches	20
28.	Life Members	20
29.	League Presentation Evening	20
30.	Pre-Season Meeting	20

Table of Fees and Fines	21
-------------------------	----

(Aylesbury & District League) Sheffield Jackman Cup	23
---	----

(Aylesbury & District League) Reserve Cup	24
---	----

(Aylesbury & District League) President's Cup	24
---	----

THOMAS FIELD SHIELD	25
---------------------	----

Child Protection	44
------------------	----

STANDARD CODE OF RULES

DEFINITIONS

1. (A) In these Rules:

“Affiliated Association” means an Association accorded the status of an Affiliated Association under the rules of The FA.

“AGM” shall mean the annual general meeting held in accordance with the constitution of the Competition.

“Club” means a club for the time being in membership of the Competition.

“Competition” means the Aylesbury and District Football League.

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

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

“Fees Tariff” means a list of fees approved by the Clubs at a general meeting to be levied by the Management Committee for any matters for which fees are payable under the Rules, as set out at Schedule A.

“Fines Tariff” means a list of fines approved by the Clubs at a general meeting to be levied by the Management Committee for any breach of the Rules, as set out at Schedule A.

“Ground” means the ground on which the Club’s Team(s) plays its Competition Matches.

“Management Committee” means in the case of a Competition which is an unincorporated association, the management committee elected to manage the running of the Competition and where the Competition is incorporated it means the Board of Directors appointed in accordance with the articles of association of that company.

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

“Non Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment.

“Officer” means an individual who is appointed or elected to a position in a Club or Competition which requires that individual to make day to day decisions.

“Participant” shall have the same meaning as set out in the rules of The FA from time to time.

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

“Playing Season” means the period between the date on which the first competitive fixture in the Competition is played each year until the date on which the last competitive fixture in the Competition is played.

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

“Sanctioning Authority” means the Berks & Bucks County Football Association Limited.

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

“Season” means the period of time between an AGM and the subsequent AGM.

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

“SGM” means a special general meeting held in accordance with the constitution of the Competition.

“Team” means a team affiliated to a Club, including where a Club provides more than one team in the Competition in accordance with the Rules.

“The FA” means The Football Association Limited.

“WGS” means the Whole Game System and the procedures for the operation thereof as determined by The FA from time to time.

“written” or “in writing” means the representation or reproduction of words or symbols or other

information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

- (B) Unless stated otherwise, terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

GOVERNANCE RULES

COMPETITION NAME, CONSTITUTION

2.

- (A) The Competition will be known as “the Aylesbury & District Football League”. 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.
- (B) This Competition shall consist of not more than fifty (50) Clubs approved by the Sanctioning Authority.
- (C) The geographical area covered by the Competition membership shall be within **twenty (20)** miles radius of Aylesbury Market Square.
- (D) The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the rules, regulations and policies of The FA.
- (E) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation thereto, subject to the provisions of Rule 7.
- (F) The Rules are taken from the Standard Code of Rules (the “Standard Code”) determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.
- (G) All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date in a manner prescribed by the Sanctioning Authority and must have a constitution approved by the Sanctioning Authority. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

This Competition shall apply annually for sanction to the Sanctioning Authority and the constituent Teams of Clubs may be grouped in divisions, each not exceeding sixteen (16) in number.

- (H) Inclusivity and Non-discrimination
 - (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (to include those contained in the Equality Act 2010).
 - (ii) This Competition and each Club must 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.
 - (iii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.
- (I) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including, but not limited to, Charter Standard and RESPECT programmes. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (J) All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The FA from time to time.
- (K) Clubs shall not enter any of their Teams playing in the Competition in any other competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (L) At the AGM or a SGM called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 22.
- (M) Only one Team shall be permitted from any Club to participate in the same division as another Team from the same Club unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. The Competition will obtain the

prior approval of the Sanctioning Authority in the event of a division comprising of more than one Team from the same Club. This Competition will ensure that, where permission is given, Teams from a Club operating in the same division are run as separate entities with no interchange of players other than via transfers of registration in accordance with these Rules.

- (N) No Club with its First Team in any other League shall be accepted into the Aylesbury & District Football League, without the consent of the Management Committee.

CLUB NAME

3. Any Club wishing to change its name must obtain permission from the Sanctioning Authority and from the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

ENTRY FEE, SUBSCRIPTION, DEPOSIT

4. (A) Applications by Clubs for admission to the Competition or the entry of an additional Team(s) from the same Club must be made in writing to the Secretary and must be accompanied by an Entry Fee per Team as set out in the Fees Tariff, which shall be returned in the event of non-election.

At the discretion of a majority of the accredited voting members present applications, of which due notice has been given, may be received at the AGM or an SGM.

When Rule 22(B) is applied, or a Team seeks a transfer or, is compulsorily transferred to another division, no Entry Fee shall be payable.

- (B) The annual subscription shall be payable in accordance with the Fees Tariff per Team payable seven (7) days prior to the commencement of the season in each year. Teams in default shall be fined £10.00 as set out in the Fines Tariff.
- (C) In the event of any issue concerning the membership of any Club with the Competition the Management Committee may require a Deposit to be paid (in accordance with the Fees Tariff) by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) A Club shall not participate in this Competition until the entry fee, annual subscription and deposit (if required) have been paid.
- (E) Clubs must advise annually to the Secretary in writing by the 30th June of its Sanctioning Authority affiliation number for the forthcoming Playing Season. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its headquarters, its Officers and any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

MANAGEMENT, NOMINATION, ELECTION

5. (A) The Management Committee shall comprise the Officers of the Competition and five (5) members who shall all be elected at the AGM.

- (B) Retiring Officers shall be eligible to become candidates for re-election without nomination provided that the Officer notifies the Secretary in writing not later than the 30th April in each year.

All other candidates for election as Officers of the Competition or members of the Management Committee shall be nominated to the Secretary in writing, signed by the secretaries of two Clubs, not later than 30th April in each year. Names of the candidates for election shall be circulated with the notice of the AGM. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the AGM.

- (C) The Management Committee shall meet as and when required, save that no more than three calendar months shall pass between each meeting.

On receiving a requisition signed by two-thirds (2/3) of the members of the Management Committee the Secretary shall convene a meeting of the Management Committee.

- (D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- (E) All communications received from Clubs must be conducted through their Officers and sent to the Secretary. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

POWERS OF MANAGEMENT

6. (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all sub-committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of The FA or Affiliated Association.

Subject to the permission of the Sanctioning Authority having been obtained, the Management Committee may order a match or matches to be played each Season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any club which may have withdrawn during the Season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the Season.

- (B) Each member of the Management Committee shall have the right to attend and vote at all Management Committee meetings and have one vote thereat, but no member shall be allowed to vote on any matters directly appertaining to such member or to the Club so represented or where there may be a conflict of interest. (This shall also apply to the procedure of any sub-committee).

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

- (C) The Management Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified.

With the exception of Rules 6(I), 8(H), and 9, for all alleged breaches of a Rule the Management Committee shall issue a formal written charge to the Club concerned. The Club charged shall be given 7 days from the date of notification of the charge to reply. In such reply a Club may:

- (i) Accept the charge and submit in writing a case of mitigation for consideration by the Management Committee on the papers; or
- (ii) Accept the charge and notify that it wishes to put its case of mitigation at a hearing before the Management Committee; or
- (iii) Deny the charge and submit in writing supporting evidence for consideration by the Management Committee on the papers; or
- (iv) Deny the charge and notify that it wishes to put its case of mitigation at a hearing before the Management Committee.

Where the Club charged fails to respond within 7 days, the Management Committee shall determine the charge in such manner and upon such evidence as it considers appropriate.

Where required, hearings shall take place as soon as reasonably practicable following receipt of the reply of the Club as more fully set out above.

Having considered the reply of the Club (whether in writing or at a hearing), the Management Committee shall make its decision and, in the event that the charge is accepted or proven, decide on the appropriate penalty (with reference to the Fines Tariff where applicable).

With the exception of Teams playing at Step 7 of the National League System, the maximum fine permitted for any breach of a Rule is £250 and, when setting any fine, the Management Committee must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

The maximum fine permitted for a breach of a Rule by a Team playing at Step 7 of the National League System is £500.

No Participant under the age of 18 can be fined.

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

- (D) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 7.

Decisions of the Management Committee must be notified in writing to those concerned within 7 days.

- (E) More than fifty percent (50%) of its members shall constitute a quorum for the transaction of

business by the Management Committee or any sub-committee thereof.

- (F) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.
- (G) A Club having failed to comply with an order or instruction of the Management Committee within twenty-one (21) days of receipt of such an order or within twenty-one (21) days of an operating date specified in that order or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to a fine (not exceeding £50), as set out in the Fines Tariff or otherwise penalised at the discretion of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (H) Subject to a Club's right of appeal in accordance with Rule 7 below, all fines and charges must be paid within 21 days of the date of notification of the decision. Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within a further 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.
- (I) A member of the Management Committee appointed by the Competition to attend a meeting or Competition Match may have any reasonable expenses incurred refunded by the Competition.
- (J) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the AGM or SGM called to decide the constitution and the commencement of the Playing Season.
- (K) The business of the Competition as determined by the Management Committee may be transacted by electronic mail or facsimile.

PROTESTS, CLAIMS, COMPLAINTS, APPEALS

- 7. (A) (i) All questions of eligibility, qualification of Players or interpretations of the Rules shall be referred to the Management Committee or a sub-committee duly appointed by the Management Committee.
- (ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the referee before the commencement of the Competition Match.
- (B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged with the Secretary within seven (7) days (excluding Sundays) of the Competition Match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.
- (C) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum in accordance with the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the inquiry or to order that the costs to be shared by the parties.
- (D) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days prior to the protest or complaint being heard.
 - (i) All parties must have received seven (7) days' notice of the hearing should they be instructed to attend.
 - (ii) Should a Club elect to state its case in person then it should indicate such when forwarding the written response.
- (E) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.
- (F) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within 14 days of the posting of the written notification of the decision causing the appeal, accompanied by a fee (as set out in the Fees Tariff), which may be forfeited in

the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary. The procedure for the appeal shall be determined by the Sanctioning Authority, in such respect the Sanctioning Authority may (but is not obliged to):

- (i) invite submissions by the parties involved;
- (ii) convene a hearing to hear the appeal;
- (iii) permit new evidence; or
- (iv) impose deadlines as are appropriate

Any appeal shall not involve a rehearing of the evidence considered by the Management Committee.

- (G) No appeal can be lodged against a decision taken at an AGM or SGM unless this is on the ground of unconstitutional conduct.
- (H) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee (as set out in the Fees Tariff) which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Management Committee.

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

ANNUAL GENERAL MEETING

- 8. (A) The AGM shall be held not later than 30th June in each year. At this meeting the following business shall be transacted provided that at least 75% of members are present and entitled to vote:
 - (i) To receive and confirm the minutes of the preceding AGM.
 - (ii) To receive and adopt the annual report, balance sheet and statement of accounts.
 - (iii) Election of Clubs to fill vacancies.
 - (iv) Constitution of the Competition for the ensuing Season.
 - (v) Election of Officers of the Competition and the Management Committee members.
 - (vi) Appointment of auditors.
 - (vii) Alteration of Rules, if any (see Rule 14)
 - (viii) Fix the date for the commencement of the Playing Season and kick off times applicable to the Competition.
 - (ix) Fix the date for the end of the Playing Season (save for Step 7 which shall be determined by The FA).
 - (x) Other business of which due notice shall have been given and accepted as being relevant to an AGM.
- (B) A copy of the duly audited/verified balance sheet, statement of accounts and agenda shall be forwarded to each Club at least 14 days prior to the meeting, together with any proposed Rule changes.
- (C) A signed copy of the duly audited/verified balance sheet and statement of accounts shall be sent to the Sanctioning Authority within 14 days of its adoption by the AGM
- (D) Each Club shall be empowered to send two (2) delegates to an AGM. Each Club shall be entitled to one (1) vote only. Fourteen (14) days' notice shall be given of any AGM.
- (E) Clubs who have withdrawn their membership of the Competition during the Playing Season being concluded or who are not continuing membership shall be entitled to attend but shall vote only on matters relating to the Season being concluded. This provision will not apply to Clubs expelled in accordance with Rule 12.
- (F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least fifty per cent 50% of the delegates qualified to vote or the Chairman so decides.
- (G) No individual shall be entitled to vote on behalf of more than one Club.
- (H) Any continuing Club must be represented at the AGM. Failure to comply with this Rule will result

in a fine in accordance with the Fines Tariff.

- (i) Officers of the Competition and Management Committee members shall be entitled to attend and vote at an AGM.
- (j) Where a Competition is an incorporated entity, the Officers of the Competition shall ensure that the Articles of Association of the Competition are consistent with the requirements of these Rules.

SPECIAL GENERAL MEETINGS

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

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

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

Each Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one (1) vote only.

Any Club failing to be represented at a Special General Meeting shall be fined in accordance with the Fines Tariff.

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

AGREEMENT TO BE SIGNED

10. Each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the application for membership for the coming Season, or upon indicating that the Club intends to compete.

"We, (A) (name) [] of (address) [] (Chairman)/(Director) and (B) (name) [] of (address) [] (Secretary)/(Director) of [] Football Club (Limited) have been provided with a copy of the Rules and Regulations of the Aylesbury & District Football League Competition and do hereby agree for and on behalf of the said Club, if elected or accepted into membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 7."

The agreement shall be signed by:

- (i) Where a Club is an unincorporated association, the Club chairman and secretary; or
- (ii) Where a Club is an incorporated entity, two directors of the Club.

Any alteration of the chairman and /or secretary of the Club on the above agreement must be notified to the Berks & Bucks County Football Association(s) to which the Club is affiliated and to the Secretary.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

CONTINUATION OF MEMBERSHIP, WITHDRAWAL OF A CLUB

11. (A) After the 31st December in the current season a Club intending, or having a provisional intention, to withdraw a Team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 28 February each season. This does not apply to a Club moving in accordance with Rule 22(B). Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. A club shall not be allowed to withdraw any or all of its Teams from the competition after the Annual General Meeting for the following season. Any Club infringing this Rule shall be liable to a fine as set out in the Fines tariff, per Team, and shall be liable for its share of any call which may be made under Rule 5(B).
- (B) The Management Committee shall have the discretion to deal with a Team being unable to start or complete its fixtures for a Playing Season, including, but not limited to, issuing a fine in accordance with the Fines Tariff.
- (C) Notwithstanding the powers of the Management Committee pursuant to Rule 6(I), in the event of a Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee shall be empowered to refer the debt under The FA Football Debt Recovery provisions.

EXCLUSION OF CLUBS, TEAMS. MISCONDUCT OF CLUBS, OFFICERS, PLAYERS, MANAGEMENT COMMITTEE

12. (A) At the AGM or SGM called for the purpose in accordance with the provisions of Rule 9, notice of motion having been duly circulated on the agenda by direction of the Management Committee, the accredited delegates present shall have the power to: (i) remove a member of the Management Committee from office; (ii) exclude any Club or Team from membership, both of which must be supported by more than two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A member of the Management Committee or Club which is the subject of the vote being taken shall be excluded from voting.
- (B) At the AGM, or at a SGM called for the purpose in accordance with the provisions of Rule 9, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable, which must be supported by more than two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.
- (C) Any Officer or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a Player or Players of another Club in the Competition to join them shall be liable to such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of clause (A) and/or (B) of this Rule.

TROPHY

13. (A) The following agreement shall be signed on behalf of the winners of the cup or trophy:
- “We (A) (name) and (B) (name), the Chairman and Secretary of FC (Limited), members of and representing the Club, having been declared winners of cup or trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the cup or trophy to the Competition Secretary on or before [] . If the cup or trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.”
- Failure to comply will result in a fine in accordance with the Fines Tariff.
- (B) It shall be the responsibility of all Clubs with trophies to **bring them to the AGM for the name of the Club and the season to be engraved on the trophy by a suitably qualified craftsman in the style appropriate for the particular trophy. The Trophy to be returned to the club at the Secretaries meeting, with the cost of the engraving being recovered from the Club.** In the event of it being impossible to recover a trophy and/or cabinet from a Club, such Club shall be responsible for the cost of a replacement of like quality, in so far as such cost is not covered by any sum, which may be due under any appropriate insurance policy.

ALTERATION TO RULES

14. Alterations, for which consent has been given by the Sanctioning Authority, shall be made to these Rules only at the AGM or at a SGM specially convened for the purpose called in accordance with Rule 9. Any alteration made during the Playing Season to these Rules shall not take effect until the following Playing Season.

Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary shall be submitted to the Secretary by 31st March. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if more than two- by 28th February in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 15th March and any amendments thereto thirds of those present, entitled to vote and voting are in favour.

A copy of the proposed alterations to Rules to be considered at the AGM or SGM shall be submitted to the Sanctioning Authority or The FA (as applicable) at least 28 days prior to the date of the meeting.

FINANCE

15. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.
- (B) All expenditure in excess of £100.00 shall be approved by the Management Committee. Cheques shall be signed by at least two (2) Officers nominated by the Management Committee.
- (C) The financial year of the Competition will end on 31st March.
- (D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be verified annually by a suitably qualified person(s) who shall be appointed at the AGM.

INSURANCE

16. (A) All Clubs must have valid public liability insurance cover of at least ten million pounds (£10,000,000) at all times.
- (B) All Clubs must have valid personal accident cover for all Players registered with them from time to time. The Players' personal accident insurance cover must be in place prior to the Club taking part in any Competition Match and shall be at least equal to the minimum recommended cover determined from time to time by the Sanctioning Authority. In instances where The FA is the Sanctioning Authority, the minimum recommended cover will be the cover required by the Affiliated Association to which a Club affiliates.

Failure to comply with Rule 16(A) or 16(B) will result in a fine in accordance with the Fines Tariff.

DISSOLUTION

17. (A) Dissolution of the Competition shall be by resolution approved at a SGM by a majority of three quarters (3/4) of the members present and shall take effect from the date of the relevant SGM.
- (B) In the event of the dissolution of the Competition, the members of the Management Committee are responsible for the winding up of the assets and liabilities of the Competition.
- (C) The Management Committee shall deal with any surplus assets as follows:
 - (i) Any surplus assets, save for a trophy or any other presentation, remaining after the discharge of the debts and liabilities of the Competition shall be transferred only to another Competition or Affiliated Association or The Football Association Benevolent Fund or to such other charitable or benevolent object in the locality of the Competition as determined by resolution at or before the time of winding up, and approved in writing by the Sanctioning Authority.
 - (ii) If a Competition is discontinued for any reason a trophy or any other presentation shall be returned to the donor if the conditions attached to it so provide or, if not, dealt with as the Sanctioning Authority may decide.

MATCH RELATED RULES

QUALIFICATION OF PLAYERS

18. (A) A Player is one who, being in all other respects eligible, has:
- (i) signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club, which is submitted to the Competition seven (7) days prior to the Player playing and whose registration has been confirmed by the Competition prior to that Player playing in a Competition Match;
 - Or
 - (ii) signed a fully and correctly completed Competition registration form in ink on a match day prior to playing which is countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club and submitted to the Competition within two days (Sundays excluded) subsequent to the Competition Match. The Player shall not play again on a subsequent match day until the Club receives approval, via FA WGS, by the Registration Secretary. A maximum of three (3) Players may be registered in accordance with this paragraph 18(A)(ii);
 - or
 - (iii) registered through WGS as active by midday, on the preceding day of the fixture and whose approval, via FA WGS, by the Registration Secretary, has been received by the Club prior to playing. A photograph must be uploaded on to WGS.

Any registration form which is sent by either of the means set out at Rules 18(A) (i) or (ii) above that is not fully and correctly completed will be returned to the Club unprocessed. If a Club attempts to register a player via WGS but does not fully and correctly complete the necessary information via WGS, the registration will not be processed.

For Clubs registering Players under Rules 18(A) (i) or (ii), registration forms will be provided in a format to be determined by the Competition. For Clubs registering Players via WGS (under Rule 18 (A) (iii)), Clubs must access WGS in order to complete the registration process.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (B)
- (i) Contract players are not permitted in this Competition with the exception of those Players who are registered under Contract with the same Club who have a team operating at Steps 1 to 6 of the National League System.
It is the responsibility of each Club to ensure that any Player registered to the Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 10 and over crossing borders including Wales, Scotland and Ireland.
 - (ii) Each Club must have at least fourteen (14), or if it has a Reserve Team twenty-eight (28) Players registered with the Registration Secretary by midnight on the Sunday prior to the pre-season meeting. Registration means being in receipt of the registration counterfoil
Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (C) A Player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) to any club(s) shall be permitted to register and play for a Club in Competition Matches, save that the Player may be liable to be suspended from playing for that Club should the Player fail to comply with the terms of the Football Debt Recovery Regulations in respect of that Football Debt.
- (D) A fee as set out in the Fees Tariff shall be paid by each Club/Team for each Player registered.
- (E) The Management Committee shall decide all registration disputes.
In the event of a player signing a registration form or having a registration submitted for more than one Club, priority of registration shall decide for which Club the Player shall be registered. The Secretary shall notify the Club last applying to register the player of the fact of the previous registration.
- (F) It shall be a breach of Rule for a Player to:
- (i) Play for more than one Club in the Competition in the same Playing Season without first being transferred.
 - (ii) Having registered for one Club in the Competition, register for another Club in the

Competition in that Playing Season except for the purpose of a transfer.

- (iii) Submit a signed registration form or submit a registration through WGS for registration that the Player had willfully neglected to accurately or fully complete.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (G) (i) The Management Committee shall have the power to accept the registration of any Player subject to the provisions of Rules 18(G) (ii) and (iii) below.

- (ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any Player or may fine any Player, at their discretion (in accordance with the Fines Tariff) who has been charged and found guilty of registration irregularities (subject to Rule 7).

- (iii) The Management Committee shall have power to make application to refuse or cancel the registration of any Player charged and found guilty of undesirable conduct (subject to Rule 7) subject to the right of appeal to the Sanctioning Authority. Application should be made to the parent County of the Club the Player is registered or intending to be registered with.

Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a Participant from being involved in this Competition.

- (iv) For a Player who has previously had a registration removed in accordance with Rule 18(G)(iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the Player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of bringing the Competition into disrepute.

(Note: Action under Rule 18(G) (iii) shall not be taken against a Player for misconduct until the matter has been dealt with by the Sanctioning Authority, and then only in cases of the Player bringing the Competition into disrepute and will in any event be subject to an appeal to the Sanctioning Authority or The FA. All decisions must include the period of restriction. For the purpose of this Rule, bringing the Competition into disrepute can only be considered where the Player has received in excess of 112 days' suspension, or 10 matches in match-based discipline, in any competition (and is not restricted to the Competition) in a period of two years or less from the date of the first offence.)

- (H) Subject to compliance with FA Rule C2(a) when a Club wishes to register a player who is already registered with another club it shall submit a transfer form (in a format as determined by the Competition) to the Competition accompanied by a fee as set out in the Fees Tariff. Such transfer shall be referred by the Competition to the club for which the player is registered. Should this club object to the transfer it should state its objections in writing to the Competition and to the player concerned within 3 days of receipt of the notification. Upon receipt of the club's consent, or upon its failure to give written objection within three (3) days, the Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date or three (3) days after receipt of such transfer.

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

- (I) A Player may not be registered for a Club nor transferred to another Club in the Competition after 1st March except by special permission of the Management Committee.
- (J) A Club shall keep a list of the Players it registers and a record of all matches in which those Players have played for the Club and shall produce such records upon demand by the Management Committee.
- (K) A register containing the names of all Players registered for each Club, with the date of registration, shall be kept by the Registrations Secretary and shall be open to the inspection of an Officer of the Club at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Playing Season only.

In the event of a Non Contract Player without a written contract changing his status to that of a Contract Player with the same Club, another Club in the Competition or with a club in another competition his registration as a Non Contract Player will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 18(B)(i).

- (L) A Player shall not be eligible to play for a Team in any special championship, promotion or

relegation deciding Competition Match (as specified in Rule 22(A)) unless the Player has played **four (4) Competition Matches** for that Team in the current Playing Season **with the exception of the goalkeeper, which is subject to the discretion of the Management Committee.**

(M) A Team shall not include more than three (3) Players who have taken part in six (6) or more senior Competition Matches in a higher Division of the League and/or Cup during the current Playing Season except with the written permission of the Management Committee.

Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

(N)

(i) Subject to Rule 18(N)(ii), any Club found to have played an ineligible Player in a Competition Match or Matches where points are awarded shall have the points gained from that Competition Match deducted from its record, up to a maximum of 12 points, and have levied upon it a fine (in accordance with the Fines Tariff).

(ii) The Management Committee may vary the sanction as relates to the deduction of points set out at Rule 18(N)(i) only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status.

(iii) Where a Club is found to have played an ineligible Player in accordance with Rule 18(N)(i) above, the Management Committee may also, at its discretion:

a) Award the points available in the Competition Match in question to the opponents, subject to the Competition Match not being ordered to be replayed; or

b) Levy penalty points against the Club in default; or

c) Order that such Competition Match or Matches be replayed (on such terms as are decided by the Management Committee).

d) In a match where both teams are found guilty of playing ineligible players, the match shall be declared null and void with the match result expunged.

(O) The following clause applies to Competitions involving Players in full-time secondary education: Priority must be given at all times to school and school organisations activities. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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

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

CLUB COLOURS

19. Every Club must register the colour of its shirts and shorts with the Secretary by 1st July who shall decide as to their suitability.

Any Club wishing to change its colours during the Playing Season must obtain permission from the Management Committee.

Goalkeepers must wear colours which distinguish them from all other Players and the Match Officials.

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

Any Team not being able to play in its normal colours as registered with the Competition shall notify its opponents the colours in which they will play (including the colours of the goalkeeper's jersey) at least three (3) days before the Competition Match.

If, in the opinion of the referee, two Teams have the same or similar colours, the Home Team shall make the change. Should a Team delay the scheduled time of kick off for a Competition Match by not having a change of colours they will be fined in accordance with the Fines Tariff.

Shirts must be uniquely numbered, failing which a fine will be levied in accordance with the Fines Tariff.

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

20. (A) All Competition Matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board.

Clubs must take all reasonable precautions to keep their Grounds in a playable condition and if the occasion arises, either club may require the Referee to visit the ground by 11.30 before the

advertised kick-off time and decide as to the fitness of the pitch. Only the referee or in his absence a local referee or League Officer of the Aylesbury and District Football League may cancel a League match or decided as to the fitness of the pitch except where a third party such as a Local Authority has overriding authority on pitch usage. All Competition Matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home Team a match has to be replayed, the Management Committee shall have power to order the venue to be changed.

The Management Committee shall have power to decide whether a pitch and/or facility is suitable for Competition Matches and to order the Club concerned to play its Competition Match(es) on another ground.

If a team postpones a home match three (3) times or more in a season due to unfit pitch(es), they shall seek an alternative venue, if possible, at least five (5) days prior to the next scheduled fixture, and confirm to the committee their planned action of repairs / alternative venue.

Football Turf Pitches (3G) are allowed in this Competition provided they meet the required performance standards and are listed on the FA's Register of Football Turf Pitches. All Football Turf Pitches used must be tested (by a FIFA accredited test institute) every three years and the results passed to The FA. The FA will give a decision on the suitability for use and add the pitch to the Register.

The home Club is also responsible for advising Participants of footwear requirements when confirming match arrangements in accordance with Rule 20(C).

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

The times of kick-off shall be fixed at the AGM and can only be altered by the mutual consent of the two competing Clubs prior to the scheduled date of the Competition Match with written notification given to the Competition at least 7 days prior.

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

The home Team must provide goal nets, corner flags and at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (B) Except by permission of the Management Committee all Competition Matches must be played on the dates originally fixed but priority shall be given to The FA and parent County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a Competition match with the consent of the (Fixtures) Secretary. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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

Any Team wishing a FREE DATE shall give four (4) weeks written notice or two (2) weeks for midweek matches. However, no more than two (2) free dates shall be allowed in any season and no free dates shall be allowed after the 28th February except with the permission of the Management committee.

- (C) An Officer of the home Club must give notice of full particulars of the location of, and access to, the Ground, **team colours**, **colour of goalkeeper's kit** and time of kick-off to the Match Officials and an Officer of the opposing Club at least three (3) clear days prior to the playing of the match. If not so provided, the away Club shall seek such details and report the circumstances to the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) In accordance with the Laws of the Game, the minimum number of Players that will constitute a Team for a Competition Match is **seven (7)**. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (E) (i) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to impose a fine (in accordance with the Fines Tariff), deduct points from the defaulting Club, award the points from the Competition Match in question to the opponents, order the defaulting Club to pay any reasonable expenses incurred by the opponents or otherwise deal with them except the award of goals. If a Club fails to fulfil a fixture for a third time in a season a fine not exceeding £100.00 as set out in the Fines Tariff may be imposed and for any subsequent cancellation shall incur a fine not exceeding £75.00 for the First Team or not exceeding £50.00 for the Reserve Team as set out in the Fines Tariff.
- (ii) Any Club with more than one Team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence: First Team, Reserve Team, A Team. Aylesbury & District Football League Cup Competitions fixtures to take preference over League fixtures. Clubs in breach of this requirement shall be fined a sum not exceeding £25.00 as set out in the Fines Tariff or otherwise be dealt with by the Management Committee.
- If, for whatever reason, you find either before or on the day, that your pitch is unplayable, you shall consult your opponents and decide:
- a) If your opponent's pitch is available/playable, then the match is to be switched (even if you have already played the away fixture). The cost of the pitch hire, if applicable, to be borne by the original home team.
 - b) If your opponent's pitch is unavailable/unplayable.
- If (a) the Referee and Fixture Secretary shall be informed or if (b) Rule 18(E) iii details what is required. Failure to comply may result in a fine of £10.00 as set out in the Fines Tariff.
- (iii) Any Club unable to fulfil a fixture or where a Competition Match has been postponed for any reason must, without delay, give notice to the (Fixtures) Secretary, the Competition Referees Secretary, the secretary of the opposing Club and the Match Officials.
- (iv) In the event of a Competition Match not being played or abandoned owing to causes over which neither Club has control, it should be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the Fixtures Secretary within seven (7) days the Management Committee shall have the power to order the Competition Match to be played on a named date or on or before a given date. Where it is to the advantage of the Competition and the Clubs involved agree, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (v) The Management Committee shall review all Competition Matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a Competition Match was abandoned owing to the conduct of one Team or its Club member(s) they shall be empowered to award the points for the Competition Match to the opponent. In cases where a Competition Match has been abandoned owing to the conduct of both Teams or their Club member(s), the Management Committee shall rule that neither Team will be awarded any points for that Competition Match and it shall not be replayed. No fine(s) can be applied by the Management Committee for an abandoned Competition Match.
- (vi) The Management Committee shall review any Competition Match that has taken place where either or both Teams were under a suspension imposed upon them by The FA or Affiliated Association. In each case the Team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 18(N) above. Where both Teams were under suspension the game must be declared null and void and shall not be replayed.
- (F) A Team may at its discretion and in accordance with the Laws of the Game use **five (5)** substitute Players in any Competition Match who may be selected from five (5) players.
- The referee shall be informed of the names of the substitute Players not later than fifteen (15)

minutes before the start of the Competition Match and a Player not so named may not take part in that Competition Match.

A Player who has been named as a substitute before the start of the Competition Match but does not actually play in that game shall not be considered to have been a Player in that Competition Match within the meaning of Rule 18 of this Competition.

A player who has been substituted himself becomes a substitute and may replace another at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football. This means that a Team may make unlimited substitutions in accordance with Law 3 of the Laws of Association Football.

- (G) The half time interval shall be of ten (10) minutes' duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the referee.
- (H) The Teams taking part in a Competition Match shall identify a Team captain who shall wear an armband and shall have a responsibility to offer support in the management of the on-field discipline of his/her teammates. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

REPORTING RESULTS

- 21. (A) The Registration Secretary must receive **by 6p.m. on Monday following the match** the result of each Competition Match **loaded on to the Full Time system**, in the prescribed manner. This must include the forename(s) and surname of the Team Players (in block letters) **the team goal scorers** and also the referee markings required by Rule 23, or any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. For failure to comply with the requirements of Rule 21(a), the Club shall be fined as set out in the Fines Tariff.

Any Club proved to have willfully falsified a Team Sheet shall be deemed to be guilty of serious misconduct and may be dealt with in accordance with Rule 12 (c).

- (B) Both Clubs shall reply to the text message issued from the FT (Full Time) system by 5.30pm for Saturday matches and 9.30pm for Evening Matches. Results of County Cup fixtures shall also be communicated to the Fixture's Secretary. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. If no result is received by midnight on the day of the game, a fine not exceeding £50.00 as set out in the Fines Tariff may be imposed.
- (C) The match result notification, correctly completed, shall be signed by an Officer of the Club, or as prescribed by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. In the event of the official result sheet not being available, a substitute result sheet containing the required information shall be submitted in accordance with Rule 21(a).

DETERMINING CHAMPIONSHIP

- 22. (A) Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for a drawn match. The Teams gaining the highest number of points in their respective divisions at the end of the Playing Season shall be adjudged the winners. Competition Matches must not be played for double points.

In the event of two or more Teams being equal on points at the end of the Playing Season, rankings shall be determined by goal difference (where the goals scored against each Team shall be deducted from the goals scored by that Team and the Team with the most favourable goal difference shall be placed highest).

In the event of two or more Teams still being equal, the Team which has scored the most goals during the Playing Season shall be placed highest. In the event of two or more Teams still being equal, the Team that has won the most matches during the Playing Season shall be placed highest.

In the event of two or more Teams still being equal, the Team which has the better playing record against the other Team in their head to head Competition Matches during the Playing Season will be placed highest.

If the records of two or more Teams are still equal and it is necessary for any reason to determine the position of each then the Teams affected shall play a deciding match or matches under conditions as determined by the Management Committee.

- (B) Automatic promotion shall be applied for the first two (2) teams and automatic relegation for the

last two (2) Teams in each Division except as provided for hereunder, subject to the provisions of Rule 2 (b).

Promotion to the Premier Division is dependent on a Club's ground and facilities satisfying the Management Committee.

1. When a senior team is relegated to a lower Division of which its reserve team is a member, or entitled to be a member, such a reserve team shall accept relegation to, or retain its position in, the next lower Division and should the senior team be relegated to the lowest Division its reserve Team automatically retires from the competition.
 2. Should either or both of the leading Teams in any of the Divisions have a senior team in the next higher division, promotion shall fail, at the discretion of the General Meeting, to the next highest Team or Teams in the Division concerned.
- (C) In the event of a Team withdrawing from the Competition before completing 75% of its fixtures for the Playing Season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. For the purposes of this Rule 22(D) a completed fixture shall include any Competition Match(es) which has been awarded by the Management Committee.
- (D) The winners of the Premier Division may be called upon to play a challenge match against the Runners-Up. Winners of all other Divisions shall be required to play in such challenge matches, as the Management Committee may consider appropriate.
- (E) Arrangements for matches played in accordance with Rule 22(d) shall be made by the Management Committee and the matches shall be on such ground as they may require. Each competing club shall be issued with fourteen (14) privilege tickets for the use of the players and officials and only holders of such tickets shall be admitted free of charge. All proceeds after deduction of match expenses shall be devoted to League funds.

MATCH OFFICIALS

23. (A) Registered referees (and assistant referees where approved by The FA or County FA) for all Competition Matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority.
- (B) In the event of the non-appearance of the appointed referee the appointed senior assistant referee shall take charge and a substitute assistant referee appointed by the competing Teams. In cases where there are no officially appointed Match Officials in attendance, the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that Competition Match, have the full powers, status and authority of a registered referee. Individuals under the age of 16 must not participate either as a referee or assistant referee in any Competition Match.
- (C) Where assistant referees are not appointed each Team shall provide a Club assistant referee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) The appointed referee shall have power to decide as to the fitness of the Ground in all Competition Matches and that decision shall be final, subject to the determination of the Local Authority or the owners of a Ground, which must be accepted.
- (E) Subject to any limits/provisions laid down by the Sanctioning Authority, Match Officials appointed under this Rule shall be paid a match fee in accordance with the Fees Tariff.
- Match Officials shall be offered their fees by the away Club fifteen (15) minutes before the Competition Match in the Match Officials dressing room. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. If a Club fails to pay the appointed officials they shall be liable to a fine not exceeding £25.00 as set out in the Fines Tariff.
- (F) In the event of a Competition Match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half fee only from the Home team. Where a Competition Match is not played owing to one Club being in default, that Club shall be ordered to pay the Match Officials, if they attend the Ground, their full fee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (G) A referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Affiliated Association with which he or she is registered.

- (H) Each Club shall, in a manner prescribed from time to time by The FA, award marks to the referee for each Competition Match and the name of the referee and the marks awarded shall be submitted to the Competition on the prescribed form provided. Clubs failing to comply with this Rule shall be liable to be fined (in accordance with the Fines Tariff) or dealt with as the Management Committee shall determine.

For any mark under fifty (50), a written report shall be submitted. Failure to comply a fine of £10.00 shall be imposed as set out in the Fines Tariff.

- (I) The Competition shall keep a record of the markings and, on the form provided by the prescribed date each Season, shall submit a summary to the Berks & Bucks County FA.
- (J) The referee shall submit a report form, supplied by the Competition, giving the result of the Competition Match, the number of Players in each Team and the time of kick-off to the Referees Secretary within two (2) days of the Competition Match.
- (K) Match Officials shall be supplied, each season, with a copy of the Competition Rules free of charge. Failing that, a copy is available on the website www.adl-football.co.uk
- (L) Match Officials shall have undertaken a RESPECT briefing offered by County FA or the Competition.

LIABILITY OF CLUBS

24. Clubs entering the League shall be equally responsible for all financial liabilities incurred in carrying out the business of the League.

FIRST AID EQUIPMENT

25. Each Team shall keep and maintain a satisfactory First Aid Kit, as determined by the Management Committee and shall be present for use on match days and for inspection by the Referee. Failure to do so shall incur a fine of £5.00 as set out in the Fines Tariff.

Each Team shall have a qualified first aider present at each game. Failure to do so shall incur a fine of £10.00 as set out in the Fines Tariff. A copy of a valid first aid certificate shall be sent to the League Secretary. Failure to do so shall incur a fine of £10.00 as set out in the Fines Tariff.

PRINTING OF RULES

- 26.(A)The Rules shall be printed at such intervals as the Officers shall decide but if two (2) successive years shall pass in which the Rules not be reprinted, the Management Committee shall have the power to require that they be reprinted during the next succeeding year. Each Club in membership shall purchase at least three (3) copies of the Rules at a cost to be determined by the Management Committee so often as reprinting is undertaken.

- (B) Clubs shall be required to acknowledge receipt of any Rule Book or revisions issued to them. Failure to acknowledge shall incur a fine of £5.00 as set out in the Fines Tariff.

REPRESENTATIVE MATCHES

27. Any Club having two (2) or more players selected for a representative side may request to have their League matches cancelled for that day.

LIFE MEMBERS

28. Members who have served on the League Management Committee for not less than twenty (20) years shall be conferred with Life Membership of the League.

LEAGUE PRESENTATION EVENING

29. Each Club is required to send up to two (2) representatives to the League Presentation Evening. Failure to comply may result in a fine not exceeding £25.00 as set out in the Fines Tariff and/or loss of any prize monies, which may be due.

PRE-SEASON MEETING

30. Each team is required to send up to one (1) representative to the League Pre-Season meeting. Any team failing to be represented at the Pre-Season meeting shall incur a fine of £50.00 as set out in the Fines Tariff.

SCHEDULE A

FEES TARIFF		
RULE	DESCRIPTION	MAXIMUM FEE
4 (A)	CLUB ENTRY FEE	£100.00
4 (B)	TEAM ANNUAL SUBSCRIPTION	£40.00
4 (C)	DEPOSIT	£250.00
7 (C)	PROTEST FEES	£50.00
7 (E), 7(G)	APPEAL FEES	£50.00
18 (D)	PLAYER REGISTRATION FEE PER PLAYER	No Charge
18 (H)	TRANSFER FEE	£20.00
23 (E)	REFEREE FEES	£40.00
23 (F)	ASSISTANT REFEREE FEES	£25.00

FINES TARIFF		
RULE	DESCRIPTION	MAXIMUM FINE
2 (G)	FAILURE TO AFFILIATE	£25
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£0
2 (K)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£10
3	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£25.00
4 (B)	FAILURE TO PAY ANNUAL LEAGUE AND CUP ENTRY FEES	£10.00
4 (C)	FAILURE TO PAY A DEPOSIT	£0
4(E)	FAILURE TO PROVIDE AFFILIATION NUMBER/DETAILS FORM	£10.00
5(E)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£25.00
6 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£50.00
6 (I)	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	Up to £50.00
8 (H)	FAILURE TO BE REPRESENTED AT ANNUAL GENERAL MEETING	£50.00
9	FAILURE TO BE REPRESENTED AT SPECIAL GENERAL MEETING	£50.00
10	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£10.00
11(A)	FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE	£50.00
11 (B)	FAILURE TO COMMENCE/COMPLETE FIXTURES	£50.00
13 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£25.00
16(A)	FAILURE TO HAVE THE REQUIRED PL INSURANCE	£10.00
16(B)	FAILURE TO HAVE THE REQUIRED ACCIDENT INSURANCE	£10.00
18 (A)	FAILURE TO CORRECTLY REGISTER A PLAYER	Up to £100.00
18 (B) (ii)	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE SEASON COMMENCING	£25.00 per team

18 (F)	REGISTERING OR PLAYING FOR MULTIPLE CLUBS, OR INACCURATE COMPLETION OF A REGISTRATION FORM	Up to £100.00
18 (G)(ii)	REGISTRATION IRREGULARITIES	£25.00
18 (M)	FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITIONS MATCHES	£25.00
18 (N)	PLAYING AN INELIGIBLE PLAYER	£50.00
18(O)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£5.00
19	DELAYING KICK OFF DUE TO NO CHANGE OF COLOURS	£10.00
19	FAILURE TO NUMBER SHIRTS	£5.00
20(A)	DELAYING KICK OFF DUE TO FAILURE TO PROVIDE REQUIRED EQUIPMENT	£5.00
20 (B)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£50.00
20 (C)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£10.00
20 (D)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£5.00 per player
20 (E) (i) & (iv)	FAILURE TO PLAY FIXTURE	£50.00
20 (H)	NO CAPTAIN'S ARMBAND	£5.00
21 (A)	LATE RESULT NOTIFICATION FORM	£10.00
21 (B)	FAILURE TO PROVIDE RESULT	£20.00
21(C)	RESULT NOTIFICATION NOT SIGNED BY APPROPRIATE SIGNATORIES	£5.00
23 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£5.00
23 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£20.00
23 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£20.00
23 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£5.00
25	FAILURE TO HAVE A FIRST AID KIT AVAILABLE	£5.00
25	FAILURE TO HAVE A FIRST AIDER PRESENT AT A MATCH	£10.00
25	FAILURE TO SEND A FIRST AID CERTIFICATE TO LEAGUE SECRETARY	£5.00
26	FAILURE TO ACKNOWLEDGE RECEIPT OF RULE BOOK	£10.00
29	FAILURE TO ATTEND LEAGUE PRESENTATION EVENING	£25.00
30	FAILURE TO ATTEND PRE-SEASON MEETING	£50.00

SHEFFIELD JACKMAN CUP

1. The Competition shall be known as the Sheffield Jackman Cup.
2. The Competition to be open to all First XI Clubs who are competing in Division One and below.
3. No player shall play in this Competition unless he has been duly registered with the Club he proposes to represent, in accordance with Aylesbury & District League Rule 8. All relevant provisions of that Rule, except that after the First Round, a player may only compete if his Registration Form has reached the Registration Secretary at least seven (7) days before the date on which he proposes to play. Seven (7) days in the case of the Preliminary or First Round. (For this purpose, the day of the form is received and the day on which the match is played shall be included in calculating the period of seven (7) days. No player registered with a Club entering this Competition shall be appointed to Referee a match in the Competition, except as provided in Aylesbury & District Football League Rule 13(B). No player is eligible for a replay, or a rearranged match, if not registered for the first match. No player shall be eligible for the Semi Final or Final matches until they have taken part in **four (4)** Aylesbury & District Football League and Cup matches during the **current** season for the Club currently holding their registration **unless they were registered with their current club before the 1st October of the current season.**

N.B. League Rule 10(E) shall not apply to this Competition.

4. The matches shall be played on a knockout basis. Unless Clubs mutually agree to an earlier start, matches shall commence thirty (30) minutes before League kick-off times. Extra time of thirty (30) minutes (fifteen (15) minutes each way) shall be played in the event of a tie after ninety (90) minutes play. If, at the end of extra time, the scores are still level, then the match shall be decided by the taking of kicks from the penalty mark in accordance with International Board Procedures.
5. A Club playing an unregistered or unqualified player shall be fined a sum not exceeding £100.00 as set out in the Fines Tariff and shall be removed from the Competition.
6. The League Officers shall have full powers to control dates for this Competition.
7. No player can play for more than one (1) Club in this Competition.
8. Cancelled matches shall be dealt with as League Rule 10 and preference shall be granted to all other Competitions. Where matches are cancelled except by reason of a match having precedence, the Management Committee shall have power to exclude the defaulting Club from further participation in the Competition.
9. Referee fees are the same as the Aylesbury & District Football League (Rule 13(E)). The AWAY Club to pay the Referee in the official's changing room.
10. Appeals Committee to be the same as the Aylesbury & District Football League.
11. Entrance Fee to the Competition shall be £25.00 as set out in the Fines Tariff.
12. All Team Sheets submitted in connection with this Competition shall be plainly marked "S.J. Cup".
13. All appropriate Rules of the Aylesbury & District Football League shall apply, except where alternative provision is made in these Rules.
14. Aylesbury & District Football League Rule 8 shall be used to determine the qualification of players in this Competition.
15. Where Assistant Referees are supplied the cost shall be born equally between the two (2) Clubs.
16. In the Final, each Club shall submit, not later than seven (7) days before the match, to the Registration Secretary and the opponents, a list of players names and initials from which the

Team may be selected. Failure to do so shall incur a fine of £20.00 as set out in the Fines Tariff. Where a Club wishes to object to the qualifications of any player named on that list, it shall do so less than three (3) days before the match to the opposing Club and to the Registration Secretary.

AYLESBURY & DISTRICT RESERVE CUP

1. The Competition shall be known as the Aylesbury District Reserve Cup.
2. The Competition shall be open to all Reserve Teams playing in the Aylesbury & District Football League providing their First Team also plays in the Aylesbury & District Football League.
3. All other Rules as Sheffield Jackman Cup except Rule 12 substitute "Reserve Cup" for "Sheffield Jackman Cup".
4. Each player shall be a bona-fide Reserve player, that is in his Clubs last **four (4)** consecutive First Team matches he shall not have played more than once.

AYLESBURY & DISTRICT PRESIDENT'S CUP

1. The Competition shall be known as the Aylesbury & District League President's Cup.
2. The Competition shall be open to all Teams playing in the Aylesbury & District Football League.
3. As per "Sheffield Jackman Cup" Rule 3.
4. Premier and Division One Teams shall automatically qualify for the First Round Proper. Division Two Teams and below shall be placed in a qualifying Competition at the discretion of the Fixture Secretary to determine qualification for the First Round Proper. The draw in all cases shall be made to avoid First and Reserve Teams of the same Club meeting until the Final. From the First Round Proper onwards, matches shall be played on a knockout basis. Unless Clubs mutually agree to an earlier kick-off, matches shall commence thirty (30) minutes before League kick-off times. Extra time of thirty (30) minutes (15 minutes each way) shall be played in the event of a Tie after ninety (90) minutes play. The Team drawn first shall play at Home up to and including the Semi-Final. If, at the end of extra time, the scores are still level, then the match shall be decided by the taking of kicks from the penalty mark in accordance with International Board Procedures.
5. As per Sheffield Jackman Cup Rule 5.
6. As per Sheffield Jackman Cup Rule 6.
7. No player can play for more than one (1) Team, be it for his town First/Reserve Team or another Club from the First Round Proper (see Rule 4).
8. As per Sheffield Jackman Cup Rule 8.
9. As per Sheffield Jackman Cup Rule 9.
10. As per Sheffield Jackman Cup Rule 10.
11. Entrance Fee to the Competition shall be £25.00 per Team as set out in the Fines Tariff.
12. All Team Sheets submitted in connection with this Competition shall be plainly marked "Aylesbury & District President's Cup".
13. As per Sheffield Jackman Cup Rule 13.

14. As per Sheffield Jackman Cup Rule 14.
15. As per Sheffield Jackman Cup Rule 15.
16. As per Sheffield Jackman Cup Rule 16.

THOMAS FIELD SHIELD COMPETITION

INDEX

1.	Definitions	26
2.	Nomenclature and Constitution	27
3.	Entry Fee	27
4.	Management, Nomination, Election	28
5.	Powers of Management	28
6.	Protests and Complaints	30
7.	Board of Appeal	30
8.	Annual General Meeting	31
9.	Special General Meetings	31
10.	Agreement to be Signed	32
11.	Continuation of Membership or Withdrawal of a Club	32
12.	Exclusion of Clubs or Teams, Misconduct, Clubs, Officials, Players	32
13.	Trophy Agreements, Awards	33
14.	Alteration to Rules	33
15.	Finance	33
16.	Insurance	34
17.	Dissolution	34
18.	Printing of Rules	34
19.	Qualification of Players	34
20.	Club Colours, Club Name	37
21.	Playing Season, Conditions of Play, Times of Kick-Off, Postponements, Substitutes	38
22.	Reporting Results	40
23.	Determining Champions	41
24.	Match Officials	41
	Table of Fee and Fine Tariffs	43

1. DEFINITIONS

1. (A) In these Rules:

“Affiliated Association” means an Association accorded the status of an affiliated Association under the Rules of The FA.

“AGM” shall mean the Annual General Meeting held in accordance with the constitution of the Competition.

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

“Competition” means the Aylesbury & District Challenge Shield (Thomas Field Shield).

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

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

“Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.

“Fees Tariff” means a list of fees approved by the Clubs at a General Meeting to be levied by the Management Committee for any matters for which fees are payable under the Rules.

“Fines Tariff” means a list of fines approved by the Clubs at a General Meeting to be levied by the Management Committee for any breach of the Rules.

“Ground” means the ground on which the Club’s Team(s) plays its Competition Matches.

“Management Committee” means in the case of a Competition which is an unincorporated association, the Management Committee elected to manage the running of the Competition and where the Competition is incorporated it means the Board of Directors appointed in accordance with the articles of association of that company.

“Match Officials” means the Referee, the Assistant Referees and any Fourth Official appointed to a Competition Match.

“Non Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment.

“Officer” means an individual who is appointed or elected to a position in a Club or Competition, which requires that individual to make day-to-day decisions.

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

“Playing Season” means the period between the date on which the first competitive fixture in the Competition is played each year until the date on which the last competitive fixture in the Competition is played.

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

“Sanctioning Authority” means the Berks and Bucks County Football Association Limited.

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

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

“The FA” means The Football Association Limited.

“WGS” means the Whole Game System and the procedures for the operation thereof as determined by the FA from time to time.

“written” or “in writing” means the representation or reproduction of words or symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

- (B) The Rules are taken from the Standard Code of Rules (the “Standard Code”) determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.
- (C) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation thereto, subject to the provisions of Rule 16.
- (D) The Competition shall be known as “Thomas Field Shield”. The Clubs participating in the Competition shall be members of the Competition. A Club, which ceases to exist, or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.

- (E) The administration of the Competition under these Rules shall be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the Rules, regulations and policies of The FA.

2. COMPETITION NAME AND CONSTITUTION

- (A) This Competition, which is an Invitation Cup for Teams participating outside the Football Pyramid, shall be designated the Aylesbury & District Challenge Shield (Thomas Field Shield) and shall consist of not more than fifty (50) Clubs approved by the sanctioning authority.

The Competition shall be open to First Teams of Clubs which are affiliated to an affiliated County Football Association and who are eligible for their respective County Intermediate or Junior Cups.

- (B) The Competition shall be competed for annually and shall be organised as a Knockout Cup Competition.

The names and particulars of Member Clubs shall be returned annually by the appointed date on the Form 'D' to the Berks & Bucks Football Association.

The area covered by the Competition shall be within twenty (20) mile radius of Aylesbury Market Square.

This Competition shall apply annually for sanction to the Berks & Bucks Football Association.

Clubs shall accept that they agree to play the Final of this Competition on Good Friday.

No Club with its First Team in any other League shall be accepted into the Thomas Field Shield, without the consent of the Management Committee.

- (C) Inclusivity and Non-discrimination

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

(ii) This Competition and each Member Club does not and shall 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 age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise).

(iii) This Competition and each Member Club shall make every effort to promote equality by treating people fairly and with respect, by recognizing 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.

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

- (D) A RESPECT HANDSHAKE procedure shall take place prior to the commencement of every match.
- (E) All participants shall abide by The Football Association Regulations for Safeguarding Children as determined by the Association from time to time.

3. ENTRY FEE

- (A) Applications by Clubs for admission to this Competition shall be made in writing to the Secretary by 1st July. At the discretion of a majority of the accredited voting members present applications, of which due notice has been given, may be received at the Annual General Meeting or a Special

General Meeting.

- (B) The Annual Subscription shall be (£30.00 per Club), as set out in the Fees Tariff, payable on or before the 31st August in each year. Teams in default shall be fined (£10.00), as set out in the Fines Tariff.
- (C) A Club shall not participate in this Competition until the Annual Subscription has been paid.
- (D) Clubs shall advise annually to the Secretary in writing by 1st July of its County Football Association affiliation number for the forthcoming Season. Clubs shall advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

4 - MANAGEMENT, NOMINATION, ELECTION

- (A) (i) The Management Committee shall comprise of the Officers and five (5) members who shall be elected at the Annual General Meeting.

(ii) The Officers of the Competition shall be the President, Chairman, Vice-Chairman, Treasurer, Secretary, Registration Secretary, Referees Secretary, Press Secretary and Fixture Secretary to be elected annually at the Annual General Meeting. (N.B. Verifiers are not Officers).
- (B) All candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two (2) Member Clubs, not later than 30th April in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting
- (B) The Management Committee shall meet as and when required with no more than three (3) calendar months between each meeting.

On receiving a requisition signed by two-thirds of the Members of the Management Committee the Secretary shall convene a meeting of the Committee.
- (D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- (E) All communications received from Clubs shall be conducted through their nominated Officers.

5 - POWERS OF MANAGEMENT

- (A) The Management Committee may appoint Sub-Committees as they may consider necessary and may delegate such of their powers, as they deem necessary to such Committees. The decisions of all such Sub-Committees shall be reported to the Management Committee for ratification. The Management Committee shall have the power to deal with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of The Football Association or Affiliated Association.
- (B) Subject to the permission of the Sanctioning Authority having been obtained the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any Club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season.
- (C) Each Member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and have one (1) vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented or where there may be a conflict of interest. (This shall apply to the procedure of any Sub-

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

- (D) The Management Committee shall have powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition shall be taken within twenty eight (28) days of the Competition being notified.

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

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

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

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

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

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

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

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

- (G) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.

- (H) A Club must comply with an order or instruction of the Management Committee within twenty-one (21) days of receipt of such order or within twenty-one (21) days of an operating date specified in that order. Failing to satisfactorily attend to the business and/or the correspondence of the Competition, a club shall be liable to a fine (not exceeding £50), as set out in the Fines Tariff or otherwise penalised to the satisfaction of the Management Committee.

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

Any Club failing to do so shall incur a fine (not exceeding £50.00), as set out in the Fines Fariff. Further failure to pay the fine including the additional sum within fourteen (14) days shall result in fixtures being withdrawn until such time as the outstanding fines are paid.

- (J) A member of the Management Committee appointed by the Competition to attend a meeting or match may have any expenses incurred refunded by the Competition.

- (K) The Management Committee shall have the power to appoint Vice-Presidents from time to time in recognition of service to football with the Aylesbury & District Challenge Shield (Thomas Field Shield) and to fill any vacancy that may occur in the membership of the Competition between the Annual General or Special General Meeting called to decide the constitution and the commencement of the Competition season.

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

6 - PROTESTS AND COMPLAINTS

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

Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue shall not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match.

- (B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which shall contain full particulars of the grounds upon which they are founded) shall be lodged in duplicate with the Secretary within seven (7) days (excluding Sundays) of the match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A Member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.
- (C) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum (£10.00), as set out in the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.
- (D) All parties to a protest or complaint shall receive a copy of the submission and shall be afforded an opportunity to make a statement at least seven (7) days prior to the protest or complaint being heard.
- (i) All parties shall have received seven (7) days notice of the Hearing should they be instructed to attend.
- (ii) Should a Club elect to state its case in person then they should forward a deposit (£25.00), as set out in the Fees Tariff and indicate such when forwarding the written response.

7 - BOARD OF APPEAL

- (A) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or Sub-Committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining shall send a copy of such protest, appeal, claim or complaint and deposit a fee (£50.00) as set out in the Fees Tariff, which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Management Committee.
- (B) All such protests, claims, complaints and appeals shall be received in writing by the Secretary within fourteen (14) days of the event or decision causing any of these to be submitted.
- (C) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.
- (D) Any appeal against a decision of the Management Committee shall be lodged with the Sanctioning Authority within fourteen (14) days of the posting of the written notification of the decision causing the appeal, accompanied by a fee (£50.00) as set out in the Fees Tariff which may be forfeited in the event of the appeal not being upheld. A copy of the appeal shall also be sent to the Secretary.
- (E) If so requested the Management Committee may arbitrate on any disputes, protests, appeals, claims or complaints between two (2) 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.

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

8 - ANNUAL GENERAL MEETING

- (A) The Annual General Meeting shall be held not later than 30th June in each year. At this meeting the following business shall be transacted provided that at least 75% of Members are present and entitled to vote:
- (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
 - (ii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
 - (iii) Election of Clubs.
 - (iv) Constitution of the Competition for ensuing season.
 - (v) Election of Officers and Management Committee.
 - (vi) Appointment of Verifier of Accounts.
 - (vii) Alteration of Rules, if any.
 - (viii) Fix the date for the commencement of the season and kick-off times applicable to the Competition.
 - (ix) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.
- (B) A copy of the duly verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen (14) days prior to the meeting, and to the Berks & Bucks County Football Association.
- (C) A signed copy of the duly verified Balance Sheet and Statement of Accounts shall be sent to the Berks & Bucks County Football Association within fourteen (14) days of its adoption by the Annual General Meeting.
- (D) Each Member Club shall be empowered to send one (1) delegate to an Annual General Meeting. Each Club shall be entitled to one (1) vote only. Not less than seven (7) days notice shall be given of any Meeting.
- (E) Clubs who have withdrawn their Membership of the Competition during the season being concluded or who are not continuing Membership shall be entitled to attend but shall vote only on matters relating to the season being concluded.
- (F) All voting shall be conducted by a show of voting cards unless a ballot is demanded by at least 50% of the delegates qualified to vote or the Chairman so decides.
- (G) No individual shall be entitled to vote on behalf of more than one (1) Member Club.
- (H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall be fined (£20.00), as set out in the Fines Tariff.
- (I) Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

9 - SPECIAL GENERAL MEETINGS

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

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

At least seven (7) days notice shall be given of either meeting under this Rule, together with an

agenda of the business to be transacted at such meeting. Each Member Club shall be empowered to send two (2) delegates to all Special General Meetings. Each Club shall be entitled to one (1) vote only, as shall members of the Management Committee. Not less than fourteen (14) days notice shall be given of any Meeting.

Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined (£50.00) as set out in the Fines Tariff.

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

10 - AGREEMENT TO BE SIGNED

The Chairman and the Secretary of each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the Application for Membership for the coming season, or upon indicating that the Club intends to compete.

"We, A, _____ of _____ (Chairman) and B _____ of _____ (Secretary) of the _____ Football Club have been provided with a copy of the Rules and Regulations of the Aylesbury & District Challenge Shield (Thomas Field Shield) and do hereby agree for and on behalf of the said Club, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16.

Any alteration of the Chairman and/or Secretary on the above Agreement shall be notified to the County Football Association to which the Club is affiliated and to the Secretary of the Competition.

(Note: The spaces above are intended for the inclusion of the signatures and addresses of officers).

11 - CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

- (A) A Club intending, or having a provisional intention, to withdraw a Team from the Competition of its fixtures and fulfillment of all other obligations to the Competition shall notify the Secretary in writing by 31st March each Season.
- (B) The Management Committee shall have the discretion to deal with a Team being unable to start or complete its fixtures for a Playing Season.
- (C) In the event of a Member Club failing to discharge all its financial obligations to the Competition in excess of £50.00, the Management Committee are empowered to refer the debt under The FA Debt Recovery provisions.

12 - EXCLUSION OF CLUBS OR TEAMS, MISCONDUCT, CLUBS, OFFICIALS, PLAYERS

- (A) At the Annual General Meeting, or Special General Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership which shall be supported by (more than) two-thirds of those present and voting. Voting on this point shall be conducted by ballot. A club which is subject of the vote being taken shall be excluded from voting.
- (B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable which shall be supported by (more than) two-thirds of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.
- (C) Any official or member of a Club proved guilty of either breach of Rule, other than field offences, or of inducing or attempting to induce a player or players of another Club in the Competition to

join them shall be liable to expulsion or such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Rule 17(A) and Rule 17(B).

13 - TROPHY: LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED, AWARDS.

- (A) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:
“We A _____ and B _____, the Chairman and Secretary of _____ FC, members of and representing the Club, having been declared winners of Aylesbury & District Challenge Shield (Thomas Field Shield), and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before 1st March. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.”

Failure to comply with Rule 18(A) shall render the Club liable to a fine (£25.00), as set out in the Fees Tariff.

- (B) A Competition Cup or Trophy shall be vested in the Association sanctioning the Competition as Trustees. If a Competition is discontinued for any reason a trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide. At the close of each Competition awards shall be made to the winners and runners-up if the funds of the Competition permit.
- (C) It shall be the responsibility of all Clubs **with trophies to bring them to the AGM for the name of the Club and the season to be engraved on the trophy by a suitably qualified craftsman in the appropriate style for the Shield. The Shield to be returned to the club at the Secretaries meeting, with the cost of the engraving being recovered from the Club.**

14 - ALTERATION TO RULES

- (A) Alterations, for which consent has been given by the Sanctioning Authority, shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alterations made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season.
- (B) Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by 28th February in each year. The proposals, together with any proposals from the Management Committee, shall be circulated to the Clubs by 15th March and any amendments thereto shall be submitted to the Secretary by 31st March.

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

- (C) A copy of the proposed alterations and proposed amendments to be considered at the Annual General Meeting shall be submitted to the Sanctioning Authority by not later than 14th April.

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

- (D) Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Sanctioning Authority shall have been obtained.

15 - FINANCE

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

- (B) All expenditure in excess of one-hundred (£100.00) pounds shall be approved by the Management Committee. Cheques shall be signed by at least two (2) Officers nominated by the Management Committee.
- (C) The financial year of the Competition shall end on 31st March.
- (D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be verified annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

16 - INSURANCE

All Clubs shall have valid public liability insurance cover of at least ten (10) million pounds (£10,000,000) at all times.

All Clubs shall have valid personal accident cover for all Players registered with them from time to time. The Players' personal accident insurance cover shall be in place prior to the Club taking part in any Competition match and shall be at least equal to the minimum recommended cover determined from time to time by The Association. In instances where The Football Association is the sanctioning Association, the minimum recommended cover shall be the cover required by the Affiliated Association to which a Club affiliates.

17 - DISSOLUTION

- (A) Dissolution of the Competition shall be by resolution approved at a Special General Meeting by a majority of three quarters (3/4) of the members present and shall take effect from the date of the relevant Special General Meeting.
- (B) In the event of the dissolution of the Competition, the members of the Management Committee are responsible for the winding up of the assets and liabilities of the Competition.
- (C) The Management Committee shall deal with any surplus assets as follows:
 - (i) Any surplus assets, save for a Trophy or any other presentation, remaining after the discharge of the debts and liabilities of the Competition shall be transferred only to another Competition or affiliated Association or The Football Association Benevolent Fund or to such other charitable or benevolent object in the locality of the Competition as determined by resolution at or before the time of winding up, and approved in writing by the sanctioning Association.
 - (ii) If a Competition is discontinued for any reason a Trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide.

18 - PRINTING OF RULES

The Rules shall be printed at such intervals as the Competition Committee decide. Each Club in membership shall purchase at least three (3) copies of the Rules at a cost to be determined by the Competition Committee. Clubs shall be required to acknowledge receipt of any Rule Books or amendments to them. Failure to do so before the 30th October each year shall result in a fine (£5.00) as set out in the Fines Tariff.

19- QUALIFICATION OF PLAYERS

- (A) (i) Contract players, as defined in Football Association Rules, are not permitted in this Competition with the exception of those players who are registered under contract with the same Club who have a Team playing at Steps 1 to 6 of the National League System.
- (ii) It is the responsibility of each Club to ensure that any Player registered to the Club has, where necessary, the required International Transfer Certificate. Clearance is required for any player aged ten (10) and over crossing borders including Wales, Scotland and Ireland

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

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

(i) Signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club, supplied a passport sized photograph and either (a) submitted to the Competition seven (7) days prior to the player playing and whose completed registration counterfoil and photo ID card has been confirmed by the the Competition prior to that player paying in a Competition match and who has been registered on the Whole Game System as active by midday, on the preceding day of the fixture and whose approval, via FA WGS by the Registration Secretary, has been received by the Club prior to playing. A photograph must be uploaded on to WGS.

Or

8 (B) (ii) signed a fully and correctly completed Competition registration form in ink on a match day prior to playing, which is countersigned by an Officer of the Club, supplied a passport sized photograph, proof of identity and witnessed by an Officer of the opposing Club, and submitted to the Competition within two (2) days of the match. The player shall not play again until the Club is in possession of the completed counterfoil and photo ID card receives approval, via FA WGS, by the Registration Secretary. A maximum of three (3) players may be registered in accordance with this paragraph 8(B)(ii), or.

8 (B) (iii) registered through WGS

Any registration form which is sent by either of the means set out at Rules 8(B)(i) above that is not fully and correctly completed shall be returned to the Club unprocessed. If a Club attempts to register a player via WGS but does not fully and correctly complete the necessary information via WGS, the registration shall not be processed.

For Clubs registering players under Rule 8(B)(i) registration forms shall be provided in a format to be determined by the Competition. For Clubs registering players via WGS (under Rule 8(B)(ii) Clubs shall access WGS in order to complete the registration process.

(C) Any player who during the current season has played more than one (1) round in any one of the following Competitions: the F.A. Cup, the F.A. Trophy, the F.A. Vase, the Berks and Bucks Senior Cup, Senior Trophy or the Senior Cup of any other County or Service F.A., shall not be eligible to compete in the Thomas Field Shield nor shall any player playing a total of three (3) or more matches in the Isthmian League, Northern Premier, Southern League or the Premier Division of the Hellenic League, United Counties League, Spartan/South Midlands League or any League of equal status (Step 7 and above) but not including the Reserve Section of any League SHALL NOT be eligible to play in the Thomas Field Shield without written permission of the Management Committee.

(D) A Player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) to any Club(s) shall be permitted to registered and play for a Club in the Competition, save the Player may be liable to be suspended from playing for that Club should the Player fail to comply with the terms of the Football Debt Recovery Regulations in respect of that Football Debt.

No player shall be eligible for the Semi Final or Final matches until they have taken part in **four (4)** League and Cup matches during the current season for the Club currently holding their registration, **with the exception of the goalkeeper, which is subject to the discretion of the Management Committee**

(E) Each Club shall be provided with a Registration Form free of charge. The Registration Secretary shall sign the form and return it to the Club as receipt for registration.

(F) The Management Committee shall decide all registration disputes.

In the event of a player signing a registration form or having a registration submitted for more than one (1) Club priority of registration shall decide for which Club the player shall be registered. The Registration Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

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

(i) Play for more than one (1) Club in the Competition in the same season.

(ii) Having registered for one (1) Club in the Competition, register for another Club in the Competition in that season except for the purpose of a transfer.

(iii) Submit a signed registration form or submit a registration through WGS for registration that the player had wilfully neglected to accurately or fully complete.

(H) (i) The Management Committee shall have power to accept the registration of any player subject to the provisions of Rule 8(H)(ii) and Rule 8(H)(iii) below.

(ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any player at their discretion proved guilty of registration irregularities. (Subject to Rule 16). The player's photo ID card shall be returned to the Registration Secretary in such circumstances.

(iii) The Management Committee shall have power to make application or refuse or cancel the registration of any player found guilty of undesirable conduct and to disqualify the player in question from participating in all games in the Competition. The player's photo ID card shall be returned to the Registration Secretary in such circumstances. (Subject to Rule 16) subject to the right of appeal to The Football Association or the relevant County Football Association.

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

(iv) For a player who has previously had a registration removed in accordance with Rule 8(H)(iii) but has a registration accepted at the expiry of exclusion shall be considered to be under a probationary period of twelve (12) months. Whilst under a probationary period, should the player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals) the Competition would be empowered to consider a further charge of bringing the Competition into disrepute.

(Note: Action under Rule 8(H) (iii) shall not be taken against a player for misconduct on the field of play until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute and shall in any case be subject to an Appeal to The Football Association. All decisions shall include the period of restriction. For the purpose of this Rule, bringing the Competition into disrepute can only be considered where the player has received in excess of one-hundred and twelve (112) days suspension, or ten (10 matches in match based discipline, in a period of two (2) years or less from the date of the first offence.)

(I) Subject to compliance with FA Rule C2(a) when a club wishes to register a player who is already registered with another Club it shall submit a transfer form (in a format as determined by the Competition) to the Registration Secretary accompanied by a fee of £15.00 as set out in the Fees Tariff. (includes the cost of the new photo ID card) and the player's photo ID card.

(J) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.

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

Registrations is valid for one (1) season only.

- (L) In the case of a postponed, drawn or replayed matches, only those players who qualified for the first match shall be eligible.

A qualified player, who was serving a term of suspension on the date of the original fixture, shall be permitted to play in the replay or rearranged fixture provided he has completed the suspension. A qualified player who plays in any round shall be deemed qualified to play in any subsequent round by virtue of his original qualification, but this shall not apply to his qualification as a Junior or as an Intermediate player; as in Rule 8(C).

- (M) Any Team playing an unregistered or otherwise ineligible player or players shall forfeit the match and may incur a fine (not exceeding £25.00), as set out in the Fines Tariff and/or otherwise dealt with at the discretion of the Management Committee. In a match where both teams are found guilty of playing ineligible players, the match shall be declared null and void with the match result expunged.

- (N) A player who has played for a Team in a higher Division eight (8) times or more shall not in that season be eligible to play in a lower Division except by permission of the Management Committee.

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

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

20 - CLUB COLOURS CLUB NAME

- (A) Every Club shall register the colour of its shirts and shorts with the Secretary by 1st August who shall decide as to their suitability.

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

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

If, in the opinion of the Referee, two (2) Clubs have the same or similar colours, the Home Team shall make the change. In Semi-Finals and Final both Teams to change. Any Team not having a change of colours or delaying the kick-off by not having a change shall be fined (£10.00), as set out in the Fines Tariff.

The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or shorts as they think fit. Shirts shall be uniquely numbered. The player's name to correspond to the number on the Team Sheet. Failure to comply shall result in a fine (£5.00 per player), as set out in the Fines Tariff.

- (B) Any Club wishing to change its name and/or colours shall obtain permission from its affiliated County Association and from the Management Committee.

21 - PLAYING SEASON, CONDITIONS OF PLAY, TIMES OF KICK-OFF, POSTPONEMENTS, SUBSTITUTES.

- (A) The Annual General Meeting shall determine the commencement of the season in accordance with Football Association Rules. No Club shall be compelled to play after the concluding date. Original fixtures arranged by the Fixture Secretary shall not be arranged for a date later than seven (7) days preceding the concluding date determined by the Annual General Meeting.
- (B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board.

Clubs shall take all reasonable precautions to keep their grounds in a playable condition, and if the occasion arises, either Club may require the Referee to visit the ground by 12.00 pm before the advertised kick-off time and decide as to the fitness of play. Only a Referee or League Officer of the Aylesbury & District Football League may cancel a League match or decide as to the fitness of the pitch except where a third party such as the Local Authority has overriding authority on pitch usage. All matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the Home Team a match has to be replayed, the Management Committee shall have power to order the venue to be changed.

The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground.

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

The Home Club is also responsible for advising participants of footwear requirements when confirming match arrangements in accordance with Rule 10(D).

The duration of the game shall be two equal periods of forty-five (45) minutes. In the event of a draw at full time an extra thirty (30) minutes, (fifteen (15) minutes each way) or twenty (20) minutes minimum (ten (10) minutes each way), to be determined by the Referee, shall be played. If the match is still drawn after extra time, the winners shall be determined by the taking of kicks from the penalty mark in accordance with International Board Recommended Procedures.

The times of kick-off shall be fixed at the Annual General Meeting and for Saturday matches shall be August to October 2.00 pm, November to February 1-30 pm and March to May 2.00 pm.

The time of commencement of the Semi-Final and Final Ties shall be determined by the Management Committee. The time of commencement of evening matches shall be determined by the Fixture Secretary.

Any Club failing to commence at the appointed time shall incur a fine (not exceeding £10.00) as set out in the Fines Tariff or be otherwise dealt with as the Management Committee may determine.

Each Club shall on the day of the match fill in an official Team Sheet before the match, which shall be available for exchanging with the opposition and inspection, not later than fifteen (15) minutes before kick off, the exchanging of the Teamsheets to be done in the presence of the Referee. No further changes to be made after this time unless agreed with the opposition and Referee. Failure to comply shall incur a fine (£10.00), as set out in the Fines Tariff.

The inspection of the opposition's photo ID cards shall take place at this time also. Any disputes shall be resolved prior to kick-off. In the event of the players photo ID card not being available prior to kick-off, the Club concerned shall be given until the end of the match to produce them. Failure to do so shall result in the match being awarded to the opposition and a fine of £50.00 imposed. Players arriving late shall have their cards inspected before participating in the match. No disputes regarding player eligibility shall be considered by the Management Committee after the conclusion of the match.

At the end of the match the Team Sheet shall be completed to show the final score and other information required by the Management Committee.

Only official Team Sheets shall be recognized. Books of official Team Sheets are available from the Registration Secretary (at £5.00 per book), as set out in the Fees Tariff.

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

The Home Team shall provide at least two (2) footballs fit for play; these are to be given to the Referee at least fifteen (15) minutes prior to kick off and the Referee shall make a report to the Competition if the footballs are unsuitable. Goal nets shall be used.

- (C) Except by permission of the Management Committee all matches shall be played on the dates originally fixed but priority shall be given to The Football Association and all relevant County Association Cup Competitions. All other matches shall be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Fixture Secretary.

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

- (D) The Secretary of the Home Club shall give notice by phone, text or email (the text and email shall be acknowledged) of full particulars of the location of, and access to the ground, **team colours, colour of goalkeeper's kit** and time of kick-off to the Match Officials and the Secretary of the opposing Club at least three (3) clear days prior to the playing of the match.

If a match as originally drawn, is postponed on two (2) occasions, the Management Committee may order the match to be played on the opposing Club's ground.

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

- (E) Every Club shall play its best available qualified Team or Teams in all matches in the Competition.
- (F) In matches where gate money is taken, or a collection made, the receipts shall be equally divided between the two (2) Clubs except in the Semi-Finals and Final when the receipts shall be taken by the Management Committee after paying the fees and travelling expenses of the Referee and Assistant Referees (when appointed). The Home Club shall make provision for a representative of the visiting Club to check receipts before the completion of the match. The share of the receipts due shall be paid over to the visiting Club within seven (7) days. A Club which is not able to provide a ground where gate money can be taken or a collection made shall not be entitled to any share of the gate money in a replay with a Club which provides a ground where gate money can be taken or a collection made. In any match ordered to be replayed in consequence of a breach of Rules, the Club in default shall not receive any share of the proceeds of such replayed match without the consent of the Committee and such consent shall only be given under special circumstances. If consent not be given, the share shall be taken by the Competition.

Notice of postponement of any match shall be given without delay by the postponing Club. Such notice shall be given forty-eight (48) hours prior to the match by the Club to the Fixture Secretary, the Referees Secretary, the Secretary of the opposing Club and the Match Officials. Any Club failing to comply shall be dealt with by the Management Committee who may inflict any penalty it may deem suitable.

In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date to be mutually agreed by the two (2) Clubs and approved by the Management Committee. Failing such agreement and notification to the Fixture Secretary within seven (7) days the Management Committee shall have power to order the match to be played on a named date or on or before a given date. Where it is to the advantage of the Competition and the Clubs involved agree, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand.

The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand. In cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one (1) Team or its Club member(s) they shall be empowered to award the match to the opponents and/or take what other action they may deem necessary. In cases where a match is abandoned owing to the conduct of both Teams or their Club members, the Management Committee shall take such action as they consider appropriate. Such action is subject to any disciplinary action taken by the appropriate Affiliated Association. No fine(s) can be applied by the Management Committee for an abandoned match.

The Management Committee shall review any match that has taken place where either or both Teams were under a suspension imposed upon them by the Association or Affiliated Association. In each case the Team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 8((M)) above. Where both Teams were under suspension the game shall be declared null and void.

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

The Referee shall be informed of the names of the substitutes not later than fifteen (15) minutes before the start of the match.

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

A player who has been substituted himself becomes a substitute and may replace another at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football. This means that a team may make unlimited substitutions in accordance with Law 3 of the Laws of Association Football.

- (H) The half time interval shall be of ten (10) minutes duration. The half time interval may only be altered with the consent of the Referee.
- (I) The Clubs taking part in a fixture Competition Match shall identify a Team Captain who has a responsibility to offer support in the management of the on-field discipline of his Team mates.

22 - REPORTING RESULTS

- (A) The Registration Secretary shall receive **by 6 pm on the Monday following the match**, the result of each Competition match **loaded on to the Full Time system** in the prescribed manner. This shall include the forename(s) and surname of the Team players (in block letters), **the team goal scorers** and also the Referee's name and markings required by Rule 13, or any other information required by the Competition. **Failure to comply with this rule will result in a fine in accordance with the Fines Tariff.**

Any Club proved to have willfully falsified a Team Sheet shall be deemed to be guilty of serious misconduct and may be dealt with in accordance with Rule 17(C).

- (B) Both clubs shall reply to the text message, issued from the FT (Full Time) system. The Home

Club shall telephone, text or email the result of each match to the Press/Results Secretary by 5.30 pm for Saturday matches and 9.30 pm for evening matches. Failure to comply shall incur a fine (£10.00), as set out in the Fines Tariff. If no result is received, by midnight on the day of the match, then a fine (not exceeding £50.00) as set out in the Fines Tariff shall be imposed.

- (C) The match result notification, correctly completed, shall be signed by a responsible member of the Club. Failure to comply shall result in a fine (£10.00), as set out in the Fines Tariff. The Management Committee shall have power to take such action as they deem suitable against a Club, which submits an incomplete form or incorrect information. In the event that the official Team Sheet not be available, a substitute sheet containing the required information shall be submitted by the time detailed in Rule 11(A).

23 - DETERMINING CHAMPIONS

- (A) The sole control of the Competition shall be vested in the Management Committee who shall have power to make exemptions and decide dates of rounds.

The Competition shall be on a knockout basis.

Clubs shall be drawn in pairs; the first Club so drawn shall have choice of ground.

The Fixture Secretary shall notify Clubs of the draw within seven (7) days, detailing the time of kick-off and the date on which the tie shall be played.

- (B) The grounds for the Semi-Final Ties shall be arranged by the Management Committee, which may be Club Grounds or Neutral Grounds. The Management Committee shall take the total gate receipts. If a match is not played on a neutral ground and the Club playing at Home is unable to charge for admission or allow a collection to be taken they shall bear the match expenses.
- (C) In the Final Tie the total gate shall be taken and the expenses of the match defrayed by the Management Committee.
- (D) In the Semi-Final and Final Ties any Club failing to play, without reasonable cause, may be judged by the Management Committee to be guilty of serious misconduct and may be refused entry in future seasons.
- (E) In the Final each Club shall submit by Recorded Delivery or Registered Post, not later than seven (7) days before the match, to the League and the opponents, a list of players names and initials from which the Team may be selected. Where a Club wishes to object to the qualifications of any player named on the list, it shall do so by Recorded Delivery or Registered Post not less than three (3) days before the match to the opposing Club and also to the Competition Secretary and Registration Secretary.

24 – MATCH OFFICIALS

- (A) Registered Referees (and Assistant Referees where approved by The Football Association or County Football Association) for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s).
- (B) In the event of the non-appearance of the appointed Referee the appointed Senior Assistant Referee shall take charge and a substitute Assistant Referee appointed by the competing Teams. In cases where there are no officially appointed Assistant Referees, the Clubs shall agree upon a Referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee. Failure to agree shall render both Clubs liable to a fine (not exceeding £200.00), as set out in the Fines Tariff.

Individuals under the age of sixteen (16) shall not participate either as a Referee or Assistant Referee in any open age Competition.

- (C) The Management Committee may, if they consider it desirable, or upon application by the two (2) competing Clubs, appoint Assistant Referees, if available, to any match. Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so shall result in a fine (£10.00) being imposed on the defaulting Team, as set out in the Fines Tariff.
- (D) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final subject to either in the case of a ground of a Local Authority or the owners of a ground, the Representative of that body is the sole arbiter and whose decision shall be accepted unless the ground is declared fit for play.
- (E) Subject to any limits/provisions laid down by the sanctioning committee Match Officials appointed under this Rule shall be entitled to charge the following match fees inclusive of expenses:

Referee £40.00, Registered Referees appointed by the Management Committee as Assistant Referees £15.00, subject to any limits laid down by the sanctioning Association.

The fees of the Referee and Assistant Referees (when appointed) shall be shared equally by both Teams.

The Away Club shall offer to pay the Officials their fee, in the official's changing room, fifteen (15) minutes before the match. Failure to comply shall result in a fine of £10.00 as set out in the Fees Tariff. If a Club fails to pay the appointed Officials, they shall be liable to a fine not exceeding £25.00 as set out in the Fees Tariff.

In the Final, if the Referee does not receive a memento, an inclusive fee of £35.00 shall be paid.

- (F) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half fee. Where a match is not played owing to one (1) Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses. If the match is cancelled prior to the officials travelling and they cannot be re-appointed then half fee is due. Failure to do so shall incur a fine as set out in the Fines Tariff.

In the event of a match not being played because of circumstances over which the clubs have no control, the Match Officials if present shall be entitled to half fee from the Home team.

- (G) A Referee not keeping his engagement, and failing to give a satisfactory explanation as to his non-appearance, may have his name removed from the list of Referees and the fact reported to the Association with which he is registered.
- (H) Each Club shall, in a manner prescribed from time to time by The Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition on the prescribed Form provided. Clubs failing to comply with this Rule shall be liable to be fined (£5.00), as set out in the Fines Tariff or dealt, with as the Management Committee shall determine.

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

- (I) The Referee shall submit a report Form, supplied by the Competition, giving the result of the match, the number of players in each Team and the time of kick-off to the Registration Secretary within two (2) days of the match.
- (J) Referees and Assistant Referees shall be supplied, each Season, with a copy of the Competition Rules free of charge.

FEES TARIFF

RULE NUMBER	DESCRIPTION	MAXIMUM FEE
3 (B)	Entry Fee	£30.00
10 (B)	Team Sheets	£5.00 per book
13 (E)	Referee Fees	£40.00
13 (E)	Assistant Referee Fees	£20.00
15 (C), 15 (D) (ii) 16 (A), 16 (D)	Protest / Appeal Fees	Up to £50.00

FINES TARIFF

RULE NUMBER	DESCRIPTION	MAXIMUM FINE
3 (B)	Failure to pay Annual Subscription	£10.00
5 (I)	Failure to pay a fine within 21 days of notice	Up to £50.00
6 (H)	Failure to be represented at AGM	£20.00
8 (H) (ii)	Registration irregularities	£25.00
8 (M)	Playing an ineligible player	£25.00
9 (A)	Any Team Sheet irregularity	£5.00 per player
9 (A), 10(B)	Delaying kick-off / no nets / no corner flags	£10.00
10 (B)	Late handed over Team Sheet	£10.00
10 (D)	Failure to provide details of a fixture	£10.00
10 (F) (i) & (iii)	Failure to play fixture	Up to £100.00
11 (A) & 11(C)	Late Team Sheet	Up to £50.00
11 (B)	Failure to provide result	£50.00
13 (B)	Failure to agree upon a Referee	£200.00
13 (C)	Failure to provide Club Assistant Referee	£10.00
13 (E)	Failure to pay Match Officials Fees	£10.00
13 (F)	Failure to pay Match Officials where a match is not played	£10.00
13 (H)	Failure to provide Referee's mark	£5.00
14 (A)	Withdrawal from Competition	£50.00
18 (A)	Failure to submit the required written agreement regarding the trophy	£25.00
19	Failure to attend a Special General Meeting	£50.00
26	Failure to acknowledge receipt of Rule Book	£5.00

CHILD PROTECTION

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