

AYLESBURY AND DISTRICT FOOTBALL LEAGUE

--- Founded 1891 ---

RULE BOOK
For the 2017/18
Season



*"Football is simple.
But nothing is more difficult than playing simple football."*

Johan Cruyff

Page is intentionally blank

OFFICERS OF THE LEAGUE**President and Life Member**

Rex Heley

Life Members

H.Garner R.Gillard J.Studley R.Hillier M.Edwards D.Bayliss

Vice Presidents

B.L.Martin N.Mead D.Pullinger T.Munt

Chairman

Peter Rice, 3 Long Plough, Aston Clinton. HP20 5HA.

email: rice.peter@btinternet.com

01296 - 630898

or 07889 942537

Vice Chairman

Malcolm Pollard, 69 High Street, Cheddington. LU7 0RG.

email: pollard013@btinternet.com

07798 636746

or 01296 668013

Secretary

Margaret Stevens, Morgans Orchard, St Leonards, Tring. HP23 6NW.

email: margaretstevens1@hotmail.co.uk

01494 758001 (h)

or 07504 858033

Treasurer

Tony Skeggs, 2 Westminster Drive, Aylesbury. HP21 7LS.

email: a.g.skeggs@btinternet.com

01296 428392 (h)

or 07803 576879

Fixture Secretary

Richard Lipscombe, 31 Broughton Avenue, Aylesbury.

email: richy1946@outlook.com

01296 486310 (h)

Referees Secretary

Kevin Saw, Tiger Lily, Oving Road, Whitchurch. HP22 4ER.

email: kevinsawref@gmail.com

01296 640079 (h)

or 07884 105261

Registration Secretary

Marcie Harrison, 15 Primrose Drive, Aylesbury. HP21 8YB.

email: marcieharrison@msn.com

07739 172560

Results Secretary

Marc Thoday,

email: cheakycharlie@hotmail.com

07738 215353

Management Committee

Nik Sabatini 07931 992947

Roger Small 07754 557177

Andrew Swain 07789 114395

Website Addresswww.adl-football.co.uk<http://full-time.thefa.com>

INDEX

1.	Definitions	
2.	Nomenclature and Constitution	5
3.	Entry Fee, Subscription and Deposit	5
4.	Management, Nomination, Election	6
5.	Powers of Management	6
6.	Annual General Meeting	8
7.	Agreement to be Signed	9
8.	Qualification of Players	9
9.	Club Colours, Club Name	12
10.	Playing Season, Conditions of Play, Times of Kick-Off, Postponements, Substitutes	13
11.	Reporting Results	16
12.	Determining Championship	17
13.	Referees	18
14.	Continuation of Membership or Withdrawal of a Club	18
15.	Protests and Complaints	19
16.	Board of Appeal	20
17.	Exclusion of Clubs or Teams, Misconduct, Clubs, Officials, Players	21
18.	Trophy Agreements, Awards	21
19.	Special General Meetings	22
20.	Alteration to Rules	22
21.	Finance	22
22.	Insurance	23
23.	Dissolution	23
24.	Liability of Clubs	23
25.	First Aid Equipment	23
26.	Printing of Rules	24
27.	Representative Matches	24
28.	Life Members	24
29.	League Presentation Evening	24
30.	Pre-Season Meeting	24
	Sheffield Jackman Cup	25
	Aylesbury & District Reserve Cup	26
	Aylesbury & District League Cup	26
	Child Protection	28
	Table of Fees and Fines	29

DEFINITIONS

1. (A) In these Rules:

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

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

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

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

“Competition” means the Aylesbury and District Football League.

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

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

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

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

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

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

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

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

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

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

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

“Playing Season” means the period between the 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 FA] [the Competition][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 will be known as “Aylesbury and 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.
- (E) 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.

NOMENCLATURE AND CONSTITUTION

2.(A) This Competition shall consist of not more than fifty (50) Clubs approved by the sanctioning authority.

(B) All Clubs shall be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the Berks & Bucks County Football Association and must have a constitution approved by the Sanctioning Authority.

The area covered by the Competition Membership shall be within a fifteen (15) mile radius of Aylesbury Market Square but this shall not apply to Clubs in membership in 1988/89 season.

No Club with its First Team in any other League shall be accepted into the Aylesbury & District Football League. This shall not apply to Clubs in membership in the 2007/08 season.

This Competition shall apply annually for sanction to the Berks & Bucks Football Association and the constituent teams of Member Clubs may be grouped in Divisions, each not exceeding sixteen (16) in number.

(C) No more than one (1) team from a Club can participate in the same division 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 (1) 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.

(D) Inclusivity and Non-discrimination

(i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination

(ii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.

(E) 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.

(F) Clubs shall not enter any of their teams playing in the Competition in more than three (3) other Competitions (with the exception of F.A. and County F.A. Competitions) except with the written consent of the Management Committee of the Competition.

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

ENTRY FEE, SUBSCRIPTION, DEPOSIT

3.(A) Applications by Clubs for admission to this Competition or the entry of an additional team(s) shall be made in writing to the Secretary and shall be accompanied by an Entry Fee of £100.00 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 Annual General Meeting or a Special General Meeting.

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

- (B) The Annual Subscription shall be £40.00 per team as set out in the Fees Tariff 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 Fees 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 by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit. Each Club shall within seven (7) days of election pay a Deposit of £250.00 as set out in the Fees Tariff, which shall be returnable to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee.
- (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 30th June of its Sanctioning Authority affiliation number for the forthcoming Season, failing which they shall be fined £10.00 as set out in the Fees Tariff. Clubs shall advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

MANAGEMENT, NOMINATION, ELECTION

- 4.(A) (i) The Management Committee shall comprise the Officers of the Competition 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, Secretary, Treasurer, Registration Secretary, Fixture Secretary and Press Secretary to be elected annually at the Annual General Meeting. (NB 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
- (C) The Management Committee shall meet as and when required with no more than three 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.

POWERS OF MANAGEMENT

- 5.(A) The Management Committee may appoint Sub-Committees and delegate such of their powers as they deem necessary. The decisions of all sub-committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of The Football Association or affiliated Association.
- (B) Subject to the permission of the Sanctioning Authority having been obtained the Management

Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any Club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season.

- (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 of the Competition must 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 must be issued to the Club concerned. The Club charged shall be given seven (7) days from the date of notification 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 FA 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 Competition Rule is £250.00 and, when setting any fine, the Competition shall ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

- (E) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 16. Decisions of the Management Committee shall be notified in writing to those concerned within ten (10) days.
- (F) More than fifty percent (50%) of its members shall constitute a quorum for the transaction of business of the Management Committee and of any Sub-Committee of the Competition.

If any member of the Management Committee is absent from three (3) consecutive meetings of the Management Committee without reasonable excuse, the Management Committee shall have the power to declare the position vacant.

- (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, and must attend to the business and/or the correspondence of the Competition 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) in accordance with the Fines Tariff. Further failure to pay the fine including the additional sum within fourteen (14) days shall result in fixtures being withdrawn until such time as the outstanding payments are 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 within the Aylesbury & District Football League 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.

ANNUAL GENERAL MEETING

- 6.(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 to fill vacancies (as recommended by the Management Committee).
 - (iv) Constitution of the Competition for ensuing season.
 - (v) Election of Officers and Management Committee.
 - (vi) Appointment of Verifiers of Accounts.
 - (vii) Alteration of Rules, if any (of which notice has been given).
 - (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 audited/verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen (14) days prior to the meeting, together with any proposed change of Rules.
- (C) A signed copy of the duly verified Balance Sheet and Statement of Accounts shall be sent to the Sanctioning Authority within fourteen (14) days of its adoption by the Annual General Meeting.
- (D) Each Member Club shall be empowered to send two (2) delegates to an Annual General Meeting. Each Club shall be entitled to one (1) vote only. Fourteen (14) days notice shall be given of any Meeting.
- (E) Clubs who have withdrawn their Membership of the Competition during the season being concluded or who are not continuing Membership shall be entitled to attend but shall vote only on matters relating to the season being concluded. *This provision shall not apply to Clubs expelled in accordance with Rule 17.*
- (F) All voting shall be conducted by a show of voting cards unless a ballot 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 (1) Member Club.
- (H) Any continuing Club must be represented at the Annual General Meeting without satisfactory reason being given shall be fined £50.00 in accordance with the Fees Tariff.
- (I) Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

AGREEMENT TO BE SIGNED

7. The Chairman and the Secretary of each Club which is an unincorporated Association and two (2) directors of each Club which is an incorporated entity shall complete and sign the following agreement which shall be deposited with the Competition together with the Application for Membership for the coming season, or upon indicating that the Club intends to compete.

"We, A, _(name)_ of _(address)_ (Chairman)/(Director) and B _(name)_ of _(address)_ (Secretary)/(Director) of the _____ Football Club 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 16.

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

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

QUALIFICATION OF PLAYERS

- 8.(A) (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 ten (10) and over crossing borders including Wales, Scotland and Ireland

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

(iii) Each Club shall have fourteen (14), or if it has a Reserve Team twenty-eight (28), players registered with the Registration Secretary by midnight on the Sunday prior the pre-season meeting. Registration means being in receipt of the registration counterfoil and photo ID card. Failure to comply will result in a fine of £25.00 per team in accordance with the Fees Tariff.

- (B) 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, 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 Competition prior to that player playing in a Competition match.
- (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. A maximum of three (3) players may be registered in accordance with this paragraph 8(B)(ii), or.

(iii) registered through WGS.

Any registration form, which is sent by either means set out in Rules 8(B) (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 8(B) (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 8 (B) (iii)) Clubs must access WGS in order to complete the registration process.

Failure to correctly register a player shall incur a fine (not exceeding £100) as set out in the Fees Tariff

- (C) A team shall not include any player who has taken part in three (3) or more senior competition matches during the current season. For the purpose of this Competition a senior competition are: Football Association or County Senior Cup Competition, County Senior Trophy Competition, Isthmian League, Southern League, Hellenic League, United Counties League, Spartan/South Midlands League or any League of equal status (Step 7 and above) during the current season **SHALL NOT** be eligible to play in any Division of the League without written sanction of the Management Committee.

Any infringement of this Rule shall incur a fine (£25,00) as set out in the Fees Tariff.

- (D) A player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) to any Club(s) shall be permitted to register and play for a Club in the Competition, save that the Player may be liable to be suspended from playing for that Club should the Player fail to comply with terms of the Football Debt Recovery Regulations in respect of that Football Debt.
- (E) A fee as set out in the Fees Tariff shall be paid by each Club/Team for each player registered. Each Team shall annually be provided Registration Forms free of charge, the Clubs to then photocopy sufficient sheets for further registrations.
- (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 a breach of Rule for a player to:

(i) Play for more than one (1) Club in the Competition in the same season without first being transferred.

(ii) Having 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.

Any infringement of the Rule shall incur a fine (not exceeding £100.00) as set out in the Fees Tariff.

- (H) (i) The Management Committee shall have power to accept the registration of any player subject to the provisions of Rule 8A(iii) and Rule 8 H (ii) 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. The player's photo ID card shall be returned to the Registration Secretary in such circumstances. (Subject to Rule 16).

Any registration irregularity shall incur a fine (£25.00) as set out in the Fees Tariff

(iii) The Management Committee shall have power to make application to 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 8H (iii) but has a registration accepted at the expiry of exclusion will 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 8H(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 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 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. Such transfer shall be referred by the Registration Secretary to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Registration Secretary and to the player concerned within three (3) days of receipt of the transfer form. Upon receipt of the Club's consent, or upon its failure to give written objection within three (3) days, the Registration 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 seven (7) 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.

No player shall be allowed more than one (1) transfer in a season except for a special reason, which shall be approved by the Management Committee. If approved the transfer fee shall be £20.00 as set out in the Fees Tariff.

- (J) 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.
- (K) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.
- (L) 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 any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one (1) Season only.

In the event of a player without a written contract changing his status to that of a contract player with the same Club, another Club in the Competition or with a Club in another Competition his registration as a player without a written contract will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 8(A)(i).

- (N) (i) A Team shall not include more than three (3) players who have taken part in six (6) or more matches in a higher Division of the League and/or Cup during the current season except with written permission of the Management Committee. If a player plays six (6) consecutive League or Cup matches in a lower Division of the League he shall be re-instated to his previous level.
- (ii) A player who is considered to be a Senior player may be reinstated to Junior status on written application by the Club concerned. No player shall be allowed more than one (1) application for reinstatement in a season, and in no case shall a reinstatement be allowed after the last day of February of the current season. These provisions apply equally to players classed as Senior in Rule 8C and Rule 8N(i). The Club requesting re-instatement shall provide written proof from the player's current Club of the number of games played in the current season.
- (iii) A player who has been reinstated in accordance with the foregoing paragraph shall forfeit his reinstatement immediate on playing one (1) further game in the Senior Competition or League. 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 any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged.
- (M) A player shall not be eligible to play for a Team in any special championship, promotion or relegation-deciding match (as specified in Rule 12(A)) unless the player has played five (5) games for that Team in this Competition in the current season.
- (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) Any Club found to have played an ineligible Player in a match or matches shall have any points gained from that match or matches deducted from its record, up to a maximum of twelve (12) points, and have levied upon it a fine of £25.00 as set out in the Fees Tariff. The Management Committee may also order that such match or matches be replayed on such terms as are decided by the Management Committee which may also levy penalty points against the Club in default.
The Management Committee may vary this decision in respect of the points gained only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status.
In exceptional circumstances the Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.
- (P) (The following Clause applies to Competitions involving players in full-time secondary education)
(i). Priority must be given at all times to school and school organisations activities.
(ii). The availability of children must be cleared with the Head Teachers (except for Sunday Leagues).
(iii) To play in open age football the player shall have achieved the age of sixteen (16).

Failure to give priority to school activities shall incur a fine (£5.00) as set out in the Fees Tariff.

CLUB COLOURS. CLUB NAME

- 9.(A) Every Club must register the colour of its shirts and shorts with the Secretary by 1st July 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.

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

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

Shirts shall be uniquely numbered. 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. The players name to correspond with the shirt number on the Team Sheet. Failure to comply shall result in a fine of £5.00 per player as set out in the Fees Tariff.

- (B) Any Club wishing to change its name shall obtain permission from the Sanctioning Authority and from the Management Committee. Any Club wishing to change its colours during the playing season must obtain permission from the Management Committee.

Failure to obtain consent of a change of Club name shall incur a fine of £10.00 as set out in the Fees Tariff

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

- 10.(A) The Annual General Meeting shall determine the commencement of the season in accordance with Football Association Rules.

- (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 noon before the advertised kick-off time and decide as to the fitness of play. Only the 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.

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 their next scheduled fixture, and confirm to the committee their planned action of repairs / alternative venue.

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 must be tested (by a FIFA accredited test institute) every three (3) 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 10(D).

No Club shall be eligible unless it has suitable ground and dressing accommodation for visiting Teams and a separate room for the Referee. Each Club shall take all reasonable precautions to ensure its ground is fit for play and when ground conditions are such as to render play impossible, to ensure that opponents have adequate warning. Where a Club travels to a ground which proves unfit for play, the Home Club shall be called upon to explain the circumstances to the Management Committee in writing and, failing a satisfactory explanation, shall pay to the visiting Club reasonable out of pocket expenses on production of satisfactory receipts or mileage for four (4) cars at the rate of forty (40) pence per mile.

Within the National League System (NLS) all matches shall have duration of 90 minutes. All matches outside of the NLS shall have duration of ninety (90) minutes unless a shorter time (not less than sixty (60) minutes) is mutually arranged by the two (2) captains in consultation with the Referee prior to the commencement of the match, and in any event shall be of equal halves. Two (2) matches involving the same two (2) teams can be played on the same day providing the total playing time is not more than one-hundred and twenty (120) minutes. Home advantage shall be determined by the Fixture Secretary, with due consideration to ground availability. Midweek matches shall be arranged by the Fixture Secretary, if deemed necessary.

The times of kick-off shall be fixed at the Annual General Meeting and for Saturday matches shall be August to October 2-30 pm, November to February 2.00 pm, March to May 2.30 pm and for Midweek Evening matches 6-30 pm latest.

Time for commencement of matches may only be altered by the mutual consent of both Clubs and the consent of the Fixture Secretary. In the event of any required alteration to the above times, seven (7) days notice shall be given to the opposing Teams.

Any Club failing to commence at the appointed time shall be fined £10.00 as set out in the Fees Tariff or be otherwise dealt with as the Management Committee may determine.

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

The Home Team shall provide at least two (2) footballs fit for play; these shall be handed 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.

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 the Referee for inspection, not later than fifteen (15) minutes prior to kick-off. No changes after this time shall be made unless agreed with the opposition and the Referee. Failure to comply shall incur a fine of £10.00 as set out in the Fees Tariff shall be imposed.

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 recognised. Books of official Team Sheets are available from the Registration Secretary at £5.00 per book.

- (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 parent County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Fixtures Secretary. 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 28th February except with permission of the Management Committee.

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).

Any infringement of this Rule shall incur a fine of £10,00 as set out in the Fees Tariff

- (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 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. Any Club failing to comply with this Rule shall be liable to a fine of £5.00 as set out in the Fees Tariff.
- (E) In the event of a Club playing in any match with less than eleven (11) players they shall be fined £5.00 for each missing player as set out in the Fees Tariff. A minimum of seven (7) players shall constitute a Team for a Competition match.
- (F) (i) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine not exceeding £50.00 as set out in the Fees Tariff for the First Team and the Reserve Team, deduct points from the defaulting Club, award the points to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. 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 Fees 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 Fees Tariff.
- (ii) Any Club with more than one (1) Team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, A Team. Aylesbury & District Football League Cup Competitions fixtures to take precedence over League fixtures. Clubs in breach of this requirement shall be fined a sum not exceeding £25.00 as set out in the Fees Tariff or otherwise 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 opponents 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 opponents pitch is unavailable/unplayable.

If (a) the Referee and Fixture Secretary shall be informed or if (b) Rule 10(F) paragraph 4 details what is required.

Failure to comply may result in a fine of £10.00 as set out in the Fees Tariff.

(iii) Any Club unable to fulfil a fixture or where a fixture has been postponed for any reason must, without delay, give notice to the Fixture Secretary, Referee Secretary, the Secretary of the opposing Club and the Match Officials. Any Club failing to comply shall incur a fine of £5.00 as set out in the Fees Tariff and shall be dealt with by the Management Committee who may inflict any penalty it may deem

suitable.

(iv) In the event of a 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 (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.

(v) 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 all cases where the Management Committee are satisfied that a 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 match to the opponents. In cases where a match has been abandoned owing to the conduct of both Teams or their Club members, the Management Committee shall rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match.

(vi) The Management Committee shall review any match that has taken place where either or both teams were under 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(O) above. Where both teams were under suspension the game must be declared null and void.

- (G) **Premier and First Division teams** may at its discretion and in accordance with the Laws of the Game use three (3) substitute players in any match in this Competition who may be selected from five (5) players. **Teams in divisions below the First Division, may 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.

- (H) The half time interval shall be of ten (10) minutes duration, but it shall not exceed fifteen (15) minutes. 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/her team-mates.

Any team Captain not wearing Captains armband shall incur a fine of £5.00 as set out in the Fees Tariff.

REPORTING RESULTS

- 11.(A) The Registration Secretary shall receive within three (3) days of the date played, the result of each Competition match in the prescribed manner. This shall include the forename(s) and surname of the Team players (in block letters) and also the Referee markings required by Rule 13, or any other information required by the Competition. **The teamsheet may be scanned and emailed to the Registration Secretary.**

Failing to comply with the requirements of Rule 11(A) the Club shall be fined the following:

Team Sheet received between four (4) and seven (7) days late - £10.00 as set out in the Fees Tariff.
 Team Sheet received between eight (8) and twenty-one (21) days late - £30.00 as set out in the Fees Tariff.
 Team Sheet received more than twenty-one (21) days late - £50.00 as set out in the Fees Tariff.

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

- (B) The Home Club shall telephone, text or email the result of each match to the Press/Results Secretary by 5-30pm for Saturday matches and 9-30pm for Evening matches. Failure to comply shall incur a fine of £10.00 as set out in the Fees Tariff. If no result is received, by midnight on the day of the game, a fine of not exceeding £50 as set out in the Fees Tariff may be imposed.
- (C) The official Result Sheet notification, correctly completed, shall be signed by a responsible member of the Club. The Management Committee shall have power to take such action, as they deem suitable against a Club, which submits an incomplete form or incorrect information. 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 11(A).

DETERMINING CHAMPIONSHIP

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

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

In the event of the two (2) teams still being equal the team which has the better playing record against the other team in their head to head Competition matches during the Season will be the highest placed team.

If the records of two (2) or more teams are still equal and it is necessary for any reason to determine the position of each then the teams affected shall play a deciding match or matches as determined by the Management Committee.

- (B) 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 Clubs ground and facilities satisfying the Management Committee.

(i) When a Senior Team is relegated to a lower Division of which its reserve Team is a member, or entitled to be a member, such reserve Team 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.

(ii) Should either or both of the leading Teams in any of the Divisions have its Senior Team in the next higher Division, promotion shall fall, at the discretion of the General Meeting, to the next highest Team or Teams in the Division concerned.

- (C) In the event of a Team withdrawing from the Competition before completing 75% of its fixtures for the season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. For the purposes of this Rule 12(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 12(D) above shall be made by the Management Committee and the matches shall be played on such ground as they may require. Each competing Club shall be issued with fourteen (14) privilege tickets for the use of 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.

REFEREES

- 13.(A) Registered Referees (and Assistant Referees, if available, 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 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 Assistant Referees, the Clubs shall agree upon a Referee. Failure to agree shall render both Clubs liable to a fine not exceeding £200.00 as set out in the Fees Tariff. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee and be entitled to the normal fee as per Rule 13(E). Individuals under the age of sixteen (16) must not participate either as a Referee or Assistant Referee in any open age competition.
- (C) Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so shall result in a fine of £5.00 as set out in the Fees Tariff being imposed on the defaulting Team.
- (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.
- (E) Subject to any limits/provisions laid down by the sanctioning Association match officials appointed under this Rule shall be paid a match fee of:

Referee **£40.00** inclusive of travel expenses, unless two (2) matches between the same teams played consecutively on the same day, then the fee to be two-thirds of the normal fee, registered Referees appointed by the Management Committee as Assistant Referees £25.00 inclusive of travel expenses, subject to any limits laid down by the sanctioning Association. The Assistant Referees fees shall be equally divided between the two (2) Clubs.

The **Away** Club shall offer to pay the Officials their fee 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

- (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 Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee inclusive of travel expenses.

- (G) A Referee not keeping his engagement, and failing to give a satisfactory explanation as to his non-appearance, may have his name removed from the list of Referees and the fact reported to the Association with which he 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 Fees 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 as set out in the Fees Tariff shall be imposed.
- (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 Berks & Bucks Football Association.
- (J) The Referee shall submit a report Form, supplied by the Competition, giving the result of the match, the number of players in each Team and the time of kick-off to the Fixture Secretary within two (2) days of the match.
- (K) Referees and Assistant Referees shall be supplied, each Season, with a copy of the Competition Rules free of charge. Failing that, a copy is on the website www.adl-football.co.uk

CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

- 14.(A) After 31st December in the current Season a Club intending, or having a provisional intention, to withdraw a Team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition shall notify the Secretary in writing by 28th February each Season or be liable to a fine not exceeding £50.00 as set out in the Fees Tariff.
- (B) A Club shall not be allowed to withdraw any or all of its Teams from the Competition after the Annual General Meeting for the following Season.
- (i) Any Club infringing this Rule after the fixtures have commenced shall be liable to a fine not exceeding £50.00 per Team as set out in the Fees Tariff and shall also be liable for its share of any call which may be made under Rule 5(B).
- (ii) Any Club infringing this Rule and not disbanding before the fixtures have commenced shall be liable to a fine not exceeding £50.00 as set out in the Fees Tariff per Team and shall also be liable for its share of any call which may be made under Rule 5(B).
- (iii) Any Club infringing this Rule and disbanding before the fixtures have commenced cannot be fined but shall be liable for their financial commitments prior to disbanding.
- (C) In the event of a Member Club failing to discharge all its financial and other obligations to the Competition in excess of £50, the Management Committee are empowered to refer the debt under The FA Football Debt Recovery provisions.

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

PROTESTS AND COMPLAINTS

- 15.(A) (i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.
- (ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue shall not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match.
- (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 of £25.00 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 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 of £25.00 as set out in the Fees Tariff and indicate such when forwarding the written response.

BOARD OF APPEAL

- 16.(A) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee of £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 must 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 must be lodged with the Sanctioning Authority within fourteen (14) days of the posting of written notification of any decision causing the appeal, accompanied by a fee of £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 must also be sent to the Secretary.

- (E) If so requested the Management Committee may arbitrate on any disputes, protests, appeals, claims or complaints between two Clubs in which event both Clubs shall send a non-returnable fee. Such arbitration shall be final and binding upon the parties to the arbitration.
- (F) No appeal can be lodged against a decision taken at an annual General Meeting or Special General meeting unless this is on the ground of unconditional conduct.

EXCLUSION OF CLUBS.OR TEAMS, MISCONDUCT, CLUBS, OFFICIALS, PLAYERS

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

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

- 18.(A) 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.

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 Football League Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before 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 this undertaking shall render the offending Club liable to a fine of £25.00 as set out in the Fees Tariff.

- (B) It shall be the responsibility of all Clubs with trophies to ensure the name of the Club and the season are engraved on the trophy by a suitably qualified craftsman in the style appropriate for the particular trophy. In the event of a Club failing to comply with this Rule the Officers of the League shall have the power to arrange for a suitable inscription to be made on the trophy, and to recover the cost from the defaulting 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.

SPECIAL GENERAL MEETINGS

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

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

At least seven (7) days notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting. Each 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 well as members of the Management Committee.

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 Fees Tariff.

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

ALTERATION TO RULES

- 20.(A) Alterations, for which consent has been given by the sanctioning Association, shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alterations made during the playing season to the Rule relating to the qualification of players shall not take effect until the following **playing** 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 by 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 (more than) two-thirds of those present, entitled to vote and voting are in favour.

- (C) A copy of the proposed alterations **to Rules** and proposed amendments to be considered at the Annual General Meeting or **Special General Meeting** shall be submitted to the Sanctioning Authority or The FA (as applicable) not later than 14th April.

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

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

FINANCE

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

INSURANCE

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

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

Failure to have the required insurance cover shall incur a fine (£10.00) as set out in the Fines Tariff.

DISSOLUTION

- 23.(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 Authority may decide.

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.

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 five (5) Aylesbury & District Football League and Cup matches during the season for the Club currently holding their registration.

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 Home Club to pay the Referee, which is equally shared by both Clubs, with the opposition paying their share to the Home Club.
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 five (5) consecutive First Team matches he shall not have played more than once.

AYLESBURY & DISTRICT LEAGUE CUP

1. The Competition shall be known as the Aylesbury & District League 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 League 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.

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 precede unimpeded.
5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under The Rules of The Association or any Offence is decided or brought to an end.
6. Where an order is imposed on an individual under Regulation 3 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.
7. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or any specific football activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.
8. For the purposes of these Regulations, The Association shall act through its Council or any Committee or Sub-Committee thereof, including the Board.
9. Notification in writing of an order referred to above shall be given to the person concerned and/or any Club with which he is associated as soon as reasonably practicable.
10. The applicable standard of proof shall be the civil standard, of the balance of probability. The more serious the allegation taking into account the nature of the misconduct alleged and the context of the case the greater the burden of evidence required to find the matter proved. Save that for charges pursuant to The Football Association's Child Protection Policy, where the welfare and protection of children shall be paramount and the test shall be whether more likely than not.

<u>RULE NUMBER</u>	<u>DESCRIPTION</u>	<u>MAXIMUM FEE</u>
3 (A)	ENTRY FEE	£ 100.00
3 (B)	ANNUAL SUBSCRIPTION	£40.00 per team
3 (C)	DEPOSIT	£ 250.00
8 (E)	REGISTRATION FORM	£ 0 .00
8 (I)	TRANSFER FORM	£ 20.00
13 (E)	REFEREE FEES	£ 40.00
13 (E)	ASSISTANT REFEREE FEES	£ 25.00
15 (C), 15(D) (iii), 16(A) & 16(G)	PROTEST/APPEAL FEES	£ 50.00
Cup Rule 1	Entry Fee	£ 25.00

<u>RULE NUMBER</u>	<u>DESCRIPTION</u>	<u>MAXIMUM FINE</u>
2 (B)	FAILURE TO AFFILIATE	£10.00
2 (E)	FAILURE TO COMPLY WITH FA INITIATIVES	£0.00
2 (F)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£0.00
3 (B)	FAILURE TO PAY ANNUAL SUBSCRIPTION	£10.00
3 (E)	FAILURE TO PROVIDE AFFILIATION NUMBER/DETAILS FORM	£10.00
4 (D)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£0.00
5 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£0.00
5 (I)	FAILURE TO PAY A FINE WITHIN 21 DAYS OF NOTICE	Up to £50.00
6 (H)	FAILURE TO BE REPRESENTED AT AGM	£50.00
7	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£10.00
8 (A) (iii)	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE SEASON COMMENCING	£25.00 per team
8 (B)	FAILURE TO CORRECTLY REGISTER A PLAYER	Up to £100.00
8 (C)	FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITIONS MATCHES	£25.00
8 (G)	SIGNING OR PLAYING FOR MULTIPLE CLUBS, OR INACCURATE COMPLETION OF A REGISTRATION FORM	Up to £100.00
8 (H) (ii)	REGISTRATION IRREGULARITIES	£25.00
8 (O)	PLAYING AN INELIGIBLE PLAYER	£25.00
8 (P)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£5.00
9 (A)	ANY TEAM SHEET IRREGULARITY	£5.00 per player
9 (A), 10 (B)	DELAYING KICK OFF/NO NETS/ NO CORNER FLAGS	£10.00
9 (B)	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£10.00
10 (B)	LATE HANDED OVER TEAMSHEET	£10.00
10 (C)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£10.00
10 (D)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£5.00
10 (E)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£5 per player
10 (F) (i) & (iii)	FAILURE TO PLAY FIXTURE	Up to £100.00
10 (I)	NO CAPTAIN'S ARMBAND	£5.00
11 (A) & 11 (C)	LATE TEAM SHEET	Up to £50.00
11 (B)	FAILURE TO PROVIDE RESULT	£20.00

23 (B)	FAILURE TO AGREE UPON A REFEREE	£20.00
13 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£5.00
13 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£25.00
13 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£25.00
13 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£5.00
14 (A)	WITHDRAWAL FROM LEAGUE AFTER 31ST MARCH	£50.00
14 (B)	FAILURE TO START/COMPLETE FIXTURES	£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
22	FAILURE TO HAVE THE REQUIRED INSURANCE	£10.00
25	FAILURE TO HAVE A FIRST AID KIT AVAILABLE	£5.00
25	FAILURE TO HAVE A FIRST AIDER PRESENT AT GAME	£10.00
25	FAILURE TO SEND FIRST AID CERTIFICATE TO LEAGUE SECRETARY	£10.00
26	FAILURE TO ACKNOWLEDGE RECEIPT OF RULE BOOK	£5.00
29	FAILURE TO ATTEND LEAGUE PRESENTATION EVENING	£25.00
30	FAILURE TO ATTEND PRE-SEASON MEETING	£50.00
Cup Rule 5	PLAYING AN INELIGIBLE PLAYER	Up to £100.00
Cup Rule 16	FAILURE TO PROVIDE TEAM DETAILS FOR FINAL	£20.00

INDEX

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

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 FA] [the Competition][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 will be known as “Thomas Field Shield”. 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.

- (e) 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.

2. NOMENCLATURE 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 a **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.

- 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).

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

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

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

5 - POWERS OF MANAGEMENT

- a. The Management Committee may appoint such other 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 must 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 must 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 shall to comply with an order or instruction of the Management Committee and shall attend to the business and/or the correspondence of the Competition shall be liable to be fined, as per the Fines Tariff, or otherwise penalised at the discretion of the Management Committee.
- i. All fines and charges are payable forthwith and shall be paid within twenty-one (21) days of the date of notification of the decision.

Any Club failing to do so shall incur a fine, not exceeding £50.00, as set out in the fines tariff. Further failure to pay the fine including the additional sum within fourteen (14) days shall result in fixtures being withdrawn until such time as the outstanding 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 - 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 consider any business arising there from.
 - (iii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
 - (iv) Election of Clubs (as recommended by the Management Committee).
 - (v) Constitution of the Competition for ensuing season.
 - (vi) Election of Officers and Management Committee.
 - (vii) Appointment of Verifier of Accounts.
 - (viii) Alteration of Rules, if any (of which notice has been given).
 - (ix) Fix the date for the commencement of the season and kick-off times applicable to the Competition.
 - (x) 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 £50.00, as out in the fines tariff.
- i. Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

7 - AGREEMENT TO BE SIGNED

7. 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).

8 - 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:

Signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer, which is submitted to the Competition Secretary **seven (7)** days prior to the player playing, and whose completed registration counterfoil has been received by the Club prior to playing. The club requesting reinstatement shall provide written proof from the player's current club of the number of games played in the season.

- 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 register and play for a Club in the Competition, save that the Player may be liable to be suspended from playing for that Club should the Player fail to comply with the terms of the Football Debt Recovery Regulations in respect of that Football Debt.

No player shall be eligible for the Semi Final or Final matches until they have taken part in five (5) League and Cup matches during the current season for the Club currently holding their registration.

- 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 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 without first being transferred.

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

(ii) Submit a signed registration form for registration or submit a registration through WGS that the player had willfully 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, except those under eighteen (18) years of age, at their discretion proved guilty of registration irregularities. (Subject to Rule 16).

(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. (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 will 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 for any Team playing in this Competition.)

- i. A player may not be registered for a 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 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.

Registration 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.

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

- n. (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).

9 - 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 of £5 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.

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

- 10.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 of £10.00 shall be imposed,** as set out in the fines tariff.

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 recognised. 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 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.

Any Club failing to comply with this Rule shall incur a fine of £10.00, as set out in the fines tariff.

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.

- 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 should 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 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 three (3) 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.

- 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 teammates.

11 - REPORTING RESULTS

- a. The Registration Secretary shall receive within **three (3) days** (Sundays excluded) of the date played, the result of each Competition match in the prescribed manner. This shall include the forename(s) and surname of the Team players (in block letters) and also the Referee's name and markings required by Rule 13, or any other information required by the Competition. The Team Sheet may be scanned and emailed to the Registration Secretary.

Failing to comply with the requirements of Rule 11(A) the Club shall be fined **the following:**

Team Sheet received between four (4) and seven (7) days late - £10.00, as set out in the fines tariff.
Team Sheet received between eight (8) and twenty one (21) days late - £30.00, as set out in the fines tariff.

Team Sheet received more than twenty one days (21) late - £50.00, 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 17(c).

- b. 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 result in a fine of **£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 shall be imposed**, as set out in the fines tariff.
- 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 of **£10.00**, as per 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 being available, a substitute sheet containing the required information shall be submitted when the time detailed in 11(A).**

12 - 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.

13 - REFEREES

- 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 £20.00, 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 of £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 Home Club shall pay the Officials their fees fifteen (15) minutes before the match. Failure to do so shall incur a fine of £10.00, as set out in the Fines Tariff.

In the Final, if the Referee does not receive a memento, an inclusive fee of **£40.00** 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 plus expenses. Where a match is not played owing to one (1) Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses. Failure to do so shall incur a fine of £10.00, as set out in the Fines Tariff.
- 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.
- i. The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association/County Association.
- j. The Referee shall submit a report Form, supplied by the Competition, giving the result of the match, the number of players in each Team and the time of kick-off to the Registration Secretary within two (2) days of the match.
- k. Referees and Assistant Referees shall be supplied, each Season, with a copy of the Competition Rules free of charge.
- l. Referees and Assistant Referees shall have undertaken a Respect briefing offered by the FA/County FA or the League.
- M Subject to the approval of the Sanctioning Authority, as an alternative to wearing black shirts, referees and assistant referees may wear coloured shirts provided that:
 - (i) the alternative shirts must be plain and almost entirely coloured [or];
 - (ii) where neutral assistant referees are appointed by the Competition, the colour of the alternative shirts worn by the referee and assistant referees must be the same in a given match;
 - (iii) the referee and assistant referees must revert to wearing black shirts in circumstances where their alternative coloured shirts clash with the shirts of either Club in a given match;
 - (iv) Referee and assistant referees' socks and shorts must be black, save that sock-tops may be black, white or the colour of the shirt or its collar

14 - 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.

15 - 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. Any Club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this Rule and shall be dealt with by the Management Committee.

- b. Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which shall contain full particulars of the grounds upon which they are founded) shall be lodged in duplicate with the Secretary within 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 of £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 of £25.00, as set out in the fees tariff and indicate such when forwarding the written response.

16 - 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

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 a decision taken at an Annual General Meeting or Special General Meeting unless this is on the grounds of unconstitutional conduct.

17 - 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).

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

- a. 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.

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.”

- b. Failure to comply with Rule 18(A) shall render the Club liable to a fine of £25.00, as per the fees tariff.
- c. It shall be the responsibility of all Clubs winning the trophy to ensure that the name of the Club and the season are engraved on the trophy by a suitably qualified craftsman in the appropriate style. In the event of a Club failing to comply with this Rule the Officers of the Aylesbury and District Field Shield shall arrange for a suitable inscription to be made on the trophy and to recover the cost from the defaulting Club. In the event of it being impossible to recover the Shield the Club shall be responsible for the cost of a replacement of like quality. In so far as such cost is covered by any sum, which may be due under any appropriate insurance policy.
- d. At the close of each Competition awards shall be made to the winners and runners-up if the funds of the Competition permit.

19 - 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 Full Member Club shall be empowered to send two (2) delegates to all Special General Meetings. Each Club shall be entitled to one (1) vote only, as 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.

20 - ALTERATION TO RULES

- a. Alterations, for which the Sanctioning Authority has given consent, 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 at least 28 days prior to the date of the meeting.

A copy of the proposed alterations and proposed amendments to be considered at a 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.

21 - 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 pounds, £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 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.

22 - INSURANCE

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

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

23 - 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.

24 - 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 of £5.00, as set out in the Fines Tariff.

FEES TARIFF

<u>RULE NUMBER</u>	<u>DESCRIPTION</u>	<u>MAXIMUM FEE</u>
3 (B)	ENTRY FEE	£ 30.00
8 (E)	REGISTRATION FORM	£ 5.00
8 (I)	TRANSFER FORM	£ 20.00
13 (E)	REFEREE FEES	£ 40.00
13 (E)	ASSISTANT REFEREE FEES	£ 20.00
15(C), 15(D) (iii), 16(A) & 16(G)	PROTEST/APPEAL FEES	£ 50.00 up to

FINES TARIFF

<u>RULE NUMBER</u>	<u>DESCRIPTION</u>	<u>MAXIMUM FINE</u>
2 (E)	FAILURE TO COMPLY WITH FA INITIATIVES	£0.00
3 (B)	FAILURE TO PAY ANNUAL SUBSCRIPTION	£10.00
3 (E)	FAILURE TO PROVIDE AFFILIATION NUMBER/DETAILS FORM	£10.00
4 (D)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£0.00
5 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£10.00
5 (I)	FAILURE TO PAY A FINE WITHIN 21 DAYS OF NOTICE	£50.00 up to
6 (H)	FAILURE TO BE REPRESENTED AT AGM	£50.00
7	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£10.00
8 (A) (iii)	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE SEASON COMMENCING	£0
8 (B)	FAILURE TO CORRECTLY REGISTER A PLAYER	£0
8 (C)	FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITIONS MATCHES	£25.00
8 (G)	SIGNING OR PLAYING FOR MULTIPLE CLUBS, OR INACCURATE COMPLETION OF A REGISTRATION FORM	£100 .00 up to
8 (H) (ii)	REGISTRATION IRREGULARITIES	£25.00
8 (M)	PLAYING AN INELIGIBLE PLAYER	£25.00
8 (P)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£0
9 (A)	ANY TEAM SHEET IRREGULARITY	£5.00 per player
9 (A), 10 (B)	DELAYING KICK OFF/NO NETS/ NO CORNER FLAGS	£10.00
9 (B)	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£10.00
10 (B)	LATE HANDED OVER TEAMSHEET	£10.00
10 (C)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£10.00
10 (D)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£5.00
10 (E)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£5 per player
10 (F) (i) & (iii)	FAILURE TO PLAY FIXTURE	£100.00 up to

10 (I)	NO CAPTAIN'S ARMBAND	£0
11 (A) & 11 (C)	LATE TEAM SHEET	£50,00 up to
11 (B)	FAILURE TO PROVIDE RESULT	£20.00
23 (B)	FAILURE TO AGREE UPON A REFEREE	£20.00
13 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£5.00
13 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£25.00
13 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£25.00
13 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£5.00
14 (A)	WITHDRAWAL FROM COMPETITION	£50.00
14 (B)	FAILURE TO START/COMPLETE FIXTURES	£0
18 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£25.00
19	FAILURE TO ATTEND A SPECIAL GENERAL MEETING	£50.00
22	FAILURE TO HAVE THE REQUIRED INSURANCE	£10.00
24	FAILURE TO HAVE A FIRST AID KIT AVAILABLE	£5.00
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.

Aylesbury Premier Building Supplies (APBS) (B&B FA)

Secretary Address	Michael Ainger 224 Prince Rupert Drive, Aylesbury, Bucks. HP19 9DJ		
Telephone	01296 310635	Mobile	07977 501665
Email	aingermichael@gmail.com		
Match Secretary Telephone	Graham Pilcher 01296 484684	Mobile	07999 732369
Ground	AVDC Council Pitch		
1 st XI Reserves	Manager Michael Ainger	Mobile	07977 501665
	1 st XI		Reserves
Shirts	Green / White		
Shorts	Green		
Socks	Green		
Chairman First Aider	Tony Davitt Graham Pilcher	Mobile	07881 912333

Aylesbury Dynamos (B&B FA)

Secretary Address	Mark Griffin 45 Carters Ride, Stoke Mandeville, Bucks. HP22 5YH		
Telephone	01296 612028	Mobile	07734 630080
Email	markgriffin1986@hotmail.co.uk		
Match Secretary Telephone	Taz Ashall	Mobile	07912 569363
Ground	Cuddington Playing Fields, Cuddington		
1 st XI	Manager Dave Green	Mobile	07546 994234
Reserves	Manager Antony Martin	Mobile	07923 036093
	1 st XI		Reserves
Shirts	Red / White		Red / White
Shorts	Blue		Blue
Socks	Red		Red
Chairman First Aider	Tamara Ashall Lenroy Wilson	Telephone	01296 584966 Antony Martin

Aylesbury Raiders (B&B FA)

Secretary Address	Dane Hanson 14 Dormer Close, Aylesbury, Bucks. HP21 8UZ		
Telephone	01296 706969	Mobile	07908 287237
Email	danehanson@me.com		
Match Secretary Telephone	As Secretary	Mobile	
Ground	AVDC Council Pitch		
1 st XI Reserves	Manager Richard Cairnie Manager	Mobile Mobile	07834 490916
Shirts	1 st XI Yellow / Black	Reserves	
Shorts	Black		
Socks	Black		
Chairman First Aider	Richard Cairnie Dane Hanson	Mobile	07834 490916

Ayletico (B&B FA)

Secretary Address	Harry Bowe 163 Ingram Avenue, Aylesbury, Bucks. HP21 9DE		
Telephone	01296 399481	Mobile	07432 042422
Email	harrybowe80@googlemail.com		
Match Secretary Telephone	Joanne Mitchell 01296 296108	Mobile	07763 771525
Ground	Haywood Way, Aylesbury		
1 st XI Reserves	Manager Dominic Mitchell Manager	Mobile Mobile	07392 116064
Shirts	1 st XI Red	Reserves	
Shorts	Red		
Socks	Red		
Chairman First Aider	Dominic Mitchell Joanne Mitchell	Mobile	07392 116064

Bedgrove Dynamos (B&B FA)

Secretary Address	Ian Willcocks 7 Eastfield Road, Aylesbury, Bucks. HP20 1PA		
Telephone		Mobile	07715 772500
Email	iwillcocks@gmail.com		
Match Secretary Telephone	David Hutchings	Mobile	07703 268438
Ground	Bedgrove Park, Ambleside, Aylesbury		
1 st XI	Manager Steve Britzman	Mobile	07544 587091
Reserves	Manager Stephen Bunce	Mobile	07990 578924
Shirts	1 st XI Yellow	Reserves	Yellow
Shorts	Blue		Blue
Socks	Blue		Blue
Chairman First Aider	Mike Borrett Steve Britzman	Mobile	07771 675757 Stephen Bunce

Bedgrove United (B&B FA)

Secretary Address	Andy Kirkham 5 Fairmile, Aylesbury, Bucks. HP21 7JT		
Telephone	01296 489235	Mobile	07925 268456
Email	chazzz58@outlook.com		
Match Secretary Telephone	As Secretary	Mobile	
Ground	Bedgrove Park, Ambleside, Aylesbury		
1 st XI	Manager Gary Fox	Mobile	07973 767019
Reserves	Manager Dane Roberts	Mobile	07800 964987
Shirts	1 st XI Orange	Reserves	Red / Blue Stripes
Shorts	Black		Blue
Socks	Orange		Red
Chairman First Aider	Simon Catton		

Bedgrove Wanderers (B&B FA)

Secretary Address	Stuart Cresser 6 Woodstock Close, Aylesbury, Bucks. HP21 7HY		
Telephone		Mobile	07703 060237
Email	stuart.cresser@cj-es.co.uk		needs checking
Match Secretary	Chris Finch		
Telephone		Mobile	07983 103986
Ground	Bierton Recreation Ground, Burcott Lane, Bierton		
1 st XI	Manager	Mobile	
Reserves	Manager	Mobile	
	1 st XI	Reserves	
Shirts	Yellow		
Shorts	Black		
Socks	Black		
Chairman	Ryan Collins	Mobile	07808 180043
First Aider	Adam Mellis		Chris Hughes

Bierton (B&B FA)

Secretary Address	Steve Byrnes 24 Middle Road, Aylesbury, Bucks. HP21 7AD		
Telephone		Mobile	07967 343155
Email	steve.byrnes@btinternet.com		
Match Secretary	As Secretary		
Telephone		Mobile	
Ground	Bierton Recreation Ground, Burcott Lane, Bierton		
1 st XI	Manager Steve Byrnes	Mobile	07967 343155
Reserves	Manager	Mobile	
	1 st XI	Reserves	
Shirts	Green		
Shorts	Blue		
Socks	Green / Blue		
Chairman	Chris Haynes	Mobile	07793 258876
First Aider	Greg Wilson		

Bucks Blue (B&B FA)

Secretary Address	Ann O'Donovan 3 Monet Place, Aylesbury, Bucks. HP19 8SN		
Telephone	01296 427928	Mobile	07740 109765
Email	ann.odonovan@outlook.co.uk		
Match Secretary Telephone	David Fountain	Mobile	07928 866271
Ground	AVDC Council Pitch		
1 st XI Reserves	Manager Mark O'Donovan Manager	Mobile Mobile	07908 186047
Shirts	1 st XI Red	Reserves	
Shorts	Black		
Socks	Blue		
Chairman First Aider	Mark O'Donovan Philip Shift	Mobile	07908 186047

Bucks CC (B&B FA)

Secretary Address	Kevin Turnbull 23 Barnard Crescent, Aylesbury, Bucks. HP21 9PN		
Telephone	01296 428537	Mobile	07909 466934
Email	kevinturnbull@hotmail.co.uk		
Match Secretary Telephone	As Secretary	Mobile	
Ground	Bucks CC S&S Club, Lower Road, Aylesbury		
1 st XI Reserves	Manager Tony Casteilli Manager Daniel Gaffney	Mobile Mobile	07875 723446 07581 050435
Shirts	1 st XI Green	Reserves	
Shorts	Blue		
Socks	Green / Blue		
Chairman First Aider	Chris Paterson	Mobile	07907 941584

Elmhurst (B&B FA)

Secretary Address	Ahmar Mukhtar 1 Crown Leys, Aylesbury, Bucks. HP20 2LJ		
Telephone	01296 393151	Mobile	07702 553523
Email	ahmar.mukhtar@btinternet.com		
Match Secretary Telephone	As Secretary	Mobile	
Ground	AVDC Council Pitch		
1 st XI	Manager Sajad Ashraf	Mobile	07851 113524
Reserves	Manager Ahmar Mukhtar	Mobile	07702 553523
Shirts	1 st XI Red & Yellow	Reserves	Blue & Yellow
Shorts	Red		Blue
Socks	Yellow		Yellow
Chairman First Aider	Ahmar Mukhtar Hussain Mukhtar	Mobile	07702 553523 Ahmar Mukhtar

Great Milton (Oxon FA)

Secretary Address	Chris Turton 10 Bronte Close, Aylesbury, Bucks. HP19 8LF		
Telephone		Mobile	07738 631297
Email	greatmiltonfc@gmail.com		
Match Secretary Telephone	As Secretary	Mobile	
Ground	Lower End, Great Milton		
1 st XI	Manager	Mobile	
Reserves	Manager	Mobile	
Shirts	1 st XI Green / White	Reserves	
Shorts	Green		
Socks	White		
Chairman First Aider		Mobile	

Haddenham United (B&B FA)

Secretary Address	Rachael Bamford 5 Old Mill Close, Haddenham, Bucks. HP17 8HQ		
Telephone Email	01844 295893 rachael.bamford7@btinternet.com	Mobile	07899 017440
Match Secretary Telephone	As Secretary	Mobile	
Ground	Woodways, Haddenham		
1 st XI Reserves	Manager C Davies Manager	Mobile Mobile	
Shirts Shorts Socks	1 st XI Blue & White Blue Blue	Reserves Blue & White Blue Blue	
Chairman First Aider	Neil Pritchard	Mobile	

Long Marston (Herts FA)

Secretary Address	Daphne Bateman 18 Tring Road, Long Marston, Herts. HP23 4QL		
Telephone Email	01296 668054 pollard013@btinternet.com	Mobile	07798 636745
Match Secretary Telephone	As Secretary	Mobile	
Ground	Recreation Ground, Long Marston		
1 st XI Reserves	Manager Nik Sabatini Manager	Mobile Mobile	07931992947
Shirts Shorts Socks	1 st XI Red / White Red / White White	Reserves Yellow / Black Black Red	
Chairman First Aider	Malcolm Pollard	Mobile	

Ludgershall (B&B FA)

Secretary Address	Roger Ewers Next White House, Upper Pollicott, Ashendon, Bucks. HP18 0HH		
Telephone Email	01296 651419 roger.ewers@pcmoulding.co.uk	Mobile	07772 374192
Match Secretary Telephone	As Secretary	Mobile	
Ground	Playing Fields, Ashendon		
1 st XI Reserves	Manager Matt Brill Manager Ollie Birt	Mobile Mobile	07841 448799 07803 555086
Shirts Shorts Socks	1 st XI Yellow & Black Black Yellow	Reserves White Black Red	
Chairman First Aider	Roger Ewers Pauline Humm	Mobile Mobile	 Rob Evans

New Zealand (B&B FA)

Secretary Address	Claire Wilson 16 California, Aylesbury, Bucks. HP21 8HH		
Telephone Email		Mobile	07827 294421
Match Secretary Telephone	Rebecca Webber	Mobile	07810 866925
Ground	AVDC Council Pitch – Fairford Leys		
1 st XI Reserves	Manager Chris Thompson Manager	Mobile Mobile	07391 643364
Shirts Shorts Socks	1 st XI White / Blue Stripe White White	Reserves	
Chairman First Aider	Chris Thompson Rebecca Webber	Mobile Mobile	07391 643364 Claire Wilson

Oving (B&B FA)

Secretary Address	Stuart Skeggs 2 Westminster Drive, Aylesbury, Bucks. HP21 7LS		
Telephone	01296 428392	Mobile	07708 914246
Email	s.a.skeggs@me.com		
Match Secretary Telephone		Mobile	
Ground	Recreation Ground, Bowling Alley, Oving		
1 st XI	Manager	Mobile	
Reserves	Manager	Mobile	
Shirts	1 st XI White	Reserves	Orange
Shorts	Black		Black
Socks	White		White
Chairman First Aider	Tony Skeggs	Mobile	07803 586879

Quinton (B&B FA)

Secretary Address	James Sloan 147 Station Road, Quinton, Bucks. HP22 4BX		
Telephone		Mobile	07932 050321
Email	jamesloan147@gmail.com		
Match Secretary Telephone	As Secretary	Mobile	
Ground	Playing Fields, Lee Road, Quinton		
1 st XI	Manager	Andy Boyle	Mobile 07845 577123
Reserves	Manager	Rich Boyle	Mobile 07877 258229
Shirts	1 st XI Blue	Reserves	Blue
Shorts	Blue		Blue
Socks	Blue		Blue
Chairman First Aider		Mobile	

Rivets Sports (B&B FA)

Secretary Address	Christian Hills 34 Buckingham Street, Tingewick, Bucks. MK18 4QY		
Telephone	01280 847930	Mobile	07376 113303
Email	rivetsfc@outlook.com		
Match Secretary Telephone	As Secretary	Mobile	
Ground	War Memorial Recreation Ground, Oxford Road, Stone		
1 st XI	Manager John Langford	Mobile	07526 944408
Reserves	Manager Matt Traynor	Mobile	07730 750084
Shirts	1 st XI Yellow	Reserves	Grey / Silver
Shorts	Blue		Grey / Silver
Socks	Yellow		Grey
Chairman First Aider	Gary Harley Matt Traynor	Mobile	07970 450152

Spandits (Beds FA)

Secretary Address	Mark Addlesee 31 Printers Way, Dunstable, Beds. LU6 2UT		
Telephone		Mobile	07969 422504
Email	addlesee@arriva-shires.com		
Match Secretary Telephone	As Secretary	Mobile	
Ground	Clements End Road, Studham. LU6 2NG		
1 st XI	Manager Dan Jones	Mobile	07725 266472
Reserves	Manager	Mobile	
Shirts	1 st XI Pink	Reserves	
Shorts	Black		
Socks	Black		
Chairman First Aider	Dan Jones Dan Nutkins	Mobile	07725 266472

St Johns (B&B FA)

Secretary Address	Anthony Woodley 18 Fuggle Drive, Stoke Mandeville, Bucks. HP21 9AY		
Telephone	01296 483206	Mobile	07734 984220
Email	anthony.woodley@hotmail.com		
Match Secretary Telephone	As Secretary	Mobile	
Ground	St Johns Sports & Social Club, Oxford Road, Stone		
1 st XI Reserves	Manager James Weir Manager	Mobile	07889 467607 Mobile
Shirts	1 st XI Light Navy Blue	Reserves	
Shorts	Light Navy Blue		
Socks	Light Navy Blue		
Chairman First Aider	Ron Gaffney Barry Gaffney	Mobile	01494 563371

Tetsworth (Oxon FA)

Secretary Address	Joe Kitchen Thomley, Menmarsh Road, Worminghall, Bucks. HP18 9JZ		
Telephone		Mobile	07584 241185
Email	tetsworthfootballclub@outlook.com		
Match Secretary Telephone	As Secretary	Mobile	
Ground	War Memorial Recreation Ground, Oxford Road, Stone		
1 st XI Reserves	Manager Joe Kitchen Manager Stephen Southey	Mobile	07584 241185 Mobile 07761 394212
Shirts	1 st XI Red	Reserves	Blue
Shorts	Red		Blue
Socks	Red		Blue
Chairman First Aider	Alan James Joe Kitchen	Mobile	07765 351798 Stephen Southey

The Bell (Tring) (B&B FA)

Secretary Address	Ryan Franklin Belle Vue, Bellingdon, Chesham, Bucks. HP5 2XN		
Telephone		Mobile	07808 143706
Email	thebellfctring@gmail.com		
Match Secretary Telephone	As Secretary	Mobile	
Ground	Pound Meadow, Tring		
1 st XI Reserves	Manager Ryan Franklin Manager	Mobile Mobile	07808 143706
Shirts	1 st XI White	Reserves	
Shorts	Black		
Socks	White		
Chairman First Aider	Kevin Franklin Ryan Franklin	Mobile	07841 017903

Waddesdon (B&B FA)

Secretary Address	Darren Woolard 89 Scarlett Avenue, Wendover, Bucks. HP22 5BD		
Telephone		Mobile	07739 697111
Email	d.woolard85@yahoo.com		
Match Secretary Telephone	Jamie Lewis	Mobile	07977 026412
Ground	Frederick Street, Waddesdon		
1 st XI Reserves	Manager Lee Humphries Manager	Mobile Mobile	07713 176476
Shirts	1 st XI Gold	Reserves	
Shorts	Black		
Socks	Black		
Chairman First Aider	Darren Woolard Ricaró Melo	Mobile	07739 697111

Wendover (B&B FA)

Secretary Address	Ren Passaro 50 Poplars, Wendover, Bucks. HP22 6NP		
Telephone	01296 623819	Mobile	07798 701528
Email	rpassaro@ges-water.co.uk		
Match Secretary Telephone	As Secretary	Mobile	
Ground	John Colet School, Wharf Road, Wendover		
1 st XI	Manager Jack Thomson	Mobile	07885 436351
Reserves	Manager Aiden McLaughlin	Mobile	07391 171311
Shirts	1 st XI Amber	Reserves	Red
Shorts	Black		Black
Socks	Black		Black
Chairman First Aider	Bruno Passaro Jack Thomson	Mobile	07912 301813

Wingrave (B&B FA)

Secretary Address	Rob Fenn 8 Little Mollards, Wingrave, Bucks. HP22 4QN		
Telephone	01296 688596	Mobile	07976 514657
Email	wingravefc@gmail.com		
Match Secretary Telephone	Paul Brown	Mobile	07980 452739
Ground	Recreation Ground, Wingrave		
1 st XI	Manager Paul Brown	Mobile	07980 452739
Reserves	Manager Rob Fenn	Mobile	07976 514657
Shirts	1 st XI Black & Green	Reserves	Green & Red
Shorts	Green		Red
Socks	Black		Red
Chairman First Aider	Rob Fenn Rob Fenn	Mobile	07976 514657 Paul Brown

Thomas Field Shield – Non ADFL Teams

Amersham (B&B FA)

Secretary	William Hutchings		
Address	9 Meadow Close, Oakley, Bucks. HP18 9QP		
Telephone		Mobile	07791 974367
Email	willjhutch@btinternet.com		
Match Secretary	As Secretary		
Ground	Westwood Park		
Alternative	Chris Beaumont	Mobile	07843 594536
	1 st XI	Reserves	
Shirts	Red		
Shorts	Navy Blue		
Socks	Navy Blue		

Great Missenden (B&B FA)

Secretary	Bill Morgan		
Address	8 Compton Road, Wooburn Green, Bucks. HP10 0AH		
Telephone	01628 526833	Mobile	07538 213235
Email	bill@bmorgan.me.uk		
Match Secretary	Craig Osbourne	Mobile	07810 744472
Ground	Buryfield, Link Road, Great Missenden		
Alternative		Mobile	
	1 st XI		
Shirts	Yellow		
Shorts	Yellow		
Socks	Yellow		

Prestwood (B&B FA)

Secretary	Dennis Scott		
Address	1 Heath End Close, Great Kingshill, Bucks. HP15 6HR		
Telephone	01494 866688	Mobile	07825 835616
Email	dens52@msn.com		
Match Secretary	Paul Hobbs	Mobile	07774 044430
Ground	Honor End Lane, Prestwood		
Alternative	Kevin Welham	Mobile	07760 187748
	1 st XI		
Shirts	Blue / Claret		
Shorts	Claret		
Socks	Claret		