

Brighton, Worthing and District Football League

**LEAGUE – CUP RULES
SEASON 2017-2018**



BRIGHTON WORTHING AND DISTRICT FOOTBALL LEAGUE LEAGUE/ CUPS RULES SEASON 2017-2018

LEAGUE OFFICIALS DETAILS

BRIGHTON, WORTHING AND DISTRICT FOOTBALL LEAGUE

SEASON 2017-2018

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Assistant Secretary Ian Farrell

As Chairman ass.secretary@bwdf.co.uk

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MANAGEMENT COMMITTEE

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Trevor Carney, 69 Graham Avenue, Brighton, BN1 8HB 01273 550715
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Graham Preston 97 Chester Terrace, Brighton, BN1 6GD 01273 565170

FINANCE SUB- COMMITTEE

I Farrell(Chair) ,A Cuckney, E Coleman, T Carney, B Pratt, L Claydon

RULES SUB-COMMITTEE

L Claydon(Chair), I Farrell, A Carlberg, G Preston, and B Pratt

EMERGENCY SUB-COMMITTEE

Officers plus A Crack and T Carney

Accountants Lucraft, Hodgson & Dawes, 2/4 Ash Lane, Rustington

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HINTS TO CLUB SECRETARIES & TREASURERS

CHANGE OF SECRETARY OR SECRETARYS ADDRESS (League Rule 3, 5, 7)

- Clubs must advise the League Secretary via the League online system (under Edit Club Page) and the Sussex County FA of the names and addresses of their Chairman, Secretary and Treasurer and any changes thereto when they occur. Clubs must sign and deposit with the League Secretary an agreement as outlined in League Rule 7
- Clubs must renew membership through the League Secretary by May 15th and affiliate to the Sussex County Football Association Culver Road, Lancing, BN15 9AX; 01903 753547 by **June 30th**, at the same time entering the Sussex Intermediate Cup or Sussex Junior Cup as appropriate
- A club applying to join the League must provide a copy of their rules, a list of their Officers and potential players, furnish proof of their financial position and forward an entry fee, returnable if the club is not accepted.
- Each team must pay an annual subscription by **October 1st**, plus cup fees

CLUBS MUST CONFIRM THAT ALL NECESSARY PAPERWORK HAS BEEN COMPLETED VIA THE FA WHOLE GAME SYSTEM

<https://wholegame.thefa.com/Account/Login?ReturnUrl=%2f>

Unless it has been fully completed and the League has been advised by Sussex County FA, clubs will not be able to participate in the League programme.

- There will be compulsory third party insurance cover to take out and players' injury Insurance through Bluefin.
- A verified statement of accounts for the past season must be sent to the Sussex County FA by **30th September**; accounts, receipts, must be retained by clubs for six years. (note Sussex County FA will apply a fine for accounts not received within the timescale)

Eligibility and Registration of Players (League Rule 8)

- To be eligible to play in a league or cup match within the League, a player must have be registered prior to the day of playing (Rule 8B/a) or been signed on a match day ahead of kick off. Registration forms are to be downloaded from the website. The Club must fully complete the paper copy of the registration form and ensure that a passport-style photograph of each player signed is provided. Forms must be submitted to the League Registration Secretary. **The Club must complete and submit the player's details to the online system on the League Website.** TRANSFER forms are available on line and must be forwarded direct to the League Registration Secretary. Each Club must have 11 registered players 5 days before the start of the season.
- Unless special permission is obtained from the Management Committee, no player can be registered after March 31st or any player transferred or reinstated after the end of February (Rule 8J). Eligibility is defined in Rule 8C, but for ties in the Sussex Intermediate Cup and Sussex Junior Cup a player must have been registered in the League for his club at least 24 hours prior to the kick off.

The suspension of any player MUST commence 7 days after a sending off, even if his club has not received the paperwork from the SCFA.

GROUND- PITCHES (League Rule 5,10)

- Clubs which use private venues must notify the League Fixture Secretary of the start and close dates of the venues.
- Clubs using venues controlled by Brighton & Hove or Adur- Worthing Council will be allocated a venue by the League Fixture Secretary and in all cases the Club must complete a Conditions of Hire agreement form and return a signed copy back to the League Fixture Secretary before any venue is booked. Clubs must adhere to the Council Conditions of Hire.
- Pitch charges will be charged on the League online payment system .Payments shall become due on the final day of the month and be made to the League Treasurer by the 21st day of the following month. A Club may seek approval from the Treasurer to defer a payment. A Club failing to pay these sums by the due date shall be liable to a fine (See Fines Tariff).

Procedures during a Season

- Fixtures will be advised on the League Website but can be subject to alteration. None can be postponed except through bad pitch conditions and clubs must play on the dates fixed. (In all cases the League Fixture Secretary , League Referee Secretary must be notified prior to the teams leaving the venue in cases where a further local venue could be used)

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- Unless otherwise agreed (under advice to the Fixture Secretary) or ordered by him, kick offs shall be 2pm for League Matches or 1.30pm for Cup Matches, Cup ties must be played to a finish. Any Club wishing to alter the KO time, and their opponents agreeing, must obtain permission from the League Fixture Secretary and must be supported by email from both parties. The match referee must also be consulted. The Sussex Intermediate Cup and Sussex Junior Cup have fixed dates and take precedence over other fixtures. Clubs must submit a match return card and notify the League via the online result service the score at full time. This includes all Sussex County FA competitions.
- At least 3 clear days prior to a match, HOME clubs must confirm details (including colours) with their opponents and referee via the website (Rule 10D),

A CLUB SECRETARY MUST CONFIRM THAT THE OPPONENTS AND MATCH OFFICIAL HAVE CONFIRMED THEIR ATTENDANCE -

DO NOT LEAVE IT TO THE LAST MOMENT AND FIND YOUR OPPONENTS OR OFFICIAL HAS NOT RECEIVED YOUR MATCH INFORMATION. Any late changes to fixtures, pitches and referee, or postponements, will be published on the website.

- Both the home and away clubs must SMS the result of each match, including in SCFA cup competitions, to the website on the day of the match, by 6pm on Saturdays and 10pm for midweek matches (Rule 11B). Clubs must also complete a Match Return Card on-line to www.brightonleague.co.uk within 2 days (Rule 11A), listing the names of the participating players and substitutes, Club Assistant Referee, also the name and marks (from 1 to 100) of the Referee as required by Rule 13H. An explanation is required in writing for any mark of 60 or less for all matches including matches played in Sussex County FA Competitions.
- **Match Day Requirements**
For matches on Adur and Worthing Council pitches, changing rooms must be opened 45 minutes before kick-off, for Brighton and Hove Council pitches, the Council are responsible for opening the rooms. Unless provided by a Council, clubs are responsible for the provision of net pegs and corner flags. Nets have to be put up and taken down on both Adur and Worthing Council and Brighton and Hove Council pitches. In respect of Adur and Worthing grounds, clubs have the responsibility of opening and locking-up of pavilions, as outlined in Council Conditions of Hire. In respect of Brighton and Hove Council grounds, the Council are responsible for opening and locking as outlined in Council Conditions of Hire.
- **FIRST AID KIT**
Each team should have a FIRST AID KIT available at every match.
- **VENUE**
Clubs must ensure that all litter is removed from around the pitches and changing room showers and lights turned off. Please close and lock the door after you. In the event of any damage prior to the match to the changing or playing area please email admin@bwdfl.co.uk with all relevant information including photos. We will contact the Council on your behalf.

REFEREE

- Don't forget to pay the Referee - Rule 13 E
- Should the Referee fail to put in an appearance, the two captains may agree on a substitute Referee, if no agreement, the home team **MUST** supply a match referee (Rule 13 B).
- Clubs must provide a Club Assistant Referee (Rule 13C) possessing a standard flag plus a suitable first-aid kit and numbered shirts; they must complete a Team Sheet (supplied by the League) in triplicate, handing copies to the Referee and opponents before kick-off (Rule 10J). A minimum of EIGHT players will constitute a team for any of the League's matches. In addition, home clubs must provide two suitable match balls (Rule 10B).
- Referees are to be paid a fee of £29 (Premier/Intermediate/Charity Cup) and £26 (Junior Divisions) plus travel expenses of 30p per mile, the latter limited to a total of £15. Payment must be made within 20 minutes of the match finishing (Rule 13E).

COMMUNICATION WITH LEAGUE

- Officers of the League should not be telephoned after 9-00 p.m. except in accordance with League Rule 11 B
Written communication with the League, other than Match Return Cards, Registration Forms, will only be accepted from the CLUB SECRETARY.

FINANCIAL MATTERS

- Clubs will be invoiced via the League online system and accounts must be settled within 21 days of notification. Clubs may submit payments online, or by other methods approved by the League Treasurer.

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ASSESSMENT OF REFEREE

Guide to Referee Marking

The mark awarded by a club must be based on the referee's **overall** performance, It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The referee's performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

Mark Range	<u>Comment</u>
91-100	The referee was extremely accurate in decision making and very successfully controlled the game using management and communication skills to create an environment of fair play, adding real value to the game.
81-90	The referee was very accurate in decision making and successfully controlled the game using management and communication skills to create an environment of fair play.
71 - 80	The referee was accurate in decision making and controlled the game well, communicating with the players, making a positive contribution towards fair play.
61-70	The referee was reasonably accurate in decision making, controlled the game quite well and communicated with players, establishing a reasonable degree of fair play.
51-60	The referee had some shortcomings in the level of accuracy of decision making and control, with only limited success in communicating with the players resulting in variable fair play.
50 and below	The referee had significant shortcomings in the level of accuracy of decision making and control with poor communication with the players which resulted in low levels of fair play

Notes

- Using a scale of up to 100 allows greater flexibility for clubs to distinguish between different refereeing performances more accurately.
- A mark within each mark range can be given to reflect the referee's performance e.g. a mark of 79 indicates a somewhat better performance than a mark of 71.
- **A mark between 71 and 80 represents the standard of refereeing expected.**
- **When a mark of 50 or less is awarded, an explanation must be provided to the League or Competition by completing the appropriate box on the marking form. It must include comments which could help improve the referee's future performances.** Even where a referee has significant shortcomings there will have been some positive aspects which should be given credit; extremely low marks (below 20) should be very rare.

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How to decide on the Referee's Mark

The following questions focus on the key areas of a referee's performance. They are intended as an "aide memoire", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the referee.

CONTROL AND DECISION MAKING

- How well did the referee control the game?
- Were the players' actions recognised correctly?
- Were the Laws applied correctly?
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the referee always within reasonable distance of incidents?
- Was the referee well positioned to make critical decisions, especially in and around the penalty area?
- Did the referee understand the players' positional intentions and keep out of the way accordingly?
- Did the referee demonstrate alertness and concentration throughout the game?
- Did the referee apply the use of the advantage to suit the mood and temperature of the game?
- Was the referee aware of the players' attitude to advantage?
- Did the referee use the assistants effectively?
- Did the officials work as a team, and did the referee lead and manage them to the benefit of the game?

COMMUNICATION AND PLAYER MANAGEMENT

- How well did the referee communicate with the players during the game?
- Did the referee's level of involvement/profile suit this particular game?
- Did the referee understand the players' problems on the day – e.g. difficult ground/weather conditions?
- Did the referee respond to the changing pattern of play/mood of players?
- Did the referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the referee pro-active in controlling of the game?
- Was the referee's authority asserted firmly without being officious?
- Was the referee confident and quick thinking?
- Did the referee appear unflustered and unhurried when making critical decisions?
- Did the referee permit undue questioning of decisions?
- Did the referee deal effectively with players crowding around after decisions/incidents?
- Was effective player management in evidence?
- Was the referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the referee negatively?

Final Thoughts

- Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- Judge the performance over **the whole game**. Don't be too influenced by one particular incident.
- Don't mark the referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.

CLUBS AWARDING A MARK OF 60 OR LESS ARE REQUIRED TO SUBMIT A REPORT TO REFEREE SECRETARY WITHIN 5 DAYS. RULE 13 H.

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Any changes to League Rules must be referred to the Sussex County FA and be confirmed by them. These must not be at variance with the Standard Code of Rules of the Football Association, revised in 2015, as set out in their Handbook.

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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 Team in a division in accordance with the Rules.

"Competition" means the Brighton, Worthing 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) play 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 Sussex 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.

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- (D) The Competition will be known as The Brighton, Worthing and District Football League (or such other name as the Competition may adopt). The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.
- (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 60 Clubs approved by the Sanctioning Authority.
- (B) All Clubs must 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 Sussex County Football Association and must have a constitution approved by the Sanctioning Authority.
- This Competition shall apply annually for sanction to the Sussex County Football Association and the constituent teams of Member Clubs may be grouped in divisions.
- (C) Only one team shall be permitted from any Club to participate in the same division as another team from the same Club unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. The Competition will obtain the prior approval of the Sanctioning Authority in the event of a division comprising of more than one team from the same Club. The 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 any other Competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee
- (G) At the Annual General Meeting or at a Special General Meeting called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.

ENTRY FEE, SUBSCRIPTION, DEPOSIT

3. (A) Applications by Clubs for admission to the Competition or the entry of an additional team(s) from the same Club must be made in writing to the Secretary and must be accompanied by the Entry Fee set out in the Fees Tariff per team which shall be returned in the event of non-election. A new team is one which did not pay an Annual Subscription to the Competition in respect of the previous season.
- 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 or a team seeks a transfer or, is compulsorily transferred to another division, no Entry Fee shall be payable.
- (B) The Annual Subscription per team shall become due on or before the Annual General Meeting of the Competition in each year and payable on or before 1st October. (see Fees Tariff) Cup fees shall be payable by the same date.
- (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.
- (D) A Club shall not participate in this Competition beyond 1st November unless the Entry Fee, Annual Subscription and Deposit (if required) have been paid.
- (E) Clubs must advise annually to the Secretary in writing by 15th August of its Sanctioning Authority affiliation number for the forthcoming Season. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

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(F) Clubs reliant upon pitches for home games controlled by Brighton and Hove City Council and by Adur and Worthing Borough Council shall pay the treasurer(unless their account is settled directly) for pitches actually used each month ,including those scratched too late to be cancelled (at the expense of the offending Club). Payments shall become due on the final day of that month and be made to the Treasurer by the 21st day of the following month. A club may seek approval from the Treasurer to defer a payment. A club failing to pay these sums by the due date shall be liable to a fine. (See Fines Tariff)

(G) Where a double header is played involving two different home Clubs, the first to play will be responsible for the full cost and has to recover 50% of this from the second home club, who must make reimbursement within 14 days.

(H)) Each Club shall maintain a bank account in their own name unless otherwise agreed, upon application to the Secretary, by the Management Committee. Should any cheque from a Club in respect of payments due be dishonoured, payment shall be regarded as outstanding.

MANAGEMENT, NOMINATION, ELECTION

4. (A) The Management Committee shall comprise the Officers of the Competition and 8 ordinary members who shall all be elected at the Annual General Meeting..

No Club shall have more than two Representatives on the Management Committee.

NOTE The Officers for the current season shall be a President, Chairman, Vice Chairman, Secretary, Treasurer, Registration Secretary, Referee Appointments Secretary, Fixture Secretary, Assistant Secretary, Website Manager and Press Officer.

(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 Member Clubs, not later than 31st May 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

Any officer having completed 15 years' service to the Competition, including within its constituent Brighton and Worthing leagues, shall be eligible for Life Membership, subject to approval at the Annual General Meeting. They shall be entitled to attend any General or Management Committee meeting but without voting powers unless a member of the Management Committee.

There may be one or more Vice Presidents who shall be elected/re-elected at an Annual General Meeting, and any new Vice-Presidents shall be nominated by the Management Committee. They may attend any General or Committee Meeting but without voting powers unless a member of the Management Committee.

(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 must be conducted through their nominated officers

(F) No member of any Club is to telephone an Officer later than 9.00pm or on Public Holidays (excluding Easter Monday) unless requested to do so. Failure to comply will result in a fine of £5.

POWERS OF MANAGEMENT

5. (A) The Management Committee may appoint sub-committees and their respective Chairman 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.

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(C) Each Member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented or where there may be a conflict of interest. (This shall 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 these Rules and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules. Any action by the Competition must be taken within 28 days of the Competition being notified.

With the exception of Rules 5(I), 6(H), and 19, for all breaches of Rule a formal written charge must be issued to the Club concerned. The Club charged shall be given seven days from the date of notification of the charge to reply to the charge and given the opportunity to:-

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

All breaches of the Laws of the Game, or the Rules and Regulations of The FA 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 Rule is £250 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 must be notified in writing to those concerned within ten days.

(F) More than fifty percent (50%) of its members shall constitute a quorum for the transaction of business by the Management Committee or any sub-committee thereof.

(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. Any Member of the Management Committee failing to attend three consecutive meetings shall be removed from the Committee unless a reasonable explanation can be given and accepted.

(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. Member Clubs may be requested to attend a Management Committee meeting. Clubs will be given a minimum of 14 days' notice, stating the reason. Any Club not attending without previously providing a suitable explanation may be fined up to a maximum of £50 and the matter dealt with in their absence. A Club not attending a second meeting if requested may be fined £50 and suspended from the Competition until they attend a Management Committee meeting.

(I) With the exception of pitch fees (Rule 3F), all fines and charges are payable forthwith and must be paid within 21 days of the date of notification of the decision. Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.

The Management Committee shall have the power to demand payment of all monies due from any Club which is indebted to the Competition in an amount exceeding £250. Any Club failing to pay the monies due by the date specified shall be dealt with in accordance with Rule 5H and may face suspension from the Competition. Any outstanding debts shall be recovered on a pro rata basis against registered players, except those under school leaving age, and / or Club officials of that Club.

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

(K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General 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.

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ANNUAL GENERAL MEETING

6. (A) The Annual General Meeting shall be held not later than 15th July in each year. At this meeting the following business shall be transacted provided that at least 20 Members are present and entitled to vote:-
- (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
 - (ii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
 - (iii) Election of Clubs to fill vacancies.
 - (iv) Constitution of the Competition for ensuing season.
 - (v) Election of Officers, Management Committee, Life Members and Vice Presidents
 - (vi) Appointment of Auditors.
 - (vii) Alteration of Rules, if any.
 - (viii) Fix the date for the commencement of the season and kick off times applicable to the Competition.
 - (ix) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.
- (B) A copy of the duly verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen 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 days of its adoption by the Annual General Meeting.
- (D) Each Club shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Fourteen 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 will not apply to Clubs expelled in accordance with Rule 17.
- (F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chairman so decides.
- (G) No individual shall be entitled to vote on behalf of more than one Member Club.
- (H) Any continuing Club must be represented at the Annual General Meeting. (see Fines Tariff)
- (I) Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

AGREEMENT TO BE SIGNED

7. The Chairman and the Secretary of each Club which is an unincorporated Association and two 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 [] Football Club (Limited) have been provided with a copy of the Rules and Regulations of the [] Competition and do hereby agree for and on behalf of the said Club to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16."

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

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 10 and over crossing borders including Wales, Scotland and Ireland.
- (ii) Each Club must have at least 11 Players registered 5 days before the start of each Playing Season.

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8 (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, including a passport-style photo, countersigned by an Officer which is submitted to the Competition (Registration Secretary) one day prior to the Player playing and whose registration has been confirmed by the Competition (Registration Secretary) prior to that Player playing in a Competition Match.

NOTE Clubs are advised to complete a signing by 9PM on the day before a match

(ii) signed a fully and correctly completed Competition registration form in ink on a match day prior to playing (prior to kick-off), which is countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club, and submitted to the Competition (Registration Secretary) within two days of the match (excluding Sunday).

The Player shall not again play until the Club is in possession of the approval of the Competition. A maximum of 3 players on any one match day may be registered in accordance with this paragraph 8(B)(ii)

(iii) not used in the Competition

(iv) Existing players for a Club in the previous season may re-register for the same Club under the bulk registration form procedure, which will be available until fourteen days before the first Saturday of the season. A passport-style photo must be provided for each player and

(v) All players must be registered on the Competition on-line registration process, under 8(B) (i) by the day prior to playing and under 8(B) (ii) within 2 days of the Match (excluding Sunday) and under 8(B) (iv) no later than 14 days before the first Saturday of the season.

Any registration form or bulk registration form which is sent by any of the means set out at Rules 8(B)(i), 8(B)(ii) or 8(B)(iv) above that is not fully and correctly completed will be returned to the Club unprocessed .

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 .

(C) (i) No team in the Premier Division may include in any one league (or cup) match more than four players who have each played more than eight times in Senior league and cup matches during the current season. Any player who has played more than eight times in such football may be reinstated at the discretion of the Management Committee and shall then not be included in the four players mentioned above.

(ii) No individual who has played more than eight times in senior league and cup matches during the current season shall be eligible to play in any Junior Division, unless reinstatement has been granted by the Management Committee.

(iii) No team in any Junior Division may include in any league match more than four players who have played more than eight times in any higher Division of this Competition, or in any comparable higher Division in any other League or in any higher cup competition (i.e. those confined to Senior and Intermediate teams) collectively during the current season, unless reinstatement has been granted by the Management Committee.

(iv) For purposes of this Rule, appearances in Sunday football shall not count.

(v) The Management Committee shall have power to reinstate any player upon written request by his Club to the Registration Secretary and in so doing may impose such conditions as they consider advisable. Any player breaking these conditions will be liable to penalties as stated in Rule 8(O). A fee must accompany every application for reinstatement. (see Fees Tariff). No reinstatements shall be granted in respect of applications lodged after the end of February

(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 .

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(E) A fee as set out in the Fees Tariff shall be paid by each Club/team for each player registered in two instalments. Clubs shall be charged for the number of registrations as at the end of November and for the balance as at the last day for registrations.

Registration forms shall be downloaded from the web-site.

(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 be given to the Club for whom the player first registered. The Secretary shall notify the Club last applying to register the player of the fact of the previous registration. The player will be automatically suspended until the matter of the player and defaulting Club (who may be liable to a fine-see Fines Tariff) has been dealt with by the Management Committee.

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

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

(ii) Having registered for one 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 for registration that the player had wilfully neglected to accurately or fully complete.

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

(ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any player, at their discretion who has been charged and found guilty of registration irregularities (subject to Rule 16).

(iii) The Management Committee shall have power to make application to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16) subject to the right of appeal to the FA 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 clause (iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of bringing the Competition into disrepute.

(Note: Action under Clause (iii) shall not be taken against a player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute and will in any case be subject to an Appeal to the Football Association. All decisions must include the period of restriction. For the purpose of this Rule, bringing the competition into disrepute can only be considered where the player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in a period of two 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) *(NOTE form downloadable from web-site)*, to the Competition accompanied by a fee as set out in the Fees Tariff . Such transfer shall be referred by the Competition to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Competition and to the Player concerned within three days of receipt of the notification. Upon receipt of the Club's consent, or upon its failure to give written objection within three 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.

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

(J) A player may not be registered for a Club after 31st March in the Competition except by special permission of the Management Committee. A player may not be transferred to another Club in the Competition after the end of February 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.

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

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

(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 3 games for that team in competitive matches (including appearances in SCFA Cup competitions) in the current season.

(N) Not used in this Competition

(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 12 points, and have levied upon it a fine. 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. (see Fines Tariff)

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.

NOTE: Any suspension of a player MUST commence 7 days after a sending-off, even if the Club has not received the paperwork from the Sussex County Football Association.

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

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

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

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

CLUB COLOURS. CLUB NAME

9. (A) Every Club must register the colour of its shirts and shorts with the Secretary by 25th May who shall decide as to their suitability.

Goalkeepers must wear colours which distinguish them from all other players and the match officials.

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

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

If, in the opinion of the referee, two Clubs have the same or similar colours, the away team shall make the change. A club must not delay the scheduled time of kick-off for a competition match by not having a change of colours.

The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or shorts as they think fit. All players (including substitutes) must wear differing numbers on the back of their shirts, failing which a fine may be imposed. (see Fines Tariff)

(B) Any Club wishing to change its name must 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.

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

10. (A) The Annual General Meeting shall determine the date for the commencement of the season. The Fixture Secretary shall make the fixtures and such rearrangements as are considered necessary. Clubs cannot mutually agree to any postponement without the prior consent of the Fixture Secretary. Fixtures shall commence no earlier than 1st September.

A request for a free date for a team shall be made to the Fixture Secretary at least a month beforehand provided that no fixture has already been arranged and published for that team. Granting more than one free date for a team in one season shall be at the discretion of the Fixture Secretary.

Note. A team requiring a free date when due to play a SCFA competition fixture must apply to the SCFA and advise the Fixture Secretary accordingly.

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(B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board. Clubs must take all reasonable precautions to keep their grounds in a playable condition. 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 must be tested (by a FIFA accredited test institute) every three years and the results passed to the FA. The FA will give a decision on the suitability for use and add the pitch to the Register.

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

All grounds must possess mains water, toilet facilities, showers and electricity. The Sussex County Football Association require Intermediate teams to have separate, lockable dressing rooms (with hot water) for opposing teams and for match officials and their pitches must be a minimum 100 yards long and a minimum 60 yards wide.

All dressing rooms not opened by a Council must be unlocked (via key or key-pad) not less than 45 minutes prior to kick off. Home Clubs failing to comply will be fined £10. Unless provided for by a Council, Home Clubs shall be responsible for the provision of a set of corner flags. and pegs for securing goal nets.

Home Clubs using Brighton City, Adur and Worthing Borough Council grounds must secure the dressing rooms following each match,. Home Clubs using Adur and Worthing Borough Council grounds must put up and take down the nets and return them to storage and put out and return the corner flags. Home Clubs failing to comply will be fined £10 for each offence, in addition to any penalty imposed by the Council. Each user on Worthing Borough Council grounds shall obtain a pavilion key from the Council who require a deposit refundable when the key is returned to them.

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

The times of kick-off shall be fixed at the AGM and can only be altered by the mutual consent of the two competing clubs prior to the scheduled date of the match with written notification given to the Fixture Secretary at least 7 days prior. Unless an alternative kick-off time is mutually agreed by the Clubs and the referee and Fixture Secretary advised, any Club failing to commence at the appointed time shall be fined or be otherwise dealt with as the Management Committee may determine. (See Fines Tariff)

NOTE: For the current season, unless otherwise ordered by the Fixture Secretary, the time of kick-off shall be 14.00hrs for all League matches and 13.30hrs for all cup matches

Referees must order matches to commence at the appointed time and must report all late starts to the Competition. (See Fines Tariff)

The home team must provide goal nets and at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. (See Fines Tariff)

All teams must have a suitable first aid kit available at every match the team plays (minimum standard as recommended by the Football Association). Failure to comply will result in a fine. (See Fines Tariff)

(C) Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to The Football Association and 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 Fixture Secretary.

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

(D) The Secretary of the home Club must give notice via the website 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 3 clear days (ie Wednesday for Saturday) prior to the playing of the match. The away Club shall seek and acknowledge receipt of such particulars. Match officials shall similarly

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acknowledge receipt. Clubs shall report any failure to adhere to this Rule to the Fixture Secretary or Referee Appointments Secretary respectively and any Club failing to confirm or acknowledge shall be liable to a fine (See Fines Tariff).

(E) A minimum of 8 players will constitute a team for a Competition match. In the event of a Club playing in any match with less than 11 players they may be fined.

(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 (see Fines Tariff), deduct points from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals.

(ii) Any Club with more than one team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence: - First Team, Reserve Team, A Team. Clubs in breach of this requirement shall be fined in accordance with the Fines Tariff or otherwise dealt with by the Management Committee.

(iii) Any Club unable to fulfil a fixture must, without delay, give notice to the Fixture Secretary, the Referee Appointments Secretary and the Secretary of the opposing Club. Notice to the Referee must be given by the HOME Club. Where a fixture has been postponed for any reason, the HOME Club shall give notice, without delay, to the four aforementioned individuals. When scratching a match, a Club must additionally notify the Fixture Secretary of the circumstances, in writing, within five days. (See Fines Tariff).

(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 arranged by the Fixture Secretary. 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, and order them to pay, if claimed, any expenses confirmed by the Management Committee. In cases where a match has been abandoned owing to the conduct of both teams and their Club member(s), the Management Committee shall rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match.

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

(G) A Club may at its discretion and in accordance with the Laws of the Game use 3 substitute players in any match in this Competition who may be selected from 5 players.

The referee shall be informed of the names of the substitutes not later than 10 minutes before the start of the match and a Player not so named may not take part in that match.

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

(H) The half time interval shall be of up to 10 minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the referee.

(I) The Clubs taking part in a Competition Match shall identify a team captain who has a responsibility to offer support in the management of the on-field discipline of his team mates. The captain shall wear a distinguishing armband.

(J) Clubs must hand Team Sheets listing the players, including substitutes (and shirt numbers), taking part in the match, plus colours, to the Referee and a representative of their opponents in the presence of the Referee, not less than 10 minutes before the start of the match. Any Club in breach of this Rule may be fined. (see Fines Tariff)

Clubs must retain all copies until June 30th in each season.

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REPORTING RESULTS

11. (A) The Competition must receive within 2 days of the date played, the result of each competition match in the prescribed manner (on-line) and also the Referee markings required by Rule 13H (from 1 to 100), or any other information required by the competition. Failure to do so will incur a fine (see Fines Tariff) and/or the Club being dealt with as the Management Committee decide.

(B) Both Clubs shall SMS the result of each match to the Competition website by 6PM on the day of the match or by 10PM for evening matches. Clubs in default shall be fined (see Fines Tariff).

(C) The match result notification shall be fully completed by a responsible member of the Club. Failure to do so will result in a fine (see Fines Tariff), and where a Club is found to have intentionally fielded an ineligible or unregistered player and conceals the fact by submitting a Match Result Notification with false particulars, they shall be liable to a fine (see Fines Tariff), in addition to any penalty imposed under Rule 8(O).

DETERMINING CHAMPIONSHIP

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

In circumstances where two 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 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 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 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. Rule 8(M) refers to eligibility.

(B) (i) Subject to any team attaining Intermediate (Premier Division) status possessing the standards and ground facilities required by the Sussex County Football Association as defined in Rule 10(B), and where Divisions are not regionalised, the winners and runners-up in each Division except the top (Premier) Division shall be promoted at the end of each season and the teams occupying the bottom two positions in all but the lowest Division may be relegated. No more than two teams may be relegated from any Division. Where Junior Divisions are regionalised, the winners of each highest Division shall be promoted, plus the runners-up in any lower Division. Where there is more than one Division in a region, the teams occupying the bottom two positions in any but the lowest Division(s) may be relegated.

(ii) No newly-elected Club shall take precedence over the winners and runners-up in the respective Divisions, and where, as a result of promotion and/or relegation, a Club would possess more than one team in any one Division, the Management Committee shall place these teams in such separate Divisions as they consider appropriate. Where this occurs in the lowest Division, the lesser team shall automatically retire from the Competition.

(C) Not used in the Competition

(D) 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. **The Players' individual appearances and those of the teams played against shall not be expunged.** 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

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REFEREES

13. (A) Registered Referees (and Assistant Referees where approved by the FA or County FA) for all matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority
- (B) In the event of the non-appearance of the appointed Referee or where there is no officially appointed Referee or where a referee becomes unfit and cannot continue and there are no officially appointed Assistant Referees, the teams shall agree to some other person taking charge failing which the home team shall provide some other person to take charge. A Referee thus agreed upon or provided shall, for that game, have the full powers, status and authority of a registered Referee and be entitled to the payment of a fee. Failure by the home side to comply shall incur a fine and the match shall be awarded to the away side. Failure by the away side to accept the home side's nominated referee shall incur a fine and the match shall be awarded to the home side (see Fines Tariff). Individuals under the age of 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 for the duration of the match. Each team shall provide a standard flag. Fines shall be imposed for any failures to do so. (see Fines Tariff).
- NOTE: A Club Assistant Referee may be changed more than once during a Match.*
- (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 must be accepted.
- (E) Subject to any limits/provisions laid down by the sanctioning Association, Match Officials appointed under this Rule shall be paid :- Referee £29 Premier Division and £26 all other divisions, Assistant Referees £16, and travel expenses (subject to a maximum of £15) of 30p per mile or standard class public transport.
- The Home Club shall pay the Officials their fees and/or expenses in the Referee's dressing room within 20 minutes of the match ending. (see Fines Tariff).
- In the event of a double header covered by a single referee, the referee shall receive a full match fee for each game, and one set of expenses, split equally across the two games: the Home Club for each game will be responsible for their payment.
- (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 expenses only. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.
- (G) A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Association with which the Referee 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 in accordance with Rule 11(A). Where a mark of 60 or less is given, a written explanation of the mark must be given and sent to the Secretary within 7 days. Clubs failing to comply with this Rule shall be liable to a fine or dealt with as the Management Committee shall determine. (see Fines Tariff).
- (I) The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association/County Association.
- (J) The Referee shall submit a report Form, supplied by the Competition, giving the result of the match, the number of players in each team and the time of kick-off to the Competition website within two days of the match.
- (K) Not used in the Competition.
- (L) Not used in the Competition.
- (M) It is permissible for match officials within this Competition, and associated cup Competitions under our jurisdiction, to wear a coloured referee shirt. Should the coloured referee shirt clash with either Club's kit, the Referee must revert to black. I.e. the Referee cannot choose to wear yellow, and make a Club change their entire kit, as the main colour for match officials remains black. It is however permissible now for a Referee to wear yellow with a team in blue and a team in red for example

The shirt(s) must be almost entirely of a single colour. Where a Competition appoints neutral Assistant Referees, only one non-black coloured shirt is permitted; the colour must be designated and Competition rules must ensure that the match officials can wear black or the designated colour without clashing with the Players.

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CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

14. (A) A Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 31st March each Season. (see Fines Tariff). All Clubs wishing to remain in membership of the Competition for the following Season must confirm their intention to do so, in writing on the form provided, to the Secretary by 15th May . (see Fines Tariff).
- 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.
- A Club with more than one team in the Competition desiring to withdraw other than its lowest team from the Competition during the playing season shall make a written application to the Secretary, stating the reasons, and the matter shall be dealt with by the Management Committee.
- (C) In the event of a Member Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee are empowered to refer the debt under The FA Football Debt Recovery provisions (available on the Sussex County FA website).

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 will 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 must contain full particulars of the grounds upon which they are founded) must be lodged with the Secretary within 14 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 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 must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days prior to the protest or complaint being heard.
- (i) All parties must have received 14 days' notice of the Hearing should they be instructed to attend.
- (ii) Should a Club elect to state its case in person then the Club should indicate such when forwarding the written response.

PROTESTS, APPEALS

16. (A) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Management Committee.(see Fees Tariff)
- (B) All such protests claims complaints and appeals must be received in writing by the Secretary within fourteen 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 the written notification of the decision causing the appeal, accompanied by a fee which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary.(see Fees Tariff)
- (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.

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- (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 unconstitutional 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 membership which must be supported by more than two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. 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 (2/3) of those present and voting. Voting on this point shall be conducted by ballot.
A Club whose conduct is the subject of the vote being taken shall be excluded from voting.
- (C) Any official or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a player or players of another Club in the Competition to join them shall be liable to expulsion or such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clause A of this Rule.

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

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

“We (A) (name) _____ and (B) (name) _____, the Chairman and Secretary of FC (Limited), members of and representing the Club, having been declared winners of _____ Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before January 31st. 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) The Competition shall present sixteen mementos each season to the winners and runners-up in each Division.

- (C) Clubs may be liable to a fine where a Trophy is returned other than in a clean condition. (see Fines Tariff).

The Management Committee shall arrange for the engraving and insurance of the Trophies.

SPECIAL GENERAL MEETINGS

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

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

At least seven days' notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting. Each Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only, as will members of the Management Committee.

Any continuing Member Club must be represented at a Special General Meeting. (see Fines Tariff).

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

ALTERATION TO RULES

20 Alterations, for which consent has been given by the Sanctioning Authority, shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alteration made during the Playing Season to these Rules shall not take effect until the following Playing season.

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

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A copy of the proposed alterations to Rules to be considered at the AGM or Special General Meeting shall be submitted to the Sanctioning Authority or The FA (as applicable) 21 days prior to the date of the meeting.

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 £ 300 shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.
- (C) The financial year of the Competition will end on 31st May.
- (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 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.

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.

REPRESENTATIVE MATCHES

24. All Clubs shall be bound to place their players at the disposal of the Competition for representative matches. A player selected to play for the Competition and unable to accept the invitation will only in exceptional circumstances be allowed to play for his Club on that day.

Written consent from the Secretary must first be obtained. It is a Club's responsibility to ensure the attendance of a selected player; a player selected and failing to attend without prior notice to the Secretary (or Team Manager) shall be liable to suspension. When a Club is asked to provide more than one player, or a goalkeeper, they shall be entitled to request a postponement of their Competition fixture on that date.

A player shall be presented with an engraved memento after making three appearances for the Competition in competitive matches and another after making ten appearances.

BRIGHTON WORTHING AND DISTRICT FOOTBALL LEAGUE LEAGUE/ CUPS RULES SEASON 2017-2018

FEES TARIFF

RULE NUMBER	DESCRIPTION	MAXIMUM FEE
3 (A)	ENTRY FEE	£20
3 (B)	ANNUAL SUBSCRIPTION	£75
3 (B)	CUP FEES 1 ST XI CUP	£10
3 (B)	CUP FEES-OTHER CUPS	£5
3 (C)	DEPOSIT	£0
8 (C)(v)	REINSTATEMENT FEE	£10
8 (E)	REGISTRATION FORM	£1
8 (I)	TRANSFER FORM	£10
13 (E)	REFEREE FEES	£ see rule
13 (E)	ASSISTANT REFEREE FEES	£ see rule
15 (C),16(A),16(E)	PROTEST/APEAL FEES	£10
16 (D)	APEAL FEE	£35

FINES TARIFF

RULE NUMBER	DESCRIPTION	MAXIMUM FINE
2 (B)	FAILURE TO AFFILIATE	£0
2 (E)	FAILURE TO COMPLY WITH FA INITIATIVES	£0
2 (F)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£0
3 (C)	FAILURE TO PAY A DEPOSIT	£0
3 (E)	FAILURE TO PROVIDE AFFILIATION NUMBER/DETAILS FORM	£0
3 (F)	LATE PAYMENT OF PITCH FEES	£10 per week
4 (D)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£0
5 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£20
5 (I)	FAILURE TO PAY A FINE WITHIN 21 DAYS OF NOTICE	£50
6 (H)	FAILURE TO BE REPRESENTED AT AGM	£50
7	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£0
8 (A) (ii)	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	£50
8 (F)	CLUB PENALTY FOR PLAYER SIGNING FOR 2 CLUBS	£50
8 (G)	SIGNING OR PLAYING FOR MULTIPLE CLUBS, OR INACCURATE COMPLETION OF A REGISTRATION FORM	£0
8 (H) (ii)	REGISTRATION IRREGULARITIES	£0
8 (O)	PLAYING AN INELIGIBLE PLAYER	£50
8 (P)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£0
9 (A)	NO NETS/ NO CORNER FLAGS/COLOUR CLASH/UNNUMBERED SHIRTS	£10
9 (B)	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£0
10 (B)	NO GOAL NETS/AT LEAST 2 FOOTBALLS FIT FOR PLAY	£10
10 (B)	LATE KICK-OFF	£15
10 (B)	LACK OF SUITABLE FIRST AID KIT	£20
10 (C)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£0

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10 (D)	FAILURE TO PROVIDE/ACKNOWLEDGE DETAILS OF A FIXTURE	£10
10 (E)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£0
10 (F) (i)	FAILURE TO PLAY FIXTURE	£40
10 (F) (ii)	FAILURE TO FOLLOW ORDER OF FIXTURE PRECEDENCE	£20
10 (F) (iii)	FAILURE TO NOTIFY POSTPONEMENT/UNFULFILLED FIXTURE	£10
10 (I)	NO CAPTAIN'S ARMBAND	£0
10 (J)	FAILURE TO PRESENT TEAM SHEETS BEFORE A MATCH	£10
11 (A) & 11 (C)	LATE OR INCOMPLETE MATCH DETAILS	£20
11 (B)	FAILURE TO PROVIDE RESULT	£20
11 (C)	FALSIFIED MATCH RETURN CARD	£50
13 (B)	FAILURE TO AGREE TO AN ALTERNATIVE REFEREE	£20
13 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE FOR DURATION OF MATCH	£10
13 (C)	FAILURE TO PROVIDE STANDARD FLAG	£10
13 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£10 per week
13 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£0
13 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£10
14 (A)	WITHDRAWAL FROM LEAGUE AFTER 31ST MARCH/RENEW MEMBERSHIP	£10
14 (B)	FAILURE TO START/COMPLETE FIXTURES	£50
18 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£0
18 (C)	RETURNING A TROPHY IN OTHER THAN CLEAN CONDITION	£10
19	FAILURE TO BE REPRESENTED AT SGM	£50
22	FAILURE TO HAVE THE REQUIRED INSURANCE	£0

BRIGHTON WORTHING AND DISTRICT FOOTBALL LEAGUE LEAGUE/ CUPS RULES SEASON 2017-2018

BRIGHTON, WORTHING & DISTRICT FOOTBALL LEAGUE (Hereinafter called "the League") RULES of CUP COMPETITIONS

1 The undermentioned competitions shall be played for annually and the entrance fee for the Worthing Charity Cup shall be £10 and for all other competitions £5. No individuals shall be eligible to play in them unless qualified in accordance with Main Rule 8 and no player shall be allowed to assist more than one Club each season in the respective competitions. Any player becoming qualified before an uncompleted match is replayed shall be eligible to play in such match. In the event of a serious breach of rule, including the playing of an unregistered, suspended or otherwise ineligible player or players, the Management Committee shall have power to remove the defaulting Club from the Competition in which the offence occurred and fine the Club in accordance with Main Rule 8(0). Unless otherwise provided for, the Rules of the League shall apply to these competitions.

(a) The Worthing Charity Cup shall be competed for by all Clubs within the League.

(b) The Brighton College Cup shall be competed for by all teams within the Premier Division.

(c) The Ernie Walmsley Memorial Cup shall be competed for by all teams in Division 1

(d) The AW Bridle Cup shall be competed for by all teams in Division 2

(e) The John Whittington Junior Cup shall be competed for by all teams in Division 1 and Division 2

Eligibility for cups (a) and (b) shall be as for Premier Division matches (Main Rule 8C(i)).

No individual who has played more than eight times in Senior league or cup matches during the current season shall be eligible to play in cups (c) to (e) and no team shall include in these cups more than four players who have each played more than eight Intermediate (plus Senior) league and cup matches during the current season, excluding cup (a), unless reinstated by the Management Committee.

2a No player shall be eligible to play in a semi-final or final of cup (a) unless he has played for his team in an earlier round of the competition in the current season or has played THREE TIMES for that team, or any lower team of the club within the League in competition matches PRIOR TO THE SEMI-FINAL, unless approval has been given by the Management Committee.

2b No player shall be eligible to play in a final in cups (b) to (f) unless he has played for his team in an earlier round of the relevant cup competition in the current season or has played THREE times for that team, or any lower team of the club within the League in competition matches, unless approval has been given by the Management Committee.

3 The clubs which are in each instance first drawn shall have choice of ground until the final ties, which shall be played on such grounds as the Management Committee may determine. The League shall bear the pitch expenses for the final ties and be responsible for the provision of match balls, and in the event of a clash of colours in such ties, the second-drawn club shall substitute contrasting colours.

4a Each Club participating in a final may name (prior to kick off) up to five players from whom the permitted three substitutes shall be drawn. Each club must submit to the Registration Secretary at least 7 days prior to the match a list of the players from whom the team will be chosen.

4b Prior to each final, the finalists will be notified of the date, venue and time of kick off and given such other instructions considered necessary by the Management Committee. Where programmes are to be provided, clubs will be required to provide the first names and surnames of the players and substitutes together with their shirt numbers which shall be unique numbers of no more than two digits. Players must wear the notified numbers. A Club's failure to comply with any part of this Rule may result in a fine of £10.

5 In the event of a game being drawn, 15 minutes each way of extra time shall be played, the Referee to have power to reduce this to two periods of 10 minutes each way if of the opinion that the match might otherwise not be completed. Should a match, through no fault of either club, be abandoned after the end of 90 minutes' play, the replay shall be on the ground of the visiting team in the abandoned match. Should any match be drawn after extra time, a result shall be obtained by the taking of kicks from the penalty mark in accordance with the procedure adopted by the International FA Board Decision as contained in the Laws of the Game.

BRIGHTON WORTHING AND DISTRICT FOOTBALL LEAGUE LEAGUE/ CUPS RULES SEASON 2017-2018

6 The Referees' fee shall be at the Intermediate rate (Main Rule 13E) for cups (a) and (b) and at the Junior rate for other competitions, plus travelling expenses, except in the final ties when they and Assistant Referees (including fourth official) shall each be presented with a memento. An Assistant Referee or fourth official appointed to a semi-final shall be paid a fee of £16 plus travelling expenses; fees and expenses of match officials in semi-finals shall be shared between the two clubs.

7 The League shall present 16 individual mementos to the winning and losing finalists in each competition. A match return is required from each finalist.

8 The Management Committee shall annually allocate the total proceeds of cup (a) after payment for mementos, between the Sussex County F.A. Benevolent Fund and such other charities as the Committee may decide. The proceeds of the other competitions, after payment for mementos, shall be for the benefit of the League's funds.

SUPPLEMENTARY COMPETITION(S)

One or more Supplementary Competitions may be played annually by invitation and may be organised on a league and/or knock out basis at the discretion of the Management Committee, who shall decide all matters and whether an entrance fee is paid and individual awards presented. Eligibility shall be as for league matches except where teams from different divisions compete when it will be as for the higher division. Where matches are played on a knock out basis, or in any final, Cup Rules 3, 4a (first sentence) and 5 shall apply, as shall all other League Rules. Referees shall be paid in accordance with Main Rule 13E, the higher fee applying in an Intermediate competition. The fee for any appointed Assistant Referee or fourth official shall be £16, plus travelling expenses. Fees and Expenses for match officials in any final shall be borne by the League.