



North Berks Football League

# HANDBOOK

2024 – 2025 Season

*Comprising:*

**Directory of:**

Officials, Clubs and Referees

**Rules of:**

North Berks League

North Berks Cup

Charity Shield

North Berks League Cup

# **Section One – Contacts**

## **1. Members of League Management Committee**

**President** - Mr E P Tilley

**Vice President** - Mr D B Rich

**Life Vice Presidents** - Mr A Wells, Mr R J Wood, Mr L Addison, Mr M Houseman, Mr A Dean

**Life Members** - Mr E P Tilley, Mr D B Rich, Mr M J Panting

### **Chairman & Disciplinary Secretary**

Mr S Bolton  
Tel: 01865 407156 (Home) 07795 471222 (Mobile)  
e-mail: stevembolton@gmail.com

### **Vice-Chairperson/Assistant Secretary/Welfare Officer**

Mrs C Angell  
Tel No. 01635 35612 (Home) 07778 216999  
(Mobile) e-mail: Cheryl.angell@outlook.com

### **Hon. General Secretary**

Mr C S East  
Tel: 07914 380636 (Mobile)  
e-mail:  
charlieeast1550@gmail.com

### **Hon. Treasurer**

Mr M J Panting  
20 Barnett Road, Steventon, Abingdon, Oxon OX13 6AJ Tel: 01235-202599  
(Home) e-mail: michaelpanting@ntlworld.com

### **Hon. Fixtures Secretary**

**Mr P Wilkins**  
Tel: 07889526959  
(Mobile)  
e-mail: paul.wilkins2@ntlworld.com

### **Hon. Registration Secretary**

Mr G Long  
Tel: 07450 219937 (Mobile)  
e-mail: g.long68@outlook.com

### **Hon. Referees Secretary**

Mr D Foulks  
Tel No. 01235 527998 (Home) 07885 230180  
(Mobile) e-mail: davidfoulks@talktalk.net

### **Media Relations Officer**

Mr R Underwood  
Tel: 07710 659411 (Mobile) e-mail:  
Richard.underwood@oxinst.com

### **Website Officer**

Mr A Tranter  
Tel: 01793 782526 (Home) 07789 108431  
(Mobile) e-mail: f111@btinternet.com

### **Grounds Inspection Officer**

Mr D Lough  
Tel: 01488 71290 (Home)  
e-mail: d\_lough12@btinternet.com

## **League Management Representatives**

### **Mr L Paddock**

Tel: 01235 768869

(Home)

e-mail: [leroyp60@btinternet.com](mailto:leroyp60@btinternet.com)

### **Mr P Spracklen**

Tel: 07860 628206

(Mobile)

e-mail: [p.spracklen@sky.com](mailto:p.spracklen@sky.com)

## Section Two – Club Information and Guidance

### Directory of Clubs

<b>AFC Grove</b>	Affiliated to Berks and Bucks FA
Colours	royal blue shirts, royal blue shorts, royal blue
Hon Secretary	Mr Brian Mullally
Email	brian.mullally@afcgrove.co.uk
Contact Tel No.	07895 185209
Location of Ground	Recreation Lane Grove OX12 OAA
Emergency contact	

<b>Berinsfield</b>	Affiliated to Oxfordshire FA
Colours	Red & Black Striped shirts, Black Shorts and Red and Black Socks Res Red and Black Shirts Red Shorts and Socks
Hon Secretary	Mr Stephen Perkins
Email	Stephenperkins973@googlemail.com
Contact Tel No.	07913 379588 (M)
Location of Ground	Lay Avenue, Berinsfield, OX10 7NX
Emergency contact	Steve Masterson 07581469852

<b>Burghclere FC</b>	Affiliated to Hampshire FA
Colours	Blue and White Shirts, White Shorts, Blue Socks
Hon Secretary	Laura Fishlock
Email	fishlockosteo@gmail.com
Contact Tel No.	07787 721572
Location of Ground	Burghclere Sports Ground, Harts Lane, Burghclere, Newbury RG20 9JD
Emergency contact	Joseph Stockwell 07341 254774

<b>Compton FC</b>	Affiliated to Berks & Bucks FA
Colours	Green and black striped shirts, black shorts and socks
Hon Secretary	Liam Murray
e-mail	comptonfootballclub@gmail.com
Contact Tel No's	07776 347052
Location of Ground	Compton Recreation Ground, Burrell Rd, Compton RG20 6NP
Emergency Contact	Matthew Butler 07766165370

<b>Didcot Town Youth</b>	Affiliated to Oxfordshire FA
Colours	Red/White Shirt, Red Shorts, Red Socks
Hon Secretary	Kevin Lyons
e-mail	lyons360@sky.com
Contact Tel No's	07778281495
Location of Ground	Loop Meadow, Didcot, OX11 7GA
Emergency Contact	Gary Fostekew 07766751695

<b>Drayton FC</b>	Affiliated to Berks & Bucks FA
Colours	First Team: Yellow & Black Shirts, Black Shorts & Socks Reserve Team: Blue & Red Shirts, Blue Shorts & Red Socks
Hon Secretary	Mr Pete Ivey
Email	pete.ivey85@gmail.com
Contact Tel No.	07704 166982 (M)
Location of Ground	Recreation Ground, Lockway, Drayton OX14 4LF
Emergency contact	Lewis Allen 07747273921

<b>East Hendred FC</b>	Affiliated to Berks & Bucks FA
Colours	Royal Blue & Black Striped Shirts, Black Shorts, Royal Blue Socks
Hon Secretary	Steve Mulford
Email	stevemulford58@hotmail.co.uk
Contact Tel No.	07751 515412 (M) 01235 818027 (H)
Location of Ground	East Hendred Sports Club, Mill Lane, East Hendred OX12 8JS
Emergency contact	Ben Eltham 075321 64311

<b>Frilsham and Yattendon FC</b>	Affiliated to Berks and Bucks FA
Colours	Red and black shirts, black shorts, red socks
Hon Secretary	Damian Scurr
Email	Damian.scurr@gmail.com
Contact Tel No.	07867524299
Location of Ground	Next to Frilsham Club room, Frilsham RG18 9XQ
Emergency contact	Cameron Philbey 07961726147

<b>Hagbourne United FC</b>	Affiliated to Berks & Bucks FA
Colours	First team – All royal blue
Hon Secretary	John Symonds
Email	Jesymonds29@gmail.com
Contact Tel No.	07831714076 (M) 01235224583 (Home)
Location of Ground	East Hagbourne Recreation Ground, Great Mead (off New Road), East Hagbourne OX11 9BW
Emergency contact	Keith Davies 07810 504155

<b>Kingston Colts</b>	
Colours	Royal Blue/White Shirts, Royal Blue Shorts and Socks
Hon Secretary	Emma Willoughby
Email	<a href="mailto:secretary@kingstoncolts.co.uk">secretary@kingstoncolts.co.uk</a>
Contact Tel No.	07799 388040
Location of Ground	The Sports Field, Edward Strauss Park, Kingston Bagpuize OX13 5GD
Emergency contact	Alan Larman 07788 784030

<b>Lambourn Sports Reserves</b>	Affiliated to Berks & Bucks FA
Colours	Blue/White Stripes, Blue shorts & Socks
Hon Secretary	Jason Williams
Email	jasonwilliams50@googlemail.com
Contact Tel No.	07799 890841 (M)
Location of Ground	Lambourn Sports Club, Bockhampton Road, Lambourn RG17 8PS
Emergency contact	Mick Dudley 07522 373899

<b>Letcombe Reserves FC</b>	Affiliated to Berks & Bucks FA
Colours	All Purple
Hon Secretary	Mr Des Williams
Email	deswilliams45@btinternet.com
Contact Tel No.	01235 764130 (H) 07765 144985 (M)
Location of Ground	Bassett Road, Letcombe Regis OX12 9LJ
Emergency contact	Danny Joyce 07824429609

<b>Long Wittenham Athletic FC</b>	Affiliated to Berks & Bucks FA
Colours	Claret and Amber Shirts, Claret Shorts and Socks
Hon Secretary	Eddie Ireson
Email	eki@cbgc.com
Contact Tel No.	07824344184
Location of Ground	Bodkins Sportsfield, Long Wittenham OX14 4QW
Emergency contact	Derek Meadham 075223 67424 (M) 01865 407882 (H)

<b>Marcham FC</b>	Affiliated to Berks & Bucks FA
Colours	1st Team: Maroon and Navy Shirts, Navy Shorts and Socks
Hon Secretary	Tristan Barratt
Email	tristar1976@msn.com
Contact Tel No.	01865 391251 (H) 07789 552244 (M)
Location of Ground	Marcham Sports Ground OX13 6TY
Emergency contact	Dan Barnes 07800 714355 (M)

<b>Stanford in the Vale</b>	Affiliated to Berks and Bucks
Colours	Yellow and blue shirts, blue shorts and socks
Hon Secretary	Heidi Robinson
Email	maths-is-fun@hotmail.co.uk
Contact Tel No.	07812385822
Location of Ground	Cottage Road, Stanford in the Vale SN77 8HX
Emergency contact	John Osbourne 07968 707849

<b>Steventon FC</b>	Affiliated to Berks & Bucks FA
Colours	Royal Blue Reserves – yellow shirts, black socks and shorts
Hon Secretary	Ashley Brown
Email	ash.brown1208@gmail.com
Contact Tel No.	07895191429
Location of Ground	Steventon Green, Milton Lane, Steventon
Emergency contact	Martin Trower 07736433232

<b>Sutton Courtenay FC</b>	Affiliated to Berks & Bucks FA
Colours	All: Royal Blue and White
Hon Secretary	Kelly Breakspear
Email	kellybreakspear@googlemail.com
Contact Tel No.	07724 927843 (M)
Location of Ground	Recreation Ground, High Street, Sutton Courtenay OX14 4AR
Emergency contact	Gail Johns 07768350290

<b>Watlington FC</b>	Affiliated to Oxfordshire FA
Colours	Red Shirts with Black Sleeves, Black Shorts, Black Socks
Hon Secretary	Keith Woolfson
Email	watlingtontownfootball@gmail.com
Contact Tel No.	07540 091650
Location of Ground	Shirburn Road, Watlington OX49 5BZ
Emergency contact	

<b>Woodcote Development</b>	Affiliated to Oxfordshire FA
Colours	All Sky Blue
Hon Secretary	Michael Higley
Email	<a href="mailto:michaelhigley@hotmail.com">michaelhigley@hotmail.com</a>
Contact Tel No.	07868 720995
Location of Ground	Woodcote Recreation Ground, Reading Road, Woodcote RG8 0QY
Emergency contact	Sam Peates 07710 858366

# **CLUB SECRETARIES - NOTES FOR GUIDANCE**

These notes are for guidance and should be used in conjunction with the League Rules.

Annual Subscriptions to be paid to the Hon.Treasurer on or before 31st August or before the start of the North Berks League Season, whichever is earlier-Rule 4 (B).

All Fines and accounts to be paid to the Hon.Treasurer within 14 days of the date of posting-Rule 6 (i).

## **Registration**

The last day for player registration and transfers is 1st March.

Clubs to complete a registration by entering the players details and uploading of a current passport size photographic likeness of the player on The FA Whole Game System by midday on the preceding day of a fixture and obtaining approval from the Registration Secretary prior to playing. All Clubs to ensure that all players are registered as ACTIVE on The FA Whole Game System. Should a Club have any doubts over player registration then please check with either the Registration System or The FA Whole Game System before playing the player.

## **Before Matches**

Confirm the fixture and location of Ground to the appointed Referee and the Secretary of the opposing Club-Rule 20 (c).

Check colours for possible clash, home team to change if necessary-Rule 19. Changing Accommodation to be open and ready thirty minutes before Kick-Off Rule 20 (A) paragraph

3. When the pitch is not enclosed a white line shall be clearly marked on the ground a minimum of one (1) metre and a maximum of three (3) metres behind the goal lines extending at least two (2) metres from each side of the goal area. Additionally, when the pitch is not enclosed a white line or FA Respect Barrier with a distance of a minimum of 1.83 metres, ideally two (2) metres, behind the length of each touchline is required. A Club failing to comply with any aspect of this Rule shall incur a fine as set out in the Fines Tariff 20 (A)

Home Club to provide suitable flags for the Club Assistant Referees. Home Club to provide at least two suitable match-balls Rule 20 (A). Home Team to supply the Match Result Sheet and complete all relevant details (in BLOCK CAPITALS), including players' forenames and surnames including substitutes, and pass on to the opponents in adequate time for them to complete their details and return to the Home Team, the Home Team Official to ensure that it is fully completed and with the Referee at least 15 minutes prior to Kick-Off.

## **During Matches**

Home Club to appoint a responsible Club Official for the security of the Changing Accommodation including ensuring that the area is securely locked during play.

## **After Matches**

Match Officials to be paid within 15 minutes of the end of the match-Rule 23 (E).

Each Club within 15 minutes of the completion of the Match collect the Match Result

Sheet from the referee. The sheets to be then exchanged between the Clubs for the goalscorers, substitute players and the mark of the referee to be entered.

It is the responsibility of the Home Club that the Master Copy of the Match Result Sheet is fully completed and forwarded via e-mail or by post to the Hon Registration Secretary. This must be received by the Registration Secretary within two days (Sundays excluded) of the completed match. Should a fixture be postponed the fully completed and signed Postponement Form must be forwarded to the Hon Fixtures Secretary as per League Rules and Telephone Result procedure carried out in the normal manner.

All Clubs to ensure match details are promptly entered on FA Full-Time System.

The Home Club is responsible to text the result of all matches to the designated league officer by 5.pm on a Saturday and within 75 minutes of the end of the match on other days, information regarding the goalscorers



first names and surnames in the match shall clearly be recorded in this text. In outside Cup Competitions against non-North Berks League clubs the away side must text in the match result and goalscorers names.

**THE DESIGNATED NBFL OFFICIAL IS RICHARD UNDERWOOD ALL RESULTS AND GOALSCORERS' NAMES TO BE TEXTED TO 07710 659411**

The Home Club shall forward the fully completed Match Result Sheet to the Hon. Registration Secretary. The fully completed Match Result Sheet must be received by the Hon. Registration Secretary within two days (Sundays excluded) of the completed match. This can be e-mailed to the Registration Secretary if desired. Club's are also responsible for entering their match details on Full Time. Should a fixture be postponed the fully completed Postponement Form must be completed and forwarded to the Hon. Fixtures Secretary as per League Rules and Telephone Result procedure followed in normal manner.

## **GUIDANCE FOR THE MARKING OF REFEREES**

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 on 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.

### **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. It must include comments which could help improve the referee's future performance. 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.

## **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 necessary comprehensive and need not be answered individually. It is however, worth considering before committing yourself to a mark for the referee.

### **Control & 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 a 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 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 & 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 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 his/her 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 players pressure affect 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.
- \* Always answer all correspondence when directed.
- \* Only telephone League officers between 6 p.m. and 9 p.m. when urgent advice or assistance is required.

### **First Aid**

The Home Club shall ensure that a fully stocked First Aid Box is available and that a qualified First Aider is in attendance.

## **Referee's Fees**

The Referee's Fee inclusive of travelling expenses shall be £45. The fee for Assistant Referees when appointed shall be £30 inclusive of travelling expenses.

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 a fee of £26 for the Referee and £19 for an Assistant Referee.

## **Club Assistant Referee**

An award is made annually to the Club Assistant Referee who obtains the highest average mark in North Berks League matches. Club Assistant Referees shall ensure that the officiating Referee is made aware of his name so that an assessment of his performance can be made and passed to the Hon Referees Secretary, who will collate the marks to determine the eventual winner. All referees in all North Berks fixtures should submit the marks on their Match Result Cards.

The North Berks League Management Committee fully supports the worthwhile scheme that encourages regular participation of Club Assistant Referees and undoubtedly increases the competency of individuals for the benefit of North Berks Football in general.

## **Repeated Substitutions**

In All NBFL Competition fixtures, the following applies:

A club, at its discretion, and in accordance with the laws of the game, may use five (5) substitute players who may be selected from five (5) players.

A player who has been substituted himself, becomes a substitute and may replace another player at any time, subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football

## **KICK-OFF TIMES**

<b>KO Time</b>	<b>Months Affected</b>
All NBFL Competition fixtures	2.00 p.m.
All Cup Fixtures 1.30 p.m.	November, December, January

## **NOTES FOR GUIDANCE - REFEREES**

These notes are for guidance and should be used in conjunction with the League Rules.

We accept that most Referees acquaint themselves with the Rules of the Competition in which they officiate but rule changes and newly registered Referees often appreciate guidance, so please check the rules contained in the Handbook. For clarification on any items please contact the Referees Secretary who will be happy to assist.

Please be aware of the following:

- Advise Referees Secretary, as soon as possible, of 'open dates' for the League or non availability through refereeing or other commitments, even after being appointed.
- Acknowledge all appointments by return.
- Remember if you do not arrive at the ground 15 minutes before kick-off the Clubs must agree a suitable substitute referees. If you have to 'cry-off' at late notice please notify the Home Club in addition to the Referees Secretary.

- Remember Clubs must have their ground and accommodation open and ready for inspection at least 30 minutes prior to kick-off in order for any faults to be rectified eg lines, nets etc before the commencement of the game.
- Rule 20 (A) the proviso for not less than 60 minutes to be played (equal halves) under certain conditions.
- 40p per mile for travelling expenses payable for inspecting Grounds at a Club or League Management request in order to determine fitness for play. A fee of £26 for a Referee and £19 for an Assistant Referee to be paid if a fixture is not played because of circumstances over which Clubs have no control.
- Contraventions of rules to be reported to the Referees Secretary on the Referees Match report card available through the League website.

## **MATCH FEES**

Referees where appointed £45 inclusive of travelling expenses.

Assistant Referees where appointed £30 inclusive of travelling expenses.

## **CLUB ASSISTANT REFEREE OF THE YEAR AWARD**

An award is made annually to the Club Assistant Referee who obtains the highest average mark in North Berks League matches. The officiating referee shall assess their performance and pass it to the Referees Secretary who will collate the marks to determine the eventual winner. All Referees in all games should submit marks on their Match Result Cards.

The North Berks Football League Management Committee fully supports the worthwhile scheme that encourages regular participation of Club Assistant Referees which undoubtedly increases the competency of the individuals for the benefit of North Berks Football in general.

Where Assistant Referees are not appointed each team shall provide a Club Assistant Referee or be liable to a fine not exceeding £20 being imposed on the defaulting Team.

## **NORTH BERKS REFEREES ASSOCIATION**

Secretary: Alex Criddle

e-mail: alexcriddle1003@hotmail.com Tel No. 07824 888230 (Mobile)

The NBFL Management Committee recommends that all of our registered referees join their local branch of The Referees Association. Meetings are normally held monthly during the Season.

## **FOOTBALL ASSOCIATION RESPECT PROGRAMME**

The North Berks Football League Management Committee fully support The Football Association Respect Programme and recommends that the 'Respect Handshake' procedure takes place before every fixture.

## NORTH BERKS FOOTBALL LEAGUE REFEREES LIST 2022/2023 SEASON

John	Barlow	07775 424231	johnbarlow1957@gmail.com
Andy	Bell	07795 564925	abell@iee.org
Kieron	Brown	07843 327990	kieron.brown@lindenhomes.co.uk
Alan	Buckberry	07908 737117	a.buckberry@ntlworld.com
Richie	Bush	07789 952781	richiebush2003@yahoo.co.uk
Dean	Caven	07538 330208	deancaven85@gmail.com
Mark	Cotter	07792 366423	mark.cotter7@me.com
Alex	Criddle	07824 888230	alexcriddle1003@hotmail.com
Paul	Dick	07585 605606	paulgdick@gmail.com
Bob	Doolan	07894 024923	bob.doolan@outlook.com
Peter	Doolan	07423 454161	peter.doolan@outlook.com
Jonathan	Eland	07528865853	joneland18@outlook.com
Curtis	Emery	07972 302760	curtisemery27@gmail.com
David	Foulks	07885 230180	davidfoulks@talktalk.net
Duncan	Francis	07770 575592	duncan.francis1@ntlworld.com
Marcus	Garrett	07879 452951	marcusg51@hotmail.com
Keith	Godfrey	07510 250911	keith.godfrey@hotmail.co.uk
Matthew	Harris	07415 547558	matthew.harris2@durham.ac.uk
Ian	Herrington	07879 204696	ianherro810@gmail.com
Darren	Hill	07800 875971	hild715@sky.com
Imogen	Hooper	07922706883	imogen.hooper@aol.com
Bob	Jackson	07435 889185	louiemargaret@aol.com
Geoff	Long	07450 219937	geofflong68@hotmail.co.uk
Darren	Lowman	07909 703932	darrenlowman@hotmail.com
Dan	McLaren	07825 569677	danmclaren@hotmail.co.uk
Adam	McLeish	07375 109298	Adammcleish@hotmail.co.uk
Dan	McLeod	07538 727693	danmacno7@hotmail.co.uk
Euzebio	Mohr	07400 461016	zemohr@gmail.com
Matthew	Myers	07704 035358	matthewmyers2397@gmail.com
Mark	Niemirski	07724 605580	inthelawns@googlemail.com
Leroy	Paddock	01235 768869	leroy60@btinternet.com
Chris	Pettis	07902 957578	chriscpettis@outlook.com
Steve	Phipps	07970 041233	Phipps_stephen@btinternet.com
Trevor	Pitson	07513 355717	trevorpitson@hotmail.com
Andy	Plaistow	07764 170936	aplaistow@aol.com
Phil	Rose	07747 000764	philrose123@hotmail.co.uk
Derek	Russell	07928 494998	d.m.russell@btinternet.com
Roger	Stevens	07754 707545	stevensfamily9@btinternet.com
Simeon	Stoodley	07724 812370	simeon.stoodley@hotmail.com
Mark	Stroud	07892 883858	mark_stroud@hotmail.com
Ryan	Stubbs	07950 152613	ryanstubbs49@yahoo.com
John	Tate	07802 417148	john.tate68@btinternet.com
Duane	Watkinson	07861002223	Chef_dibley_82@hotmail.co.uk
Michael	Wild	07970 005749	mikewild_sum69@hotmail.com
Joshua	Witting	07814 180315	joshua.witting@gmail.com
Simon	Witting	07743 993391	simonwitting74@gmail.com
Ian	Wood	07990 595601	ian.wood.1961@hotmail.co.uk
Coby	Woodley	07775 492620	coby.woodley@gmx.com

## STANDARD CODE OF RULES

This document contains the Standard Code of Rules developed by The Football Association for open age football (the "Standard Code").

The Standard Code is mandatory for all Competitions at Regional NLS Feeder League level and below, and Tier 7 and below of The FA Women's Pyramid.

Competitions seeking sanction must draft their Rules in conformity with the Standard Code, using the same numbering and standard headings.

The mandatory rules are printed in normal text and the optional rules in italics.

It should be noted that in many cases rules are so printed because they are alternatives and the procedure to apply should be retained and the others omitted.

In all cases where a [ ] is shown the necessary name, address, number or wording to complete that rule must be inserted.

Competitions may add to the core of the Standard Code, which is mandatory, providing the additions are approved by the Sanctioning Authority and do not conflict with the mandatory rules or any relevant principles and policies established by The FA.

Guidance from the Sanctioning Authority should be sought in advance if there is any doubt as to the acceptability of additional rules.

## DEFINITIONS

### 1. (A) In these Rules:

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

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

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

"Club Portal" means the system used by Clubs to affiliate teams as determined by The FA from time to time.

"Competition" means the NORTH BERKS FOOTBALL League.

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

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

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

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

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

"Ground" means the ground on which the Club's Team(s) plays its Competition Matches.

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

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

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

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

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

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

"Player Registration System" means the FA system to register players as determined by the FA from time to time.

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

"Rules" means these rules under which the Competition is administered.

"Sanctioning Authority" means The Berks & Bucks County Football Association Limited.

"Scholarship" means a Scholarship as defined in the FA rules.

"Season" means the period of time between one AGM and the next AGM.

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

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

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

"The FA" means The Football Association Limited.

"Virtual Meetings" means meetings held electronically.

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

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

## GOVERNANCE RULES

### COMPETITION NAME, CONSTITUTION

2.

- (A) The Competition will be known as the North Berks 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 automatically cease to be a member of the Competition.
- (B) This Competition shall consist of not more than forty four (44) Clubs approved by the Sanctioning Authority.
- (C) The geographical area covered by the Competition membership shall be restricted to those Clubs who have their registered grounds situated within a twenty-five (25) miles road travel of Steventon Green according to the AA Route Planner.
- (D) The administration of the Competition under these Rules will be carried out by the Management Committee in accordance with the rules, regulations and policies of The FA.
- (E) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation to them subject to the provisions of Rule 7.
- (F) The Rules are taken from the Standard Code of Rules (the "Standard Code") determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.
- (G) 1. All Clubs must be affiliated to an Affiliated Association.  
2. This Competition shall apply annually for sanction to the Sanctioning Authority and the constituent Teams of Clubs may be grouped in divisions, each not exceeding fifteen (15) in number.  
If more than seventy five (75) Teams are entered there shall be a minimum of six (6) Divisions. Clubs may be represented in more than one (1) Division and the Team in the highest Division designated as the First Team, the Team in the next highest the Reserve Team, and if a third Team is entered the 'A' Team. No Club shall be allowed to have two (2) Teams in the same Division.
- (H) Inclusivity and Non-discrimination
  - (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements including those contained in the Equality Act 2010).
  - (ii) This Competition and each Club must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.
  - (iii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.
- (I) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including, but not limited to, English Football Accredited and RESPECT programmes. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (J) All Participants shall abide by The Football Association Regulations for Safeguarding Children and Regulations for Safeguarding Adults at Risk as determined by The FA from time to time.
- (K) Clubs shall not enter any of their Teams playing in the Competition in more than one (1) Saturday Competition, to be included on the prescribed form (see Rule 3 (E)), to the General Secretary (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. A Club must immediately inform the Competition of the details of any fixture(s) in any other competition in which the Club has entered, for which the written consent of the Management Committee has been obtained.
- (L) At the AGM or a SGM called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the divisions at their discretion. When necessary, this Rule shall take precedence over Rule 22.
- (M) Only one Team from a Club shall be permitted to participate in a single division unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries in which case the Competition will obtain the prior approval of the Sanctioning Authority. This Competition will ensure that, where permission is given, Teams from a Club operating in the same division are run as separate entities with no interchange of players other than by transfers of registration in accordance with these Rules.

### CLUB NAME

- 3. Any Club wishing to change its name must obtain permission from the Sanctioning Authority following consultation with the Competition. In the event that permission is granted the Club must advise the Competition Secretary. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

### ENTRY FEE, SUBSCRIPTION, DEPOSIT

- 4. (A) Applications by Clubs for admission to the Competition or the entry of an additional Team(s) from the same Club must be made in writing to the Secretary before 1<sup>st</sup> May and must be accompanied by an Entry Fee for each Team as set out in the Fees Tariff, which shall be returned in the event of non-election.  
If a Club decides to withdraw their application, prior to the AGM, or not be present at the AGM, the Entry Fee may be forfeited at the discretion of the Management Committee.  
Applications, of which due notice has been given, will be received at the AGM or SGM if confirmed by a majority of the

accredited voting members present.

New applicants for membership shall be admitted at the AGM providing a majority of votes is obtained. Grounds, facilities, playing records and Balance Sheets of Clubs seeking membership shall be inspected by at least two (2) members of the Management Committee before the AGM.

Providing details from new applicants are circulated to Member Clubs for their opinions, the Management Committee shall have the authority to accept new Clubs/Teams to enable them to give sufficient notice of withdrawal from the League of which they are members. The Management Committee shall have the right to recommend to the AGM to refuse entry of any Club/Team if they deem such a course desirable.

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

- (B) The annual subscription shall be payable in accordance with the Fees Tariff for each Team payable at a date agreed at the AGM or set by the Competition.
- (C) Each Club shall within seven (7) days of election pay a Deposit, as set out in the Fees Tariff, which shall be returnable to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) A Club shall not participate in this Competition until the entry fee, annual subscription and deposit (if required) have been paid.
- (E) Clubs must ensure that all its teams participating in the Competition are recorded as affiliated on the Club Portal for the forthcoming Playing Season by 1 August. Clubs must advise the Competition Secretary in a manner prescribed by the Sanctioning Authority, or on the prescribed form, of details of its headquarters, its Officers and other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (F) The Management Committee shall carry out an inspection of the facilities of each Club making application, and a report of their findings, in writing, which shall be made available at the AGM. New Clubs accepted into membership of the League at the AGM shall be considered to be on probation for twelve (12) months.

## **MANAGEMENT, NOMINATION, ELECTION**

- 5. (A) The Management Committee shall comprise the Officers of the Competition and six (6) members who shall all be elected at the AGM.
- (B) Retiring Officers shall be eligible to become candidates for re-election without nomination provided that the Officer notifies the Secretary in writing not later than 1<sup>st</sup> May in each year.

None of the following shall, at any time, hold more than one (1) Officer post: Treasurer, General Secretary, Registration Secretary, Referees Secretary and Fixtures Secretary, except under exceptional circumstances with the approval of the Management Committee, or in cases of urgency by an Executive Committee of not less than three (3) Officers.

All other candidates for election as Officers of the Competition or members of the Management Committee shall be nominated to the Secretary in writing, signed by the secretaries of two Clubs, not later than 1<sup>st</sup> May in each year. Names of the candidates for election shall be circulated with the notice of the AGM. In the event of there being no nomination for any office by the date stated in the earlier part of this Rule, nominations may be received at the AGM.

Members of the Management Committee shall not be eligible to additionally hold an Officer position.

The members (including any Life Members) of Division VI of the Berks & Bucks FA shall be 'ex-officio' members of the Management Committee without having the right to vote.
- (C) The Management Committee shall meet a minimum of twice a season or as and when required.

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

If a member of the Management Committee has been absent from three (3) Management Committee meetings in a season, without good reason, the member shall be removed from the Management Committee. As a consequence, the Management Committee shall decide to either elect a member or invite nominations from Clubs. If more than one nomination is received an election shall be held.
- (D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- (E) All communications received from Clubs must be conducted through their Officers and sent to the Secretary. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

## **POWERS OF MANAGEMENT**

- 6. (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all sub-committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of The FA or Affiliated Association.
- (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 on each Club to contribute equally such sums as may be necessary to meet any deficiency at the end of the Season.
- (C) Each member of the Management Committee shall have the right to attend and vote at all Management Committee meetings and have one vote at all such meetings, but no member shall be allowed to vote on any matters directly relating to that member or to the Club so represented or where there may be a conflict of interest. (This shall also apply to the procedure of any sub-committee).
- (D) In the event of the voting being equal on any matter, the Chair of the Management Committee shall have a second or casting vote.



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

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

1. Accept the charge and/or submit in writing a case of mitigation for consideration by the Management Committee; or
2. Accept the charge and notify the Competition that it wishes to put its case of mitigation at a hearing before the Management Committee; or
3. Deny the charge and submit in writing supporting evidence for consideration by the Management Committee; or
4. Deny the charge and notify the Competition that it wishes to have a hearing before the Management Committee.

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

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

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

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

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

No Participant under the age of 18 can be fined.

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

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

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

(G) A minimum of fifty (50) percent of the Management Committee shall constitute a quorum for the transaction of business by the Management Committee or any of its sub-committees.

(H) 1. The Management Committee, as it may deem necessary, shall have power to fill any vacancies that may occur in their number.

2. Any Club that has submitted a valid application to join the Competition for the forthcoming season must have the opportunity to be put forward for nomination and to have a vote taken on their membership association.

(I) 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. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. If the Management Committee is dissatisfied with the manner in which a Club is conducting its affairs, it shall have power to call Officers of the Club before it to seek explanation and provide guidance. Any Club failing to comply with a directive to attend shall incur a fine as set out in the Fines Tariff. A Club suspended by the Association and so unable to fulfil a fixture or fixtures shall be liable to any expenses incurred as a result and shall incur a fine as set out in the Fines Tariff.

(J) Subject to a Club's right of appeal in accordance with Rule 7 below, all fines and charges must be paid within 14 days of the date of notification of the decision. Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within a further 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.

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

(L) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the AGM or SGM called to decide the constitution and the commencement of the Playing Season subject to the provisions of the National League System Regulations of Women's Football Pyramid Regulations (which shall take precedence if applicable).

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

(N) An Officer or member having served on the Management Committee for twenty five (25) years shall become a Life Member.

## **PROTESTS, CLAIMS, COMPLAINTS, APPEALS**

7. (A) (1) All questions of eligibility, qualification of Players or interpretations of the Rules shall be referred to the Management Committee or a sub-committee duly appointed by the Management Committee.

(2) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities will not be entertained by the Management Committee unless a protest is lodged with the referee prior to 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 four (4) days (excluding Sundays) of the Competition Match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.

- (C) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum in accordance with the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the inquiry or to order that the costs to be shared by the parties.
- (D) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days before the protest or complaint being heard.
  - 1. All parties must have received a minimum of 7 days' notice of the hearing should they be instructed to attend.
  - 2. Should a Club elect to state its case in person then it should indicate such when forwarding the written response.
- (E) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.
- (F) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within 14 days of the posting of the written notification of the decision causing the appeal, accompanied by a fee (as set out in the Fees Tariff), which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary. The procedure for the appeal shall be determined by the Sanctioning Authority, and the Sanctioning Authority may (but is not obliged to):
  - 1. invite submissions by the parties involved;
  - 2. convene a hearing to hear the appeal;
  - 3. permit new evidence; or
  - 4. impose appropriate deadlines.
 Any appeal shall not involve a rehearing of the evidence considered by the Management Committee.
- (G) No appeal can be lodged against a decision taken at an AGM or SGM unless this is on the ground of unconstitutional conduct.
- (H) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee (as set out in the Fees Tariff) which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld and in these circumstances may, in addition, be ordered to pay the costs at the direction of the Management Committee.
 

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

## **ANNUAL GENERAL MEETING**

- 8. (A) The AGM shall be held not later than 30<sup>th</sup> June in each year. At this meeting the following business shall be transacted provided that at least [ ] members are present and entitled to vote:-
  - 1. Confirm the minutes of the last AGM.
  - 2. Adopt the annual report, balance sheet and statement of accounts from the previous season or accounting period.
  - 3. Election of Clubs to fill vacancies.
  - 4. Constitution of the Competition for the ensuing Season.
  - 5. Election of Competition Officers and Management Committee members.
  - 6. Appointment of auditors/verifiers
  - 7. Alteration of Rules, if any (see Rule 14).
  - 8. Agree the date for the beginning of the Playing Season and kick off times applicable to the Competition.
  - 9. Agree the date for the end of the Playing Season (save for Step 7 which shall be determined by The FA).
  - 10. Other business of which due notice shall have been given and accepted by the Chair as being relevant to an AGM.
- (B) A copy of the duly audited/verified balance sheet, statement of accounts and agenda shall be forwarded to each Club at least 14 days prior to the meeting, together with any proposed Rule changes.
- (C) A signed copy of the duly audited/verified balance sheet and statement of accounts shall be sent to the Sanctioning Authority within 14 days of its adoption by the AGM.
- (D) Each Club shall be empowered to send two delegates to an AGM. Each Club shall be entitled to one vote only. Not less than fourteen (14) days' notice shall be given of any AGM.
- (E) Clubs who have withdrawn their membership of the Competition during the Playing Season being concluded or who are not continuing membership shall be entitled to attend but shall vote only on matters relating to the Season being concluded. This provision will not apply to Clubs expelled in accordance with Rule 12.
- (F) All voting shall be conducted by a show of hands, or count of email or visual responses (for virtual meetings), unless a ballot be demanded by at least fifty (50%) of the delegates qualified to vote or the Chair so decides.
- (G) No individual shall be entitled to vote on behalf of more than one (1) Club.
- (H) (1) Any continuing Club must be represented at the AGM. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. (2) Any Club that has submitted a valid application to join the Competition for the forthcoming season must have the opportunity to put forward for membership and to have a vote taken on their membership application.
- (I) Officers of the Competition and Management Committee members shall be entitled to attend and vote at an AGM but cannot also cast a vote on behalf of a Club (see Rule 9. (D)).
- (J) Where a Competition is an incorporated entity, the Officers of the Competition shall ensure that the Articles of Association of the Competition are consistent with the requirements of these Rules.

## **SPECIAL GENERAL MEETINGS**

9. A. On receiving a requisition signed by two-thirds (2/3) of the Clubs in membership the Secretary shall call a SGM.  
B. The Management Committee may call an SGM at any time.  
C. At least 7 days' notice shall be given of a meeting under this Rule, together with an agenda of the business to be transacted at such meeting.  
D. Each Club shall be empowered to send two delegates to all SGMs. Each Club shall be entitled to one vote only.  
E. Any Club failing to be represented at a SGM shall be fined in accordance with the Fines Tariff.  
F. Officers of the Competition and Management Committee members shall be entitled to attend and vote at all SGMs but cannot also cast a vote on behalf of a Club (see Rule 9. (D)).

#### **AGREEMENT TO BE SIGNED**

10. Each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the application for membership for the coming Season.

"We, (A) (name) [ ] of (address) [ ] (Chair)/(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, if elected or accepted into membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 7."

The agreement shall be signed:

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

Any change of Chair, Secretary or Directors of the Club as named on the above agreement must be notified to the County Football Association to which the Club is sanctioned and to the Secretary of this Competition.

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

#### **CONTINUATION OF MEMBERSHIP, WITHDRAWAL OF A CLUB**

11. (A) Any 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 of such intention by 31st March each season. This does not apply to a Club moving in accordance with Rule 22(B). Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.  
(B) The Management Committee shall have the discretion to deal with a Team being unable to start or complete its fixtures for a Playing Season, including, but not limited to, issuing a fine in accordance with the Fines Tariff.  
(C) Notwithstanding the powers of the Management Committee pursuant to Rule 6(I), in the event of a Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee shall be empowered to refer the debt under The FA Football Debt Recovery provisions.

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

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

#### **TROPHY**

13. (A) The following agreement shall be signed on behalf of the winners of the cup or trophy:-  
"We (A) (name) and (B) (name), the Chairman and Secretary of [ ] FC (Limited), members of and representing the Club, having been declared winners of cup or trophy, and the cup or trophy having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the cup or trophy to the Competition Secretary on or before [ ]. If the cup or trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."  
Failure to comply will result in a fine in accordance with the Fines Tariff.  
(B) At the close of each Competition sixteen (16) awards shall be made to the winners if the funds of the Competition permit.

#### **ALTERATION TO RULES**

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

(B) Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by 31<sup>st</sup> March in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 30<sup>th</sup> April and any amendments to these proposals shall be submitted to the League Secretary by 4 weeks before the AGM. The proposals and proposed amendments to these proposals shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if more than two-thirds of those present and entitled to vote and voting are in favour.

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

## FINANCE

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

(B) All expenditure in excess of £100.00 shall be approved by the Management Committee.

(C) The financial year of the Competition will end on 31st May.

(D) The accounting records or a certified balance sheet of a Competition shall be prepared and shall be *audited/verified* annually by a suitably qualified person(s) who shall be appointed at the AGM.

## INSURANCE

16. (A) All Clubs must have valid public liability insurance cover for a minimum of ten million pounds (£10,000,000) at all times.

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

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

## DISSOLUTION

17. (A) Dissolution of the Competition shall be by resolution approved at a SGM by a majority of three quarters (3/4) of the members

present and shall take effect from the date of the relevant SGM.

(B) In the event of the dissolution of the Competition, the members of the Management Committee are responsible for the winding up of the assets and liabilities of the Competition.

(C) The Management Committee shall deal with any surplus assets as follows:

1. Any surplus assets, save for a trophy or any other presentation, remaining after the discharge of the debts and liabilities of the Competition shall be transferred only to another Competition or Affiliated Association or The Football Association Benevolent Fund or to such other charitable or benevolent object in the locality of the Competition as determined by resolution at or before the time of winding up, and approved in writing by the Sanctioning Authority.

2. 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.

## SPONSORSHIP

The Management Committee shall have the power to consider and accept sponsorship of the Competition after consultation with the Clubs in membership.

## MATCH RELATED RULES

### QUALIFICATION OF PLAYERS

18. (A) A Player is one who, being in all other respects eligible has:

Registered through the Player Registration System by midday, on the preceding day of a fixture, and received approval from the Competition.

Any registration that is not fully and correctly completed will be returned to the Club unprocessed and the player classed as unregistered.

If a Club attempts to register a player via the Player Registration System but does not complete the necessary information, via the Player

Registration System, the registration will not be processed.

If a player does not play in the League, or is transferred to another Club, before 30<sup>th</sup> September, his registration may be withdrawn, and no registration fee levied. For this to take place the Club involved shall inform the Registration Secretary, in writing, before 31<sup>st</sup> December..

A player who has played after 1<sup>st</sup> March of the current season for the First Team of a Club entered in the Berks & Bucks FA Senior Cup or the Senior Cup of another County or Service FA shall not be eligible to play in a Competition game except with the prior consent of the Management Committee. If, however, a Club also has a Team competing in another League it may play, after 1<sup>st</sup> March, no more than two (2) players, who have played in no more than five (5) First Team Competition games for that Club and who would otherwise have been disqualified under this Rule.

No Club shall play in any League match more than two (2) players who, during the current season, have each



played for a Club or Clubs in more than ten (10) league games in a higher Division of the League.

In the event of a Club having its First Team in another League then any player of such Club, who in the current season has played more than eight (8) games for the Team which play in such League, shall be classified a 'restricted player' and no Club shall play more than two (2) such 'restricted players' in the Reserve or 'A' Team during the remainder of the season in any one match.

A Club whose Reserves or 'A' Team compete in the League but whose Senior side(s) compete in another League, shall submit to the Registration Secretary, a true list of players representing that side to reach him not later than the second day after the match (Sundays excluded).

Clubs shall be invoiced on 1<sup>st</sup> November, for those players that are active on WGS, and for additional players after 1 March, following the registration deadline, as set out in the Fees Tariff. Invoices must be paid within 14 days from the date of receipt, failing which Clubs will be fined in accordance with the Fines Tariff.

(B) (1) 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

or Tiers 1-4 of the Women Pyramid System.

(2) 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.

(C) A Player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) shall be permitted to register and play for a Club but may be suspended from football activities if the Player does not comply with the terms of the Football Debt Recovery Regulations in respect of that Football Debt.

(D) A fee as set out in the Fees Tariff shall be paid by each Club for each Player registered.

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

In the event of a player signing a registration form or having a registration submitted for more than one Club in the Competition the valid registration submitted shall take precedence. The Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

(F) It shall be a breach of Rule for a Player to:

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

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

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

(G) 1. The Management Committee shall accept the registration of any Player subject to the provisions of Rules 18(G) (ii) and (iii) below.

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

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

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

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

(Note: Action under Rule 18(G) (3) shall not be taken against a Player for misconduct until the matter has been dealt with by the Sanctioning Authority, and then only in cases of the Player bringing the Competition into disrepute and will in any event be subject to an appeal to the Sanctioning Authority or The FA. All decisions must include the period of restriction. For the purpose of this Rule, bringing the Competition into disrepute can only be considered where the Player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in any competition (and is not restricted to the Competition) in a period of two years or less from the date of the first offence.)

(H) Subject to compliance with FA rule C when a Club wishes to register a player who is already registered with another club it shall submit a transfer notification to the Competition via the Player Registration System. A fee as set out in the Fees Tariff will be required. For any subsequent transfer an additional amount shall be charged as set out in the Fees Tariff. If a Club so wishes they can transfer the fee direct to the NBFL bank account (details available on request). Such transfer shall be referred by the Competition to the club for which the player is registered. Should this club object to the transfer it should state its objections in writing to the Competition and to the player concerned within 3 days of receipt of the notification. Upon receipt of the club's consent, or upon its failure to give written objection within 3 days, the Registration Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date after receipt of such transfer.

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

(I) A Player may not be registered for a Club nor transferred to another Club in the Competition after 1<sup>st</sup> March except by special permission of the Management Committee.

(J) Registrations are valid for one Playing Season only.

(K) A Player shall not be eligible to play for a Team in any special championship, promotion or relegation deciding Competition Match (as specified in Rule 22(A)) unless the Player has played five (5) Competition Matches for that Team in the current Playing Season.

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

(L) 1. Subject to Rule 18(L)2), any Club found to have played an ineligible Player in a Competition Match or Matches where points are awarded shall have the points gained from that Competition Match deducted from its record, up to a maximum of 12 points, and have levied upon it a fine (in accordance with the Fines Tariff).

2. The Management Committee may vary the sanction as relates to the deduction of points set out at Rule 18( L) 2. 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.

3. Where a Club is found to have played an ineligible Player in accordance with Rule 18 (L) 2 above, the Management Committee may also, at its discretion order one or more of the following (if appropriate):

- a) Award the points available in the Competition Match in question to the opponents, subject to the Competition Match not being ordered to be replayed;
- b) Levy penalty points against the Club in default;
- c) Order that such Competition Match or Matches be replayed (on such terms as are decided by the Management Committee).

(M) The following clause applies to Competitions involving Players in full-time secondary education:

1. Priority must be given at all times to activities of schools and school organisations activities. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
2. The availability of children and young people must be cleared with the Head Teachers or Principals (except for Sunday leagues competitions).
3. To play open age football the player must have achieved the age of 16.

(N) If a Club wishes to cancel a Player's registration within the Competition it must make a request via The FA's electronic player registration system giving the reasons for the request. The Competition may either approve or decline the request.

## **CLUB COLOURS**

19. A. Every team must register the colour and design of its shirts and shorts with the Secretary by 1 June and the Competition

Secretary shall decide as to their suitability.

B. Any team wishing to change the colour(s) and/or design of its shirt(s) and short(s) during the Playing Season obtain permission from the Competition Secretary in advance of making that change.

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

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

E. Any Team not being able to play in its normal colours as registered with the Competition shall notify its opponents the colours in which they will play (including the colours of the goalkeepers jersey) at least five (5) days before the Competition Match.

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

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

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

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

At least seven (7) days notice shall be given to Clubs of their fixtures but Clubs shall fulfil all fixtures of which at least five (5) days notice is given.

Should the Visiting Club have any reservations regarding the safety of the ground, goalposts or bars or any other appurtenances of the game they shall draw it to the attention of the Referee prior to kick-off. The Referee, if he or she deems it necessary shall require the Home Club to correct the complaint. If possible this should be done without delaying the kick-off. Changing accommodation shall be kept clean and in good condition. Proper accommodation with washing/toilet facilities shall be provided and a separate changing room available for the Referee. Accommodation shall be open and ready for inspection at least thirty (30) minutes prior to kick-off. A Club failing to comply with any aspect of this Rule shall incur a fine, as set out in the Fines Tariff. The Home Club shall nominate a Club official to be responsible for the security of the dressing rooms on match days, including ensuring the area is securely locked during play.

Clubs shall keep a supply of sand/soil or other suitable material together with suitable equipment (e.g. spades, shovels, wheelbarrow and buckets etc) to enable reasonable ground repairs to be undertaken.

Clubs must take all reasonable precautions to keep their Grounds in a playable condition. All Competition Matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home Team a match has to be replayed, the Management Committee shall have power to order the venue to be changed.

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

The Home Club shall ensure that a fully stocked First Aid Box is available and that a qualified First Aider is in attendance. A Club failing to comply with any aspect of this Rule shall incur a fine as set out in the Fines Tariff.

A Club shall not change its ground from that sanctioned by the Management Committee, except with permission of the

Management Committee or, in cases of urgency, by an Executive Committee of not less than three (3) Officers. A Club changing ground without permission shall incur a fine as set out in the Fines Tariff.

When the pitch is not enclosed a white line shall be clearly marked on the ground a minimum of one (1) metre and a maximum of three (3) metres behind the goal lines extending at least two (2) metres from each side of the goal area. Additionally when the pitch is not enclosed a white line or FA Respect Barrier with a distance of a minimum of 1.83 metres, ideally two (2) metres, behind the length of each touchline is required. A Club failing to comply with any aspect of this Rule shall incur a fine as set out in the Fines Tariff.

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

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

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

The times of kick-off shall be agreed at the AGM (currently 2.00pm; Cup matches being 1.30pm in November, December and January) and can only be altered by the mutual consent of the two competing Clubs and the Competition.

Referees must order matches to commence at the appointed time and must report all late starts to the Competition if not provided. Any Club failing to commence at the appointed time shall be fined in accordance with the Fines Tariff.

The home Team must provide goal nets, corner flags and at least two footballs fit for play and the referee shall make a report to the Competition if not provided. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

No overhead netting is allowed for 9x9 and 11 x 11 affiliated matches.

Regional NLS Feeder Leagues: Overhead wires used to support pitch divider netting are removed for all affiliated matches at Regional NLS Feeder League level.

For those leagues which are not Regional NLS Feeder Leagues: Overhead wires used to support pitch divider netting are ideally removed for affiliated matches but if they cannot be removed then discretion is given to the match official to restart the match in accordance of the laws of the game.

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

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

The Management Committee may arrange up to three (3) fixtures per Team before the first Saturday in September. No League games shall be played after 30<sup>th</sup> April except in exceptional circumstances and with the specific permission of the Management Committee, or in an emergency, from the Executive Committee, neither of which shall extend the season beyond 6<sup>th</sup> May.

- (C) An Officer of the home Club must give notice of full particulars of the location of, and access to, the Ground, time of kick-off and kit colours (including goalkeeper) to the Match Officials and an Officer of the opposing Club at least three (3) clear days prior to the playing of the Competition Match. The opposing Club must confirm receipt and give notice of its kit colours (including goalkeeper) at least two (2) days prior to the playing of the Competition Match. If either is not provided, the relevant Club shall seek such details and report the circumstances to the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) In accordance with the Laws of the Game, the minimum number of Players which will constitute a Team for a Competition Match is 7. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (E) (i) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee decide whether it should either:
- a. award the points from the Competition Match in question to the Club's opponent (without the awarding of goals)
  - OR
  - b. order the Competition Match to be rescheduled. The Management Committee shall also have the power to order the rescheduled Competition Match to be played on a neutral ground or on the opponent Club's Ground if they are satisfied that such action is warranted by the circumstances.
- In addition, the Management Committee may at its discretion order one of the following (if appropriate):
- a. impose a fine (in accordance with the Fines Tariff),
  - b. deduct points from the defaulting Club.
  - c. order the defaulting Club to pay any reasonable expenses incurred by the opponents.
- (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, and A Team.
- (iii) Any Club unable to fulfil a fixture or where a Competition Match has been postponed for any reason must, without delay, give notice to the Competition, the secretary of the opposing Club and the Match Officials. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- If the fitness of the ground is in doubt, the Home Club shall seek the advice and opinion of any member of the Management Committee or a registered referee not connected with the Club who may authorise a postponement

after a ground inspection. A person called in by a Club to carry out an inspection shall be entitled to travelling expenses of up to forty (40) pence per mile to be met by the Home Club.

In instances where a groundsman of a Local Authority or of a School has absolute authority over the use of the ground, his/her decision shall be accepted as if it were made by a Management Committee member or registered referee.

If a postponement is authorised the Home Club shall:

1. immediately inform the secretary of the visiting club and appointed referee by telephone.
2. Inform the Fixtures Secretary, on the official form, with two (2) days (Sundays excluded).
3. Telephone the Management Committee's designated official on the Results Line as soon as the postponement is known.

When a match is postponed and at least three (3) hours notice is given to the secretary of the visiting club and appointed referee the home club shall not be liable to penalty or payment of expenses.

When a match is postponed and less than three (3) hours notice is given to the Secretary of the visiting club and/or the appointed referee, the home club shall be adjudged to have been guilty of misconduct and shall incur a fine in accordance with the Fines Tariff, but a fine may be waived if the Management Committee is satisfied that a later inspection took place, because of exceptional circumstances, and the home club took reasonable steps to prevent the opponents and appointed referee from travelling. If a club fails to arrange for an inspection and the match is subsequently postponed by the appointed referee because of ground conditions, then the home club may be adjudged to have been guilty of misconduct and shall incur a fine in accordance with the Fines Tariff, and ordered to pay expenses as approved by the Management Committee. Where a Club requests postponement of match owing to causes over which it has no control, such cases shall be dealt with by the Management Committee or, in cases of urgency, by an Executive Committee of not less than three (3) officers.

Any Club unable to fulfil a fixture or where a Fixture has been postponed for any reason shall immediately, by telephone, give notice to the Fixtures Secretary, Referees Secretary, the Secretary of the opposing Club, match officials, and the Management Committee's designated Official on the Results Line.. Any Club failing to comply shall be dealt with by the Management Committee who may inflict any penalty if may deem suitable.

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

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

- (v) The Management Committee shall review all Competition Matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall 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 award the points for the Match to the opponent. In cases where a Match has been abandoned owing to the conduct of both Teams or their Club member(s), the Management Committee shall rule that neither Team will be awarded any points for that Match and it shall not be replayed. No fine(s) can be applied by the Management Committee for an abandoned Match.

The Management Committee shall review any Match that has taken place where either or both Teams were under a suspension imposed upon them by The FA or Affiliated Association. In each case the Team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 18(N) above. Where both Teams were under suspension the game must be declared null and void and shall not be replayed.

- (F) In ALL competition matches a Club may at its discretion and in accordance with the Laws of the Game use five (5) substitute Players who may be selected from five (5) players.

A Player who has been substituted becomes a substitute and may replace a Player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

The referee shall be informed of the names of the substitute Players taking part in the Match including the substitutes not later than fifteen (15) minutes before the start of the Competition Match and a Player not so named may not take part in that Competition Match.

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

- (G) The half time interval shall be of ten (10) minutes' duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the referee.
- (H) The Teams taking part in a Competition Match shall identify a Team captain who may wear an armband and shall have a responsibility to offer support in the management of the on-field discipline of their teammates. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (I) Where a suspension imposed in relation to a Football Debt (as defined under the Football Debt Recovery Regulations) upon a Club by the FA or Affiliated Association is not lifted, and/or the Club does not provide confirmation from the FA or Affiliated Association that such suspension is lifted to the Competition Secretary by 2 days before a fixture, that fixture will be treated as an unfulfilled fixture and dealt with in accordance with Rule 20 (E).

## REPORTING RESULTS

21. (A) The Competition must receive within two (2) days of the date played, the result of each Competition Match in the prescribed manner. This must include the forename(s) and surname of the Team Players (in block letters) and also the referee markings required by Rule 23, or any other information required by the Competition.



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

For the purposes of this rule the official competition Match Report sheet shall be completed for all matches in accordance with the instructions provided to Clubs and as contained in the League Handbook under "Notes for Guidance of Club Secretaries". A Match Report sheet not received within five (5) days of the date of the match shall be considered a 'no Match Report sheet' and the Club shall incur a fine in accordance with the Fines Tariff.

If, following notification to the Club, a Match Report sheet is still not received with a further seven (7) days a weekly fine in accordance with the Fines Tariff shall be imposed for each week the Match Report sheet remains outstanding.

If a Match Report sheet has been reported as not being received or incomplete by the next Management Committee or Executive Committee meeting (whichever is earlier) the Club shall be suspended from this Competition until all outstanding information has been received. The suspension shall take effect ten (10) days following the second Management Committee meeting where it has been reported as still outstanding. All matches within the suspension shall be dealt with under rule 20 (E).

- (B) All Clubs shall use SMS as directed by the Competition to notify the result of every Home match they play in all competitions (AWAY clubs in non-North Berks competitions) to the designated League Official's mobile number by 5.00pm on Saturdays and no later than seventy-five (75) minutes of the completion of matches on other days. Additionally each Club shall also include their goal scorers, providing first names and surnames. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (C) All Clubs before sending the Competition Match Report Sheet must input their stats into the FA Full-Time system. Failure to comply will result in a fine in accordance with the Fines Tariff.

## **DETERMINING CHAMPIONSHIP**

- 22.** (A) Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for

a drawn Competition Match. The Teams gaining the highest number of points in their respective divisions at the end of the Playing Season shall be adjudged the winners. Competition Matches must not be played for double points.

In the event of two or more Teams being equal on points at the end of the Playing Season, rankings shall be determined by the following criteria in the order of priority in which they appear:

(NB: for Regional NLS Feeder Leagues criteria 1 and 2 are mandatory: for all other Competitions they are optional):

1 Goal difference (where the goals scored against each team shall be deducted from the goals scored by that Team and the Team with the most favourable goal difference shall be placed highest).

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

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

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

5. One-off fixture or play-off games as determined by the League management committee.

- (B) Automatic promotion shall be applied for the first two (2) Teams, providing that the Management Committee considers ground conditions and facilities are suitable. Any Club expecting promotion shall have its ground and facilities judged at the end of the season when visited by members of the Management Committee. Automatic relegation shall be applied for the last two (2) Teams in each division except as provided for below, subject to the provisions of Rule 2(L).
  - (i) Should one or more Teams withdraw from any one division after the Playing Season has commenced an equal number of Teams to those withdrawing in that division shall not be automatically relegated.
  - (ii) One (1) or both Teams may be reinstated into the Division (or re-elected) if the Management Committee recommends this to be in the best interest of the Competition and approved by the AGM. Any Team withdrawing during the season shall be considered a Team that has finished in the bottom two (2) of that Division.
  - (iii) The last two (2) Teams in the lowest division shall retire, but be eligible for re-election except as below, and be subject to the conditions of Rule 22 (B) (i) above.
  - (iv) When a senior Team is relegated to a lower division of which its reserve Team is a member, or entitled to be a member, such reserve Team must accept relegation to, or retain its position in, the next lower division; and should the senior Team be relegated to the lowest division its reserve Team automatically retires from the Competition.
  - (v) Should either or both of the leading Teams in any of the divisions have its senior Team in the next higher division, promotion shall fall, at the discretion of the General Meeting, to the next highest Team or Teams in the division concerned.
- (C) In the event of a Team withdrawing from the Competition before completing 75% of its fixtures for the Playing Season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. For the purposes of this Rule 22(D) a completed fixture shall include any Competition Match(es) which has been awarded by the Management Committee. Where a Team fails to complete its fixtures but has played 75% of its fixtures the points from any unplayed games shall be awarded to the opponents. For the purpose of this rule a completed fixture shall include any Competition match(es) which has been awarded by the Management Committee.
- (D) If re-organisation of the League or part of it is necessary the Management Committee shall be empowered to the AGM or SGM the promotion or relegation of more than two Teams in any Division.

## MATCH OFFICIALS

23. (A) Registered referees (and assistant referees where approved by The FA or County FA) for all Competition Matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority. The name of the referee shall be sent to the Clubs at least three (3) days before the match. In the event of a later change of referee the Home Club shall be notified as soon as possible.
- (B) 1. In the event of the non-appearance of the appointed referee the appointed senior assistant referee shall take charge and a substitute assistant referee appointed by the competing Teams.
2. In cases where there are no officially appointed Match Officials in attendance, the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that Competition Match, have the full powers, status and authority of a registered referee. Individuals under the age of 16 must not participate either as a referee or assistant referee in any Competition Match. In the event of the late arrival of the appointed referee the substitute official shall be replaced by the former provided this occurs before the commencement of the second half. A referee who is late arriving shall continue and not re-start the game when he takes over. In such games the appointed referee is entitled to his full fee. Failure to agree and the match not being played Clubs shall incur a fine as set out in the Fines Tariff.
- (C) Where assistant referees are not appointed each Team shall provide a Club assistant referee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) The appointed referee shall have power to decide as to the fitness of the Ground in all Competition Matches and that decision shall be final, subject to the determination of the Local Authority or the owners of a Ground, which must be accepted.
- (E) Subject to any limits/provisions laid down by the Sanctioning Authority, Match Officials appointed under this Rule shall be paid a match fee in accordance with the Fees Tariff.
- Match Officials will be paid their fees within fifteen (15) minutes after the Competition Match. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- In all Subsidiary Cup Competitions, up to and including the quarter-finals, the match fee shall be shared equally between the two competing Clubs. It is the responsibility of the Home Club to collect the opposing teams share and make full payment to the Referee.
- (F) In the event of a Competition Match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to a fee in accordance with the Fees Tariff. Where a Competition Match is not played owing to one Club being in default, that Club shall be ordered to pay the Match Officials, if they attend the Ground, their full fee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (G) A referee not keeping their engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Affiliated Association with which he or she is registered.
- (H) Each Club shall, in a manner prescribed from time to time by The FA, award marks to the referee for each Competition Match and the name of the referee and the marks awarded shall be submitted to the Competition on the prescribed form provided. Clubs failing to comply with this Rule shall be liable to be fined (in accordance with the Fines Tariff) or dealt with as the Management Committee shall determine. Any Club marking sixty (60) or below must submit a written reason on FA Full-Time. Clubs failing to comply shall incur a fine as set out in the Fines Tariff.
- (I) The Competition shall keep a record of the markings and, on the form provided by the prescribed date each Season, shall submit a summary to the Sanctioning Authority.
- (J) The referee shall submit a report form, supplied by the Competition, giving the result of the Competition Match and other information required to the Referee Secretary within two (2) days of the match.
- (K) Match Officials shall be supplied, each season, with a copy of the Competition Rules free of charge.
- (L) Match Officials shall comply with the provisions of any initiatives of the FA and/or Sanctioning Authority adopted by the Competition.

## **SUBSIDIARY CUP RULES**

### **Nomenclature and Competitions**

1. These Competitions shall be Subsidiary Cup Competitions of the North Berks Football League and shall be organized as knockout competitions.  
The provisions of the appropriate League Rules shall apply unless otherwise stated below.

2. The Officers of the NBFL shall be for all intents and purposes be legal owners of trophies which cannot be won outright. The entire control and management of the Competition shall be vested in the Management Committee.

### **Eligibility**

3.

a. **North Berks Cup** - composition of Clubs as agreed at the AGM before the season commences.

b. **North Berks Charity Shield** - composition of Clubs /Teams as agreed at the AGM before the season commences.

c. **North Berks War Memorial Cup** - composition of Clubs/Teams as agreed at the AGM before the season commences.

d. **A.G. Kingham Cup** - composition of Clubs/Teams as agreed at the AGM before the season commences.

e. **North Berks League Cup** – composition of Clubs/Teams as agreed at the AGM before the season commences.

f. **Nairne Paul Cup** – composition of Clubs/Teams as agreed at the AGM before the season commences.

### **Entrance Fee**

3. The Entrance Fee for each Competition is in accordance with the Fees Tariff payable by 31<sup>st</sup> August or before the start of the season, whichever is the earliest.

### **Fixtures**

The Management Committee shall decide annually in the light of the number of Teams eligible to compete whether either Competition shall be run wholly or partly to the Final on a one or two-leg basis.

a. If it is run on a single basis and scores are level after ninety (90) minutes (or less – see League rule 20 a.)) the winners shall be determined by the taking of kicks from the penalty mark in accordance with International Board Recommended Procedures.

b. If it is run on a two-leg basis of ninety (90) minutes each match (or sixty (60) minutes – see League rule 20 a)) the highest aggregate of goals from the two (2) matches shall be declared the winner. If the aggregate scores are level at the end of the second leg the winners shall be determined by the taking of kicks from the penalty mark in accordance with International Board recommended procedures.

### **Semi-Final and Final Ties**

The Semi-Final and Final ties shall be arranged by the Management Committee on neutral grounds. Matches shall be played with extra time (if necessary) of fifteen (15) or ten (10) minutes duration each way, at the discretion of the referee. If scores remain level at the end of extra time the winners shall be determined by the taking of kicks from the penalty mark in accordance with the International Board Recommended Procedures.

### **Qualification of Players**

5. a. The provisions of League rule 18 shall govern the qualification of players.

b. In addition no player shall be eligible to play in a Subsidiary Cup Competition if he has played during the current season in more than one round of the following competitions: FA Cup, FA Trophy, FA Vase, Berks & Bucks FA Senior Cup or Senior Cup of any other County FA or in more than three (3) games during the current season, after 30<sup>th</sup> September, in a League in the NLS at Step 5 or above.

### **A.G. Kingham Cup/North Berks League Cup/North Berks War Memorial Cup**

a. In the above Competitions Teams shall not include in any game more than two (2) players who have played in more than five (5) League games for a First Team (and/ or a Reserve Team if an 'A' Team is entered) in this League or another League after 30 September of the current season.

The number of games played by a transferred player before and after transfer shall count in the total number of games played but games played for a Team competing in the same or lower Division of the League before the transfer shall be included.

b. In the case replayed matches only those players who are eligible on the date of the original match shall be qualified.

c. No player shall be allowed to play for more than one (1) Club in any Subsidiary Cup Competition.

d. The provisions of League rule 20 (F) shall govern the playing of Substitutes.

### **Final Ties**

6. Clubs due to compete in a Final shall send to the Registration Secretary and also to the opposing Club a list of players (forenames and surnames) (minimum of sixteen (16) and a maximum of twenty four (24)) from which their Team shall be selected. A Club failing to submit a list, to be received within ten (10) days of the Tie, shall incur a fine as set out in the Fines Tariff. Where a Club wishes to object to the qualification of any player named in the list it shall be done so by notifying, in writing, to the Registration Secretary and the opposing Club not less than three (3) days prior to the match. The Registration Secretary shall return the list to the Club indicating the eligibility or otherwise of the player(s) named. Only eligible players named in the list shall be permitted to play.

### **Ineligible Players**

7. Any Club playing a player who has not been duly registered or not properly qualified or is otherwise ineligible shall be fined as set out in the Fines Tariff and shall be removed from the Competition. An ineligible player shall be disqualified from the Competition for the current season.

### **Receipts**

8. a. In the Semi-Final Ties the fee of the Referee and Assistant Referees shall be initially paid by the Management Committee who shall reclaim an equal share from both Clubs.

b. In Final Ties the whole of the proceeds shall be taken by the Management Committee, which shall pay the match expenses incurred.

c. Any Club failing to fulfil a Semi-Final or Final Tie in which it is due to play shall be deemed guilty of misconduct and shall make good to the Management Committee the loss of the gate at the appropriate match based on the average gate for the last three seasons.

**A proportion of any balance derived from the North Berks Charity Shield Competition, shall be devoted to local Charitable Associations as may be approved by the Management Committee.**

### **Referee and Assistant Referees**

9. Fees - as per Fees Tariff (rule 23 (E)).

Referees and Assistant Referees for Semi-Final and Final Ties and Fourth Officials for Final Ties shall be appointed by the Referees Secretary. For Semi-Final Ties when Assistant Referees are appointed an individual Club's contribution shall not exceed £40.00. In Final Ties the Referee, Assistant Referees and Fourth Official shall be presented with an award and shall be entitled to travelling expenses of forty (40) pence per mile.

### **Awards**

10. A maximum of sixteen (16) awards shall be presented to the players of the winners and runners-up of each Subsidiary Competition. When a player is ordered to leave the field of play for misconduct, the award to which he may be entitled may be withheld at the discretion of the Management Committee.

### **Club Colours**

11. a. In Semi-Final and Final Ties on neutral grounds if the two (2) Clubs have the same or similar colours then the first named Club shall change.

b. In Final Ties shirts worn by outfield players shall be numbered 2-17 such numbers can be clearly identified by officials and spectators. Clubs failing to comply shall incur a fine as set out in the Fines Tariff.

## SCHEDULE A

FEES TARIFF		
RULE NUMBER	DESCRIPTION	MAXIMUM FEE
4 (A)	CLUB ENTRY FEE	£25.00
4 (B)	CLUB/TEAM ANNUAL SUBSCRIPTION	£25.00
4 (C)	DEPOSIT	£100.00
7 (C), 7 (F)	PROTEST/APPEAL FEES	£50.00
18 (D)	PLAYER REGISTRATION FEE	£5.00
18 (H)	TRANSFER FEE	£8.00
18 (H)	TRANSFER FEE (subsequent transfer)	£12.00
23 (E)	REFEREE FEES	£45.00
23 (E)	ASSISTANT REFEREE FEES	£35.00
23 (F)	REFEREES FEE (match not played)	£30.00
23 (F)	ASSISTANT REFEREE FEES (match not played)	£23.00
Subsidiary 3.	ENTRANCE FEE	£12.50 per team

FINES TARIFF		
RULE NUMBER	DESCRIPTION	MAXIMUM
2 (G)	FAILURE TO AFFILIATE	£25.00
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£50.00
2 (K)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£50.00
3	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£20.00
4 (C)	FAILURE TO PAY A DEPOSIT	£20.00
4(E)	FAILURE TO ENSURE TEAMS ARE RECORDED AS AFFILIATED IN THE CLUB PORTAL	£25.00
5(E)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£50.00
6 (H)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE/FAILURE TO REPLY TO DIRECTIVE TO ATTEND ETC	£60.00
6 (I)	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	£50.00
8 (H)	FAILURE TO BE REPRESENTED AT AGM	£25.00
9	FAILURE TO BE REPRESENTED AT SGM	£25.00
10	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£20.00
11(A)	FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE	£60.00
11 (B)	FAILURE TO COMMENCE/COMPLETE FIXTURES	£60.00
13 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£20.00
16(A)	FAILURE TO HAVE THE REQUIRED INSURANCE	£50.00
16(B)	FAILURE TO HAVE THE REQUIRED INSURANCE	£50.00
18 (A)	FAILURE TO CORRECTLY REGISTER A PLAYER	£50.00
18 (F)	REGISTERING OR PLAYING FOR MULTIPLE CLUBS, OR INACCURATE COMPLETION OF A REGISTRATION FORM	£50.00
18 (G)(ii)	REGISTRATION IRREGULARITIES	£50.00
18 (L) & (M) (i)	PLAYING AN INELIGIBLE PLAYER	£100.00
18(N)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£50.00
19	DELAYING KICK OFF DUE TO NO CHANGE OF COLOURS	£20.00
19	FAILURE TO NUMBER SHIRTS	£20.00
20(A)	DELAYING KICK OFF - FAILURE TO PROVIDE REQUIRED	£20.00
20 (A)	FAILURE TO PROVIDE FIRST AID REQUIREMENTS	£50.00
20 (A)	CHANGING GROUND WITHOUT PERMISSION	£20.00

20 (A)	FAILURE TO KICK-OFF AT APPOINTED TIME	£20.00
20 (A)	FAILURE TO MARK LINE BEHIND GOALS; FAILURE TO MARK LINE BEHIND THE LENGTH OF TOUCHLINES OR PROVIDE FA RESPECT BARRIER	£20.00
20 (A)	FAILURE TO PROVIDE GOAL NETS, CORNER FLAGS , FOOTBALLS (2)	£20.00
20 (B)	FAILURE TO PLAY MATCHES ON DATE FIXED	£50.00
20 (C)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£20.00
20 (D)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£20.00
20 (E) (iii) (iv)	FAILURE TO PLAY FIXTURE	£100.00
20 (H)	NO CAPTAIN'S ARMBAND	£20.00
21 (A)	LATE RESULT NOTIFICATION FORM	£20.00
21 (B)	FAILURE TO PROVIDE RESULT	£20.00
23 (B)	FAILURE TO AGREE TO A REFEREE	£50.00
23 (c)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£20.00
23 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£20.00
23 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£20.00
23 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£20.00
23 (H)	FAILURE TO SUBMIT WRITTEN REASON FOR MARK OF 50 OR LESS	£20.00
Subsidiary 6.	FAILURE TO SUBMIT LIST OF PLAYERS	£20.00
Subsidiary 11a.	FAILURE TO NUMBER SHIRTS (2-17)	£20.00

EPT/Mar 24

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### SCHEDULE A

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Fines Tariff



## CHILD PROTECTION

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

The applicable standard of proof shall be the civil standard, of the balance of probability. The more serious the allegation taking into account the nature of the misconduct alleged and the context of the case the greater the burden of evidence required to find the matter proved. Save that for charges pursuant to The Football Association's Child Protection Policy, where the welfare and protection of children shall be paramount and the test shall be whether more likely than not.

Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or