

THE Cheltenham Association Football LEAGUE



Sponsored by

**BRISTOL STREET MOTORS
FORD CHELTENHAM**

SEASON 2016 /2017

Official Yearbook

**Headquarters
THE NEW VICTORY CLUB
BURLINGTON HOUSE, LYPIATT ROAD
CHELTENHAM**

League Website:
www.cheltenhamleague.co.uk

The League's three charities

Cheltenham Sports Association for the Disabled

Cheltenham Sports Association for the Disabled (CDSAD) is centred on a swimming club for people, of any age, with a disability.

There are swimming sessions for disabled people on Sunday afternoons from 5.00 to 6.00pm at the teaching pool at Leisure@cheltenham, Tommy Taylors Lane, Cheltenham GL50 4RN, which are strictly reserved for their club. The club charges its members £20 a year, there is no charge at the door.

During the year they organise several trips to different attractions, a summer BBQ and a Christmas party where cups are presented for achievements throughout the year. In 2004 the Association celebrated its 50th year and also won the Queen's Golden Jubilee Award.



Sue Ryder

Leckhampton Court Hospice can be found in Gloucestershire, nestled at the foot of the Cotswold Hills on the edge of Leckhampton, Cheltenham. The only service of its kind in the area, the 16-bed hospice is surrounded by beautiful countryside, and its tranquil and calm setting complements the specialist palliative and end of life care and support provided to people with life-limiting conditions.

In addition to day services, Leckhampton Court provides an innovative Hospice at Home service which helps people remain at home for longer and provides respite for carers.

The Butterfly Garden

The Butterfly Garden is an educational, therapeutic and recreational scheme, based initially on gardening, but now offering so much more. It is a project for people of all ages dealing with disablement of any kind. It caters for those looking to escape the world, those looking to re-enter it and some, who are still just looking. Its doors are open to anyone without obligation.



Broadly our aims are to offer diverse, stimulating and purposeful opportunity to people dealing with disablement of any kind. Delivering a service which offers education, recreation and therapy, in a cocktail that the individual finds comfortable. We welcome and value all.

Our objective is to create a unit that is safe, reliable and self sustaining.

THE CHELTENHAM ASSOCIATION FOOTBALL LEAGUE
ESTABLISHED 1899

SPONSORED BY
BRISTOL STREET MOTORS - CHELTENHAM FORD

Life President & President Elect		
	P G Cook	(1967) (Elected 2012)
Vice President		
	R Attwood	(1987) (Elected 2015)
Life Members		
Messrs:	P G Cook	(1967) (Elected 1988)
	W Pember	(1972) (Elected 1995)
	R Attwood	(1987) (Elected 2008)
OFFICERS		
Chairman		
	Mr N D Oram	(2002) (Elected 2012)
	Mobile: 07881 525357 Email: caflchairman@gmail.com	
Vice Chairmen		
	Mr T R Onions	(2002) (Elected 2008)
	Mr B Hill	(2003) (Elected 2015)
Hon. General and Charities Secretary		
	Mr I J Hamilton	(2010) (Elected 2010)
	Mobile: 07479 606915 Email: ianhamiltoncaflsec@gmail.com	
Hon. General and Charities Treasurer and Benevolent Scheme Secretary		
	Mr M Neave	(2009) (Elected 2009)
	Mobile: 07889 319437 Email: cafltreasurer@gmail.com	
Hon. Registrations Secretary		
	Mr P Tustain	(2000) (Elected 2007)
	Mobile: 07805 407177 Email: caflregsec@gmail.com	
Hon. Assistant Secretary: Fixtures		
	Mr J Hunt	(2002) (Elected 2004)
	Mobile: 07894 601129 Email: cheltenhamleague@aol.com	
Hon. Assistant Secretary - Disciplinary / Rule Infringements		
	Mr T Holmes	(2012) (Elected 2016)
	Mobile: 07754 578204 Email: cafldiscipline.infringements@gmail.com	
Hon. Referees Secretary:		
	Mr I Swales	(2011) (Elected 2016)
	Mobile: 07826 926006 Email: caflreferees@gmail.com	
Hon. Results Secretary & Media Interaction Officer:		
	Mr B Hill	(2003) (Elected 2010)
	Mobile: 07798 927754 Email: caflressec@gmail.com	

Club Liaison Officer		
	Mr S Arlin	(2014) (Elected 2016)
	Mobile: 07468 698225 Email: sarlin@tintri.com	
Management and Finance Committee (with Officers (ex-officio));		
Messrs:	P Daly	(2011) (Elected 2016)
	I Sercombe	(2015) (Elected 2015)
Ms:	D Johnson	(2014) (Elected 2014)
Referees' Committee: The Officers		
Representative at the G.F.A.		
	I J Hamilton	(Elected 2010)
Life Member of the G.F.A.		
	P G Cook	(Elected 2001)
Hon. Auditor:		
	Mr M Paish	(2004) (Elected 2004)
Historian:		
	Mr N D Oram	(2002) (Elected 2011)

MEETING SCHEDULE SEASON 2016-17

CLUB MEETINGS 2016-17: 10th August, 18th January

MANAGEMENT COMMITTEE MEETINGS: 2016-17: 24th August, 28th September, 26th October, 23rd November, 21st December, 25th January, 22nd February, 29th March, 19th April, 24th May.

CHARITY AND FUTURES SUB-COMMITTEE MEETINGS: 2016-17: 13th July, 12th October, 9th November, 7th December, 8th February, 22nd March.

ANNUAL GENERAL MEETING 2017: 7th June 7.15pm.

All above Management Committee Meetings at: The New Victory Club, Burlington House, Lypiatt Road Cheltenham.

BENEVOLENT FUND

If you are registered with the Cheltenham Association Football League

Then you are a member of the League's Benevolent Scheme for the current Football Association season.

The benefits of the scheme are as follows, £40 per week up to ten weeks, excluding the first week, and £500 for death, should any death or injury arise, while actually playing in a Cheltenham League Match, Cheltenham League Charity Match, or County Cup Match

Claims must be made within SEVEN DAYS on forms to be obtained from the League Benevolent Scheme Secretary
(Mr M Neave, 38 Langdale Road, Cheltenham, GL51 3LY)

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Cheltenham League Management Committee – June 2016



Back Row: Iain Sercombe, Bob Overington, Phil Tustain (Registration Secretary), Steve Arlin (Club Liaison Officer), Dianne Johnson, Ian Swales (Referees's Secretary)
Front Row: Tony Holmes (Assistant Secretary), Ian Hamilton (General Secretary), Terry Onions (Vice Chairman), Nick Oram (Chairman), Ben Hill (Vice Chairman), Matt Neave (Treasurer), John Hunt (Assistant Secretary)
Not Present: Gordon Cook, Pete Daly

League Rules Season 2016-17

1.	DEFINITIONS
2.	NOMENCLATURE AND CONSTITUTION
3.	ENTRY FEE, SUBSCRIPTION, DEPOSIT
4.	MANAGEMENT, NOMINATION, ELECTION
5.	POWERS OF MANAGEMENT
6.	ANNUAL GENERAL MEETING
7.	AGREEMENT TO BE SIGNED
8.	QUALIFICATION OF PLAYERS
9.	CLUB COLOURS. CLUB NAME
10.	PLAYING SEASON. CONDITIONS OF PLAY, TIMES OF KICK-OFF. POSTPONEMENTS. SUBSTITUTES
11.	REPORTING RESULTS
12.	DETERMINING CHAMPIONSHIP
13.	REFEREES
14.	CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB
15.	PROTESTS AND COMPLAINTS
16.	PROTESTS, APPEALS
17.	EXCLUSION OF CLUBS OR TEAMS MISCONDUCT, CLUBS, OFFICIALS, PLAYERS
18.	TROPHY: - LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED, AWARDS.
19.	SPECIAL GENERAL MEETINGS
20.	ALTERATION TO RULES
21.	FINANCE
22.	INSURANCE
23.	DISSOLUTION
A	FEES TARIFF
B	FINES TARIFF

**PLEASE CHECK THE BACK OF THE YEARBOOK
FOR AN EASY REFERENCE GUIDE TO THE MOST
COMMON RULE OFFENCES AND THE FINES THAT
ARE IMPOSED**

LEAGUE RULES SEASON 2016-17

Significant Changes to League Rules

Following the substantial rule changes in season 2015-16, there are less alterations for the season 2016-17 please see below significant changes passed at the League Annual General Meeting, which was held on Wednesday, 8th June, 2016

1) Rule 8(A)

This was the rule that defined that all personnel serving in any branch of the Armed Forces, must receive prior approval from their commanding officer, before playing in the Cheltenham League. Following a change in The FA Standard Code of Rules, this element of Rule 8(A), has been removed.

8(B) Pitch side Signing of Players

Following advice from The FA, any Registration Form completed pitch-side, not submitted within 2 days, will only be classified as an Administration Error, and not as playing an ineligible player. It must be noted that the form must be received by the league, prior to the player playing in another fixture for the club. If not, then this will, consequently be regarded as playing an ineligible player.

It is now part of the League's rules that Referees must be paid their fees and expenses in advance of the kick-off. The League had planned to make changes to this rule anyway but these were superseded by the requirements of the SCoR. These were much more prescriptive, giving no latitude or leeway, which had been the League's aim when formulating its own changes. However, whereas the rule is now quite definitive in insisting that match fees **MUST** be paid before a match, the League understands that, so long as the fees have been offered to the referee prior to kick-off, if agreement is reached that the actual payment of fees will happen after the game, it is unlikely any further action will result.

Charity Cup Rule 8(N) Eligibility

Rule 8(N) is the SCoR rule that relates to player eligibility. 8(N)ii) has now been amended to reflect clubs with Senior Teams at a level higher than the Cheltenham League.

This rule now reflects that any player, who has played in over 50% of higher classification fixtures, shall not be eligible to play in a Charity Cup Knock-Out fixture.

Please contact the League Secretary if you require further clarification of any League Rule, whether it was altered at the last Annual General meeting or not!

CHELTENHAM ASSOCIATION FOOTBALL LEAGUE RULES

I. DEFINITIONS.

- (A) In these Rules:
- “**Affiliated Association**” means an Association accorded the status of an affiliated Association under the Rules of The FA.
- “**AGM**” shall mean the annual general meeting held in accordance with the constitution of the Competition.
- “**Deposit**” means a sum of money deposited with the Competition as part of the requirements of membership of the Competition.
- “**Club**” means a Club for the time being in membership of the Competition and “**Team**” means a side from a Club especially where a Club provides more than one Team in a division in accordance with the Rules.
- “**Competition**” means the Cheltenham Association Football League.
- “**Competition Match**” means any match played or to be played under the jurisdiction of the Competition.
- “**Secretary**” means such person or persons appointed or elected to carry out the administration of the Competition.
- “**Contract Player**” means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.
- “**Fees Tariff**” means a list of fees approved by the Clubs at a general meeting to be levied by the Management Committee for any matters for which fees are payable under the Rules.
- “**Fines Tariff**” means a list of fines approved by the Clubs at a general meeting to be levied by the Management Committee for any breach of the Rules.
- “**Ground**” means the ground on which the Club’s team(s) plays its Competition Matches.
- “**Management Committee**” means in the case of a Competition which is an unincorporated association, the management committee elected to manage the running of the Competition and where the Competition is incorporated it means the Board of Directors appointed in accordance with the articles of association of that company.
- “**Match Officials**” means the referee, the assistant referees and any fourth official appointed to a Competition Match.
- “**Non Contract Player**” means any Player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment.
- “**Officer**” means an individual who is appointed or elected to a position in a Club or Competition which requires that individual to make day to day decisions.

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

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

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

“**Sanctioning Authority**” means The Gloucestershire Football Association.

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

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

“**The FA**” means The Football Association Limited.

“**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) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation thereto, subject to the provisions of Rule 16.
- (C) The Competition will be known as Cheltenham Association Football League (or such other name as the Competition may adopt). The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.
- (D) The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the rules, regulations and policies of The FA.

2. NOMENCLATURE AND CONSTITUTION

- (A) This Competition shall consist of not more than 74 Clubs approved by the Sanctioning Authority.
- (B) All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date on the Form “D” to the appropriate County Football Association and must have a constitution approved by the Sanctioning Authority. The Area covered by the competition membership shall be 30 miles radius of the League headquarters in Cheltenham.

This Competition shall apply annually for sanction to the Gloucestershire County Football Association and the constituent teams of Member Clubs may be grouped in divisions, each not exceeding 14 in number.

- (C) Only one team shall be permitted from any Club to participate in the same division as another team from the same Club unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. The Competition will obtain the prior approval of the Sanctioning Authority in the event of a division comprising of more than one team from the same Club. This Competition will ensure that, where permission is given, teams from a Club operating in the same division are run as separate entities with no interchange of players other than via transfers of registration in accordance with these Rules.
- (D) Inclusivity and Non-discrimination
 - (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination
 - (ii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.
- (E) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including but not limited to, Charter Standard and RESPECT programmes.
- (F) Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee.
- (G) At the Annual General Meeting or at a Special General Meeting called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.

3. ENTRY FEE, SUBSCRIPTION, DEPOSIT

- (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 on or before 31st March in each year and must be accompanied by the Entry Fee, set out in the Fees Tariff, per team, which shall be returned in the event of non-election. The Entrance Fee shall be forfeited to the League if the application is withdrawn prior to the League AGM.
At the discretion of a majority of the accredited voting members present applications, of which due notice has been given, may be received at the Annual General Meeting or a Special General Meeting.

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

- (B)** The Annual Subscription shall be £20 per team payable on or before the 14th August in each year.
- (C)** In the event of any issue concerning the membership of any Club with the Competition the Management Committee may require a Deposit to be paid by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit.
- (D)** A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and Deposit (if required) have been paid.
- (E)** Clubs must advise annually to the Secretary in writing by 14th August of its Sanctioning Authority affiliation number for the forthcoming Season. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.
- (F)** Other information required by the Competition shall include the name, address and telephone number of its Secretary, the location of its ground and dressing rooms, details of any recognised Senior Team that shares its facilities and the location of any artificial surface to be designated by the club for use as an alternative venue for home matches, as required when the club's usual home ground is unavailable, by 1st June each year.
If a club chooses to designate an artificial surface for use when the club's usual home ground is unavailable, the club must also forward the name, address and contact details of the person who controls the use of the artificial surface to the League Secretary on the prescribed form.
- (G)** No club that was in default of the league books as at 1st June, shall be eligible for membership, unless the management committee shall decide otherwise.
- (H)** If any of a Club's details, as listed in the Competition yearbook, are changed during the season the League Secretary, Assistant Secretary & Referees' Secretary are to be informed PRIOR to the next fixture taking place. If the details of the Club Secretary have been changed the Secretary of the GFA should also be informed.
- (I)** Any Club whose Secretary is to be unavailable for any length of time shall notify the Competition Secretary of an alternative person who may deal with the business of the Club in his absence
- (J)** Clubs shall keep proper Books of Accounts in which shall be entered ALL receipts and payments. Financial details as required by the prescribed proforma, relating to the period 1st June to 31st May of the previous season, shall be sent to the League Treasurer by 14th

August.

- (K) Every Club MUST retain all books and vouchers for at least two seasons prior to the current season. These must be produced for inspection whenever required by the League.

4. MANAGEMENT, NOMINATION, ELECTION

- (A) The Management Committee shall comprise the Officers of the Competition and not more than 5 ordinary members who shall all be elected at the Annual General Meeting.
- (B) All candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two Member Clubs, not later than 30th April in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting.
- (C) The Management Committee shall meet as and when required with no more than three calendar months between each meeting. On receiving a requisition signed by two-thirds of the members of the Management Committee the Secretary shall convene a meeting of the Committee.
- (D) Except where otherwise mentioned, all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings
- (E) All communications received from Clubs must be conducted through their nominated Officers.

5. POWERS OF MANAGEMENT

- (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all such Committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of the Football Association or affiliated Association.
- (B) Subject to the permission of the Sanctioning Authority having been obtained the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any Club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season.
- (C) Each member of the Management Committee shall have the right to attend and vote at all Management Committee meetings and will

have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Members or to the club so represented or where there may be a conflict of interest. (This shall apply to the procedure of any sub-committee)

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

- (D)** The Management Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified. With the exception of Rules 5(I), 6(H), 10(A), 11 and 19, for all breaches of Rule a formal written charge must be issued to the Club concerned. The Club charged shall be given seven days from the date of notification of the charge to reply to the charge and given the opportunity to:-
- (i) Accept or deny the charge
 - (ii) Submit in writing a case of mitigation, or
 - (iii) Put their case before the Management Committee at a personal hearing
- All breaches of the Laws of the Game, or the Rules and Regulations of The FA shall be dealt with in accordance with FA Rules by the appropriate Association.
Any fines levied shall be in accordance with the Fines Tariff.
The maximum fine permitted for any breach of a Rule is £250 and, when setting any fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.
- (E)** All decisions of the Management Committee shall be binding subject to the right of Appeal in accordance with Rule 16.
Decisions of the Management Committee must be notified in writing within Ten days.
- (F)** More than fifty percent (50%) of its members shall constitute a quorum for the transaction of business by the Management Committee or any sub-committee thereof.
- (G)** The Management Committee, as it may deem necessary, shall have power to fill, in an acting capacity, any vacancies that may occur amongst their number.
- (H)** A Club must comply with an order or instruction of the Management Committee and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Management Committee.
- (I)** All fines and charges are payable forthwith and must be paid within 21 days of the date of notification of the decision. Any Club failing

to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.

- (J) A member of the Management Committee appointed by the Competition to attend a meeting or match may have any reasonable expenses incurred refunded by the Competition.
- (K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General or Special Meeting called to decide the constitution and the commencement of the Competition season.
- (L) The business of the competition as determined by the Management Committee shall be transacted by electronic mail.
- (M) Any Club required to attend at a Management Committee Meeting for any breach of Rules shall be specially summoned to send a representative who is able to answer the charges against his Club. The Club may be further dealt with as the League may determine. Not less than seven days notice shall be given of any meeting.

6. ANNUAL GENERAL MEETING

- (A) The Annual General Meeting shall be held not later than 1st July in each year. At this meeting the following business shall be transacted provided that at least one third Members are present and entitled to vote:-
 - (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
 - (ii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
 - (iii) Election of Clubs to fill vacancies.
 - (iv) Constitution of the Competition for ensuing season.
 - (v) Election of Officers and Management Committee.
 - (vi) Appointment of Auditors.
 - (vii) Alteration of Rules, if any.
 - (viii) Fix the date for the commencement of the season and kick off times applicable to the Competition.
 - (ix) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.
- (B) A copy of the duly verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen days prior to the meeting, together with any proposed change of Rules.
- (C) A signed copy of the duly audited Balance Sheet and Statement of Accounts shall be sent to Sanctioning Authority within fourteen days of its adoption by the Annual General Meeting.
- (D) Each Club shall be empowered to send two delegates to an Annual

General Meeting. Each Club shall be entitled to one vote only. Fourteen days' notice shall be given of any Meeting.

- (E) Clubs who have withdrawn their membership of the Competition during the season being concluded or who are not continuing membership shall be entitled to attend but shall vote only in matters relating to the season being concluded. This provision will not apply to Clubs expelled in accordance with Rule 17
- (F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chairman so decides.
- (G) No individual shall be entitled to vote on behalf of more than one Member Club.
- (H) Any continuing Club must be represented at the Annual General Meeting by its Club Secretary. If the Club Secretary is unable to attend, the club may be represented by another Senior Officer, subject to prior approval being obtained by the League's Management Committee. For the purposes of this rule, appropriate Senior Officers will be Chairman, Vice Chairman, Treasurer or Vice Secretary.

Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting

7. AGREEMENT TO BE SIGNED

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

"We, (A) (name) [] of (address) [] (Chairman) and (B) (name) [] of (address) [] (Secretary) of [] Football Club have been provided with a copy of the Rules and Regulations of the Cheltenham Association Football League Competition and do hereby agree for and on behalf of the said Club to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16."

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

8. QUALIFICATION OF PLAYERS

- (A) (i) Contract players are not permitted in this Competition with the exception of those Players who are registered under Contract with

the same Club who have a team operating at Steps 1 to 6 of the National League System.

It is the responsibility of each Club to ensure that any Player signing a registration form for that 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. In addition, a player is not eligible to play in this competition who receives any form of payment, other than the reimbursement of expenses incurred, for playing in a match under the jurisdiction of the Cheltenham League.

- (ii) Each Club must have at least 11 Players per Team registered by 14th August before the start of each Playing Season.
- (B)** A Player is one who, being in all other respects eligible, has signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club and either
 - (i) submitted to the Competition prior to 23:59 on the day prior to playing and whose registration has been confirmed by the Competition prior to that Player playing in a Competition Match, or
 - (ii) signed a fully and correctly completed Competition registration form in ink on a match day prior to playing, countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club, and submitted to the Competition within two days of the match. A maximum of 2 players per team may be registered in accordance with sub paragraph (ii).
- (C)** A team shall not include more than 3 players who have taken part in half or more senior competition matches during the current season unless a period of 28 days has elapsed since they played. For the purpose of this Competition a senior competitions are Gloucestershire Northern Senior League, Gloucestershire County League, Hellenic League, Western League and Southern League
- (D)** A player having taken part in matches for any Club affiliated to any County Football Association shall not be allowed to join, be transferred to, or sign for a Club in the Competition without first proving to the officials of the intended Club that the player has discharged all reasonable financial liabilities to the previous Club or Clubs, and a Club official may not accept such player's signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played. In the event that a Player could be required to pay a proportion of a debt due under The FA Football Debt Recovery System then, whether or not the debt has been referred to the relevant County FA, the Competition must not affect the player's registration in any way or refuse to register a transfer due to that

debt being outstanding. The Competition cannot refuse to register a Player for an unpaid non-footballing debt.

- (E)** A fee as set out in the Fees Tariff shall be paid by each Club/team for each player registered.
- (F)** The Management Committee shall decide all registration disputes. In the event of a player signing a registration form or having a registration submitted for more than one Club, priority of registration shall decide for which Club the player shall be registered. The Registrations Secretary shall notify the Club last applying to register the player of the fact of the previous registration.
- (G)** It shall be a breach of rule for a player to:

 - (i)** Play for more than one Club in the Competition in the same season without first being transferred.
 - (ii)** Having signed for one Club in the Competition, sign for another Club in the competition in that season except for the purposes of a transfer.
 - (iii)** Submit a signed registration form for registration that the player had wilfully neglected to accurately or fully complete
- (H)**

 - (i)** The Management Committee shall have the power to accept the registration of any player subject to the provisions of clauses (ii) and (iii) below.
 - (ii)** The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any player at their discretion who has been charged and found guilty of registration irregularities. (Subject to Rule 16).
 - (iii)** The Management Committee shall have power to make application to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16) subject to the right of appeal to the FA or the relevant County Football Association. Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a participant from being involved in this Competition. Application should be made to the parent County of the Club the player is registered or intending to be registered with.
 - (iv)** For a player who has previously had a registration removed in accordance with clause (iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of

bringing the Competition into disrepute.

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

- (I)** Subject to compliance with FA Rule C2(a) when a Club wishes to register a Player who is already registered with another Club it shall submit a transfer form to the Competition accompanied by a fee as set out in the Fees Tariff . Such transfer shall be referred by the Competition to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Competition and to the Player concerned within three days of receipt of the notification. Upon receipt of the Club's consent, or upon its failure to give written objection within three days, the Registrations Secretary may, on behalf of the Management Committee, transfer the Player who shall be deemed eligible to play for the new Club from such date. In the event of an objection to a transfer the matter shall be referred to the Management Committee for a decision.
- (J)** A player may not be registered for a Club nor transferred to another Club in the Competition after 31st March except by special permission of the Management Committee.
- (K)** A Club shall keep a list of the players it registers and a record of the games in which they have played and shall produce such records on demand by the Management Committee.
- (L)** A register containing the names of all players registered for each Club, with the date of Registration shall be kept by the Registrations Secretary and shall be open to inspection of any duly appointed member Club representative at Management Committee meetings, or at other times mutually arranged. Registrations are valid for one season only. In the event of a player without a written contract changing his status to that of a contract player with the same Club, another Club in the Competition or with a Club in another Competition his registration as a player without a written contract will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 8(A)(i).

(M) A player shall not be eligible to play for a team in any special championship, promotion or relegation deciding match (as specified in Rule 12(a)) unless the player has played seven games for that team in this Competition in the current season.

(N) No club, after March 31st, shall include, in a team of lower classification, more than 2 players who have played for a team of higher classification and who have played fewer than five games for the team of lower classification in the league, unless special permission is given by the League Secretary. This permission will only be given where promotion and relegation issues are not in place

Applications to play a player who is not otherwise qualified to play under the terms of the above paragraph, must be made IN WRITING to the League and Registration Secretaries AT LEAST THREE clear days before the date of the match in question, although in EXCEPTIONAL circumstances this time limit may be relaxed. The following details are to be submitted on such applications:

- i) The number of relevant Higher Classification fixtures completed.
 - ii) Dates of appearances by the player in question.
 - iii) Whether the higher team is playing on the date in question.
 - iv) Why the player is required to be playing in the Lower XI.
- Any player taking part in a match for which he is not eligible is liable to have his registration cancelled at the discretion of the Management Committee.

(O) Any Club found to have played an ineligible Player in a match or matches shall have any points gained from that match or matches deducted from its record, up to a maximum of 12 points, and have levied upon it a fine. The Management Committee may also order that such match or matches be replayed on such terms as are decided by the Management Committee which may also levy penalty points against the Club in default.

The Management Committee may vary this decision in respect of the points gained only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status.

In exceptional circumstances the Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.

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

- (i) Priority must be given at all times to school and school

organisations activities.

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

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

9. CLUB COLOURS. CLUB NAME

- (A) Every Club must register the colour of its shirts and shorts with the Secretary by 1st June who shall decide as to their suitability. Goalkeepers must wear colours which distinguish them from all other players and the match officials. No player, including the goalkeeper, shall be permitted to wear black or very dark shirts. Any team not being able to play in its normal colours as registered with the Competition shall notify its opponents the colours in which they will play (including the colour of the goalkeepers jersey) at least 3 days before the match. If, in the opinion of the referee, two Clubs have the same or similar colours, the AWAY team shall make the change. A club must not delay the scheduled time of kick off for a competition match by not having a change of colours. Shirts must be numbered.
- (B) Any Club wishing to change its name must obtain permission from the Sanctioning Authority and from the Management Committee. Any Club wishing to change its colours during the Playing Season must obtain permission from the Management Committee.

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

- (A) The Annual General Meeting shall determine the date for the commencement of the season. All Clubs shall be expected to play fixtures on every weekday throughout the season and if no fixture appears to be arranged the Club Secretary is responsible for contacting the Assistant Secretary to confirm that no fixture has been arranged.
- (B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board. Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home team a match has to be replayed, the Management Committee shall have power to order the venue to be changed. The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground. Football Turf pitches (3G) are allowed in this

Competition providing they meet the required performance standards and are listed on the FA's Register of Football Turf pitches. For clubs playing at Step 7 and below a pitch must be tested (by a FIFA accredited test institute) every three years and the results passed to the FA. The FA will give a decision on the suitability for use and add the pitch to the Register. The home Club is also responsible for advising participants of footwear requirements when confirming match arrangements in accordance with Rule 10(D). All 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 Home team in the event of a Referee not being available SHALL provide a stand in Referee. Failure to do this will result in the Home club being charged under rule 10f (see also rule 13(b)). The times of kick-off shall be fixed at the AGM and can only be altered by the mutual consent of the two competing clubs prior to the scheduled date of the match with written notification given to the Competition at least 7 days prior. Referees must order matches to commence at the appointed time and must report all late starts to the Competition. The home team must provide goal nets and at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable.

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

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

Any Club may, upon application to the Assistant Secretary in charge of Fixtures, postpone two fixtures, per team, during the course of each season, such application having been lodged with the Assistant Secretary at least 4 weeks prior to the date of the fixture in question

- (D) The Secretary of the home Club must give notice, in writing by email, of full particulars of the location of, and access to, the ground and time of kick-off to the match officials and the Secretary

of the opposing Club at least 3 clear days prior to the playing of the match. If not so provided, the away club shall seek such details and report the circumstances to the competition.

- (E) A minimum of 7 players will constitute a team for a Competition match.
- (F)
 - (i) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine, deduct points from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.
 - (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: 1st Team, Reserve Team, A Team, and B Team.
 - (iii) Any Club unable to fulfil a fixture or where a fixture has been postponed for any reason must, without delay, give notice to the (Fixtures) Secretary, the Competition Referees Appointments Secretary, the Secretary of the opposing Club and the match officials.
 - (iv) In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the Fixtures Secretary within 7 days the Management Committee shall have power to order the match to be played on a named date or on or before a given date.
 - (v) The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one team or its Club member(s) they shall be empowered to award the points for the match to the 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 all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match.

- (vi) The Management Committee shall review any match that has taken place where either or both teams were under a suspension imposed upon them by the Association or Affiliated Association. In each case the team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 8(O) above. Where both teams were under suspension the game must be declared null and void.
- (G) A Club may at its discretion and in accordance with the Laws of the Game use 5 substitute players in any match in this Competition who may be selected from 5 players. Except for matches played at Step 7 of the National League System a player who has been substituted himself 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 substitutes not later than 1 minutes before the start of the match and a Player not so named may not take part in that match. A player who has been selected, appointed or named as a substitute before the start of the match but does not play in the game shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.
- (H) The half time interval shall be of 5 minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the match referee.
- (I) The Clubs taking part in fixture Competition Match shall identify a team captain who has a responsibility to offer support in the management of the on-field discipline of his team mates.
- (J) When the Assistant Secretary has been informed by a Club that it has a team playing in a recognised Senior Competition that shares facilities he will arrange fixtures for the Junior team, so as to avoid a clash of facilities, for all dates so notified by 16th June in each year. For any clash of fixtures on any date not so notified, the Club shall be responsible for arranging an alternative venue for this League fixture, unless the Assistant Secretary is able to reverse the fixture.
- (K) Any Club suspended by the Gloucestershire Football Association or by the League will have until 6.00pm (18.00hrs) on the day prior to their next League Fixture(s) to resolve the suspension, or the League Fixture(s) will be postponed and the Club will be deemed responsible for the postponement and be dealt with under paragraph (F) of this rule.
- (L) If a club's home pitch is not able to be used, because of adverse weather conditions, and the home club has designated an alternative

pitch for use in such circumstances, the venue of the match will be switched to the alternative pitch. The arrangements for the match to be played on the alternative pitch will be undertaken by the Assistant Secretary in charge of fixtures. Home clubs failing to inform the Assistant Secretary of the need to switch to an alternative pitch in sufficient time to ensure that all necessary arrangements can be made will be charged with failing to fulfil a fixture under the provisions of rule 10(f). If the home side has not designated an alternative pitch to be used, then the match will be postponed.

- (M)** In complying with the requirements of rule 10(D), the home club must copy the email, which they send, to the email address designated by the League for the receipt of such messages. If the home club has designated the use of an artificial surface for use in circumstances in which its usual home ground is unavailable, due to adverse weather conditions, details of this venue must also be included in the particulars given to the opposing club.

11. REPORTING RESULTS

- (A)** The FA Full-Time Facility must receive within 6 days of the date played and prior to 12 noon on the sixth day, the result of each Competition match in the prescribed manner. This must include the forename(s) and surname of the team players and also the Referee markings required by Rule 13, or any other information required by the Competition.
- (B)** Both Clubs shall SMS the result of each match to the FA Full-Time Facility by 150 minutes after the prescribed kick off.
- (C)** The match Result notification for all fixtures shall be fully and correctly completed by a responsible member of the club and shall be entered on the FA's Full-Time facility by no later than 12 noon on the day that is six days after the completion of the fixture, or a fine of £10 shall be imposed. Any defaulting Club will then be notified by the Registration Secretary that it has a further five days to submit the correctly completed details to the FA's Full-Time facility.
- (D)** Text messages with the details of the result of each competition match, or County Cup match involving one or more League teams, must be sent to Full-Time, in reply to the message received from Full-Time, by each League team involved in the fixture. Text message replies with the details of the result must be sent in exactly the format prescribed by the text message sent out by Full-Time, unless otherwise instructed, in advance of the fixture, by the League's Results Secretary. Text messages detailing the result of the match must be received by

Full-time by the time that is 2½ hours after the stipulated kick-off time.

In the event that nominated individuals do not receive the text message from Full-Time or that they are unable to respond because of signal reception problems, the result must be rung to the League Results Secretary, by each League team involved in the fixture, to the timescales detailed above.

- (E) If requested to do so, each Captain or team representative must supply the correct names and initials of his team to the opposing Captain or appointed or mutually agreed referee. In the event of a refusal to comply, or incorrect names being supplied the club shall be fined.
- (F) For all fixtures, each club SHALL hand a list of the first names and the surnames of players taking part in the fixture (including the names of nominated substitutes) to the referee and a representative of the opponents in the presence of the referee at least 1 minute before the stated time of kick off. This list should be signed by the club official in charge of the team, the referee and the representative of the opposition to whom the sheet is handed. Each player named on the team sheet must be assigned a number and this number must be written on the sheet next to the player's name. The numbers on the shirts must correspond to the number the player has been given on the team sheet. No player who is named on the team sheet and who was eligible to play in the match in question at the time that the team sheet was handed to the match referee shall be able to subsequently become ineligible for that match, for whatever reason. The home team shall be responsible for forwarding its copies of the teamsheets for both teams for each fixture to the League Results Secretary within 6 days of the match

12. DETERMINING CHAMPIONSHIP

- (A) Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points. In circumstances where two or more teams are equal on points team rankings shall be determined by goal difference where the goals scored against by each team shall be deducted from the goals scored by that team and the largest positive difference shall be placed the highest. In the event of the goal difference being equal the highest placed team shall be the team which has scored the most goals. In the event that two or more teams have the same goal difference and have scored the same number of goals then the

highest placed team shall be the team which has won the most matches.

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

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

- (B)** Automatic promotion and relegation shall be applied for the first 2 and last 2 teams in each Division except as provided for hereunder, subject to the provisions of Rule 2(B).

 - (i)** Should one or more teams withdraw from any one Division after the fixtures have commenced an equal number of teams to those withdrawing in that Division shall not be automatically relegated.
 - (ii)** The last 2 teams in the lowest Division shall retire, but be eligible for re-election except as below,
 - (iii)** 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.
 - (iv)** 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.
 - (v)** If a relegated team from the Gloucestershire Northern Senior League, or the Champion Club of the Cirencester League, is accepted into Division One with no team being promoted or withdrawing from that Division, the Division shall contain one additional team for the forthcoming season. The following season where necessary three teams shall be relegated in any Divisions to regularise the number of teams in each Division.
- (C)** In the event of a team not completing 75% of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table.

13. REFEREES

- (A)** Registered Referees (and Assistant Referees where approved by the FA or County FA) for all matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority.

- (B)** In the event of the non-appearance of the appointed Referee the appointed senior Assistant Referee shall take charge and a substitute Assistant Referee appointed by the competing Teams. In cases where there are no officially appointed Assistant Referees, the Clubs shall agree upon a Referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee. Individuals under the age of 16 must not participate either as a Referee or Assistant Referee in any open age competition.
- (C)** Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee
- (D)** The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final subject to either in the case of a ground of a Local Authority or the owners of a ground, the Representative of that body is the sole arbiter and whose decision must be accepted.
- (E)** Subject to any limits/provisions laid down by the sanctioning Association, Match Officials appointed under this Rule shall be paid a match fee of £22 and travel expenses of 36p per mile. The Home Club shall pay the Officials their fees and expenses before the match.
- (F)** In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half fee plus expenses. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.
- (G)** A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Association with which he or she is registered.
- (H)** Each Club shall, in a manner prescribed from time to time by The Football Association, award marks to the Referee for each match. The name of the Referee and the marks awarded shall be submitted to the Competition on the Full-Time Facility. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine.
- (I)** The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association/County Association.
- (J)** The Referee shall submit a report Form, supplied by the Competition, giving the result of the match, the number of players in each team and the time of kick-off to the Disciplinary Secretary within two days of the match.

In the absence of an officially appointed referee, the name of the stand in referee, provided and mutually agreed by the two clubs in accordance with League Rules 10(b) and 13(b), shall be entered on a Club Referee's Card before the game. This card must then be signed by representatives of both the home side and the away side before the commencement of the match and completed by the stand in referee after the match. The home club Secretary shall then submit the Club Referee's Card to the League's Results Secretary within 6 days of the match.

- (K) Not Used.
- (L) Not Used.
- (M) Dressing Room accommodation and washing facilities must be provided for Referees, and for 1st Division Clubs the accommodation for Referees shall be separate to the Home and Away teams accommodation for each match played.

14. CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

- (A) A Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 31st March each Season. All clubs wishing to remain in membership of the competition for the following season must confirm their intention to do so, in writing, to the Secretary by 31st March.
- (B) The Management Committee shall have the discretion to deal with a team being unable to start or complete its fixtures for a Playing Season.
- (C) In the event of a Member Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee are empowered to refer the debt under The FA Football Debt Recovery provisions.
- (D) No Club shall be allowed to withdraw a team from any Division and replace it with a team of lower County Cup Classification except by normal promotion.

15. PROTESTS AND COMPLAINTS

- (A) (i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.
- (ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match.
- (B) Except in cases where the Management Committee decide that

there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged with the Secretary within 6 days (excluding Sundays) of the match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A Member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.

- (C) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum in accordance with the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties. If the duly registered protest relates to a fine imposed by the Management Committee, it will not be considered by the Management Committee unless the pertinent fine has been paid to the League Treasurer, in accordance with League Rules, in advance of the date of the hearing. Any fines not paid by the due date on the invoice will result in further fines being imposed, in accordance with the provisions of rule 5(I), even if a protest or appeal has been duly registered.
- (D) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days prior to the protest or complaint being heard.
- (i) All parties must have received 7 days' notice of the Hearing should they be instructed to attend.
- (ii) Should a Club elect to state its case in person then the Club should indicate such when forwarding the written response.
- (E) A Club wishing to object to a decision or an instruction of an Officer of the League may do so in accordance with Rule 15(a), but such decision or instruction shall be binding until the Management Committee has considered the protest.

16. PROTESTS, APPEALS

- (A) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a

copy of such protest, appeal, claim or complaint and deposit a fee which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Management Committee.

- (B) All such protests claims complaints and appeals must be received in writing by the Secretary within fourteen days of the event or decision causing any of these to be submitted.
- (C) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.
- (D) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within fourteen (14) days of the posting of the written notification of the decision causing the appeal, accompanied by a fee which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary.
- (E) If so requested the Management Committee may arbitrate on any disputes, protests, appeals, claims or complaints between two Clubs in which event both Clubs shall send a non-returnable fee. Such arbitration shall be final and binding upon the parties to the arbitration.

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

- (A) At the Annual General Meeting or Special General Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda by direction of the Management Committee, the accredited delegates present shall have the power to exclude any Club or Team from membership which must be supported by more than two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A Club which is the subject of the vote being taken shall be excluded from voting.
- (B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable, which must be supported by (more than) two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.
- (C) Any official or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to

induce a player or players of another Club in the Competition to join them shall be liable to expulsion or such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clause (A) of this Rule.

- (D) Any club or Team failing to complete any of its fixtures in any season shall (unless the conditions are beyond their control, or the accredited delegates present at the Annual General Meeting or Special General Meeting decide otherwise by a majority of two-thirds (2/3) of the votes cast) be debarred from membership the following 3 seasons.

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

- (A) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:- "We (A) (name) and (B) (name), the Chairman and Secretary of FC (Limited), members of and representing the Club, having been declared winners of Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before []. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."
- (B) At the close of each Competition awards shall be made to the winners and runners-up if the funds of the Competition permit.
- (C) The League shall be responsible for the engraving of all League trophies to ensure uniformity of engraving.

19. SPECIAL GENERAL MEETINGS

Upon receiving a requisition signed by two-thirds (2/3) of the Clubs in membership the Secretary shall call a Special General Meeting. The Management Committee may call a Special General Meeting at any time.

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

Any continuing Member Club must be represented at a Special General Meeting. If the Club Secretary is unable to attend, the club may be represented by another Senior Officer, subject to prior approval being obtained by the League's Management Committee. For the purposes of this rule, appropriate Senior Officers will be

Chairman, Vice Chairman, Treasurer or Vice Secretary. Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

20. ALTERATION TO RULES

Alterations, for which consent has been given by the Sanctioning Authority, shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alteration made during the Playing Season to these Rules shall not take effect until the following season. Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by 14 days prior to the AGM in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 7 days and any amendments thereto shall be submitted to the Secretary by 2 days. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if [a majority] of those present, entitled to vote and voting are in favour. A copy of the proposed alterations to Rules to be considered at the AGM or Special General Meeting shall be submitted to the Sanctioning Authority or The FA (as applicable) 7 days prior to the date of the meeting.

21. FINANCE

- (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 £250 shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the management Committee.
- (C) The financial year of the Competition will end on April 30th.
- (D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be audited by some suitable person(s) who shall be appointed at the Annual General Meeting.
- (E) Interim accounts to be presented to the Management Committee at the meetings held in the months of October and February, with a final draft of the unaudited year end accounts to be presented, for verification, to the Management Committee meeting immediately preceding the AGM.

22. INSURANCE

All Clubs must have public liability insurance cover of at least 10 million pounds (£10,000,000).
All Clubs shall be members of a Players' personal accident scheme. The policy cover shall be at least equal to the minimum

recommended cover determined from time to time by the sanctioning Association. In instances where The Football Association is the sanctioning Association, the minimum recommended cover will be the cover required by the Affiliated Association to which a Club affiliates.

23. DISSOLUTION

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

FEES TARIFF		
RULE	DESCRIPTION	MAX. FEE
LEAGUE COMPETITION		
3 (A)	Entry Fee	£100 per team
3 (B)	Annual Subscription	£20 per team
3 (C)	Deposit	£50
8 (E)	Registration Form	£1.50 per player
8 (I)	Transfer Form	£5 per transfer
13 (E)	Referees Fees	£22
13 (E)	Asst. Referee Fees	£20
15(C),16(A)	Protest / Appeal Fees	£10
CHARITY CUP COMPETITION		
2(A)	Entry Fee for 1 team	£35 per team (Additional £10 for Senior Charity Cup)
2(A)	Entry Fee for Additional Teams	£10 per team

FINES TARIFF		
RULE	DESCRIPTION	MAX. FINE
LEAGUE COMPETITION		
2 (B)	Failure to Affiliate	£50
2 (E)	Failure to Comply with FA Initiatives	Not used
2 (F)	Unauthorised Entry of Teams into Competitions	£50
3 (A)	Failure to Submit Additional Entry and Fees	£15
3 (B)	Failure to Pay Annual Subscription	£50
3 (C)	Failure to Pay a Deposit	£50
3 (E)	Failure to Provide Affiliation Number / Details Form	£5
3 (F)	Failure to Provide Additional Information	£15
3 (I)	Failure to Advise Club Detail Changes	£15
3 (J)	Failure to Provide the Competition Secretary of an Alternative Person who may deal with the business of the Club	£15
3(L)	Failure to send a copy of Club Accounts to the League Treasurer by 14 th August / Failure to Keep Accounting Records	£5
4 (E)	Communications Conducted by Persons Than Nominated Officers	£50
5 (H)	Failure to comply with an Instruction of the Management Committee or Failure to Attend to the Business or Correspondence	£250
5 (I)	Failure to Pay a Fine Within 21 Days of Notice	£50
5 (L)	Failure to Conduct the Business of the League by Electronic Mail	£15
5 (M)	Failure to Attend a Management Committee When Summoned	£50
6 (H)	Failure to be Represented at AGM	£75

7	Failure to Submit the Required Written Agreement or to Notify Changes to Signatories	£50
8 (A) (iii)	Failure to have the Required Number of Registered Players Prior to the Season Commencing	£10
8 (B)	Failure to Correctly Register a Player	£50
8 (C)	Fielding More than the Permitted Number of Players who have Participated in Senior Competition Matches	£50
8 (D)	Failure to Ensure a Player has Cleared Previous Financial Liabilities	£50
8 (G)	Signing or Playing for Multiple Clubs or Inaccurate Completion of a Registration Form	£50
8 (H) (ii)	Registration Irregularities	£50
8 (K)	Failure to Produce Registration Records	£50
8 (O)	Playing an Ineligible Player	£50
8 (P)	Failure to Give Priority to School Activities	£50
9 (A)	Failure to Submit Kit Information to the League / Failure to Play in Correct Colours / Failure to have Numbered Shirts	£15
9 (B)	Failure to Obtain Consent for a Change of Club Name	£50
10 (B)	Failure to Kick Off on Time	£15
10 (C)	Failure to Play Matches on the Date Fixed	£50
10 (D)	Failure to Provide Details of a Fixture	£10
10 (E)	Failure to Play Fixture	£50
10 (F)	Failure to Play Fixtures in Order of Precedence	£50
10 (G)	Failure to Nominate Substitutes to Referee 1 Minute Prior to the Fixture	£15
10 (H)	Amending the Length of Half-Time, Without the Permission of the Referee	£15
11 (A)	Failure to Complete Full-Time Match Return	£15
11 (D)	Failure to Provide Result	£40
11 (E)	Failure to Provide Players Details	£15
11 (F)	Failure to Supply Correctly Completed Teamsheets	£10
13 (C)	Failure to Provide Club Assistant Referee	£10
13 (E)	Failure to Pay Match Officials Fees and Expenses as Required	£20
13 (F)	Failure to Pay Match Officials Where a Match is Not Played	£10
13 (H)	Failure to Provide Referee's Mark	£50
13 (M)	Failure to Provide Separate Referee's Changing Facilities – Division 1	£25
14 (A)	Failure to Confirm Future Membership Prior to 31 st March	£25
14 (B)	Failure to Start / Complete fixtures	£100
17 (C)	Official or Member of Club Guilty of Breach of Rule (Non Field Offence)	£100

19	Failure to be Represented at SGM	£75
22	Failure to have the Required Insurance	£250
Cup Competition		
All Fines Tariff as Above, with the Additional Provisions Below		
3(B)	Failure to pay Charity Cup Subscriptions by 14 th August	£50
10(B)	Failure to Provide 2 match balls Fit for Play for a Semi-Final Match	£20
10(F)	Failure to Fulfil a Fixture	£60
10(L)	Failure to Notify the League's Fixtures Secretary of Ground Unavailability Sufficiently Early to Enable a Match to be Played Elsewhere	£15
11(E)	Failure to Submit a Team Squad 48 Hours Prior to a Semi-Final or Final Match, to Opponents and Registration Secretary	£5

ADDITIONAL INFORMATION RELATING TO THE MANNER IN WHICH FINES ARE TYPICALLY APPLIED BY THE CHELTENHAM ASSOCIATION FOOTBALL LEAGUE CAN BE FOUND AT THE BACK OF THIS YEARBOOK

Cheltenham League John Ingram Sportsmanship Trophy



2015-16

Staunton & Corse Reserves

Staunton & Corse Club Secretary
– Alex Salter

Collecting his award from League
Management Committee Member
Iain Sercombe

**CHELTENHAM ASSOCIATION FOOTBALL LEAGUE
FINAL TABLES 2015-16**

Division 1		P	W	D	L	F	A	GD	Points	
1	FC Lakeside	22	19	1	2	98	21	77	58	
2	Chelt Civil Service Reserves	22	11	7	4	42	34	8	39	*-1 Point
3	Churchdown Panthers	22	11	4	7	70	57	13	37	
4	Falcons	22	9	6	7	56	38	18	33	
5	Gala Wilton Reserves	22	8	6	8	30	34	-4	30	
6	Bishops Cleeve III	22	8	5	9	38	42	-4	29	
7	Kings AFC	22	8	5	9	41	48	-7	29	
8	R.S.G.	22	8	5	9	36	48	-12	29	
9	Staunton & Corse	22	7	7	8	36	46	-10	28	
10	Upton Town	22	6	6	10	33	50	-17	24	
11	FC Barometrics Res	22	5	4	13	40	47	-7	19	
12	Newton FC	22	2	4	16	29	84	-55	10	

Division 2		P	W	D	L	F	A	GD	Points	
1	Welland FC	22	16	4	2	60	24	36	52	
2	Leckhampton Rovers	22	14	3	5	89	47	42	45	
3	Whaddon United Reserves	22	13	1	8	44	36	8	40	
4	Andoversford	22	13	3	6	74	46	28	39	*-3 Points
5	AFC Worcester Olympic	22	11	2	9	71	56	15	32	*-3 Points
6	Gloucester Elmleaze	22	9	5	8	51	51	0	32	
7	Dowty Dynamos	22	9	5	8	45	51	-6	32	
8	Prestbury Rovers	22	9	1	12	46	54	-8	28	
9	Southside Star FC Res	22	8	3	11	45	76	-31	26	*-1 Point
10	Tewkesbury Town	22	5	4	13	45	61	-16	19	
11	Brockworth Albion Res	22	4	5	13	38	56	-18	14	*-3 Points
12	Hanley Swan	22	2	2	18	30	80	-50	8	

Division 3		P	W	D	L	F	A	GD	Points	
1	Shurdington Rovers	22	19	1	2	70	20	50	58	
2	Chelt Civil Service III	22	14	4	4	62	27	35	46	
3	Newlands Athletic	22	13	1	8	70	34	36	40	
4	Smiths Athletic Res	22	11	7	4	46	37	9	39	*-1 Point
5	Apperley	22	8	7	7	55	41	14	31	
6	Fintan	22	8	7	7	42	42	0	31	
7	Gala Wilton III	22	5	10	7	44	44	0	25	
8	Falcons Res	22	7	6	9	43	58	-15	24	*-3 Points
9	Southside Star FC III	22	6	5	11	42	58	-16	23	
10	Kings AFC Reserves	22	4	7	11	32	61	-29	19	
11	Pittville United	22	4	3	15	38	72	-34	15	
12	Leckhampton Rovers Res	22	2	4	16	30	80	-50	10	

Division 4		P	W	D	L	F	A	GD	Points	
1	Bredon Res	20	18	2	0	88	13	75	53	*-3 Points
2	Bourton Rovers III	20	13	5	2	67	24	43	44	
3	Andoversford Reserves	20	12	2	6	69	53	16	38	
4	FC Barometrics III	20	10	4	6	80	43	37	34	
5	Malvern Vale	20	7	5	8	47	54	-7	26	
6	FC Lakeside Res	20	6	4	10	49	52	-3	22	
7	Chelt Civil Service IV	20	7	1	12	48	60	-12	22	
8	Charlton Rovers Res	20	7	3	10	61	73	-12	20	*-4 Points
9	Staunton & Corse Res	20	6	3	11	32	89	-57	20	*-1 Point
10	Hatherley FC	20	5	2	13	47	79	-32	17	
11	Shurdington Rovers Res	20	3	1	16	41	89	-48	7	*-3 Points

Division 5		P	W	D	L	F	A	GD	Points	
1	Apperley Res	24	19	2	3	112	42	70	59	
2	Cheltenham United	24	18	4	2	108	44	64	58	
3	Windyridge Rovers	24	17	1	6	116	54	62	52	
4	Regency Town	24	15	4	5	88	48	40	49	
5	Chelt Saracens III	24	9	4	11	57	72	-15	31	
6	Wincombe Town Reserves	24	9	6	9	54	69	-15	30	*-3 Points
7	Welland FC Res	24	8	4	12	66	80	-14	28	
8	Gala Wilton IV	24	8	5	11	51	72	-21	24	*-5 Points
9	Malvern Vale Res	24	6	4	14	41	75	-34	22	
10	Andoversford III	24	6	4	14	41	87	-46	22	
11	Fintan Reserves	24	6	7	11	47	60	-13	21	*-4 Points
12	Charlton Rovers III	24	4	4	16	55	98	-43	16	
13	Presbury Rovers Res	24	3	7	14	51	86	-35	10	*-6 Points

Cheltenham League Secretary of the Year



2015-16

Steve Henley

Dowty Dynamos Club Secretary – Steve Henley

Collecting his award from League Management
Committee Member Iain Sercombe

Cheltenham League Charity Donations 2015-16



League Management
Committee Member Iain
Sercombe presenting the
League Charity Donations

The League's Charitable
donations are presented to
the Cheltenham & District
Sports Association for the
Disabled (Below), The
Butterfly Garden (Left) and
Sue Ryder Homes (above)



Each Charity receiving a total
of £1,318.60 from fund raised
by the Cheltenham League
Charity Cup Competition

LEAGUE CONSTITUTION – SEASON 2016-17

Division 1

Bishops Cleeve 3rds
Cheltenham Civil Service Reserves
Falcons
FC Barometrics Reserves
Gala Wilton Reserves
Kings AFC
Leckhampton Rovers
RSG
Staunton & Corse
Upton Town
Welland FC

Division 2

Andoversford
Brockworth Albion Reserves
Cheltenham Civil Service 3rds
Dowty Dynamos
Gloucester Elmleaze
Newlands Athletic
Newton FC
Prestbury Rovers
Shurdington Rovers
Southside Star FC Reserves
Tewkesbury Town
Whaddon United Reserves

Division 3

Andoversford Reserves
Apperley FC
Bourton Rovers 3rds
Bredon Reserves
Falcons Reserves
FC Barometrics 3rds
Fintan
Gala Wilton 3rds
Hanley Swan
Kings AFC Reserves
Smiths Athletic Reserves
Southside Star FC 3rds

Division 4

Apperley Reserves
Charlton Rovers Reserves
Cheltenham Civil Service 4ths
Cheltenham United
Dowty Dynamos Reserves
FC Lakeside Reserves
Leckhampton Rovers Reserves
Malvern Vale
Pittville United
Regency Town
Staunton & Corse Reserves
Windridge Rovers

Division 5

AFC Renegades
Andoversford 3rds
Charlton Rovers 3rds
Cheltenham Saracens 3rds
FC Brizen
Fintan Reserves
Gala Wilton 4ths
Malvern Vale Reserves
Prestbury Rovers Reserves
Regency Town Reserves
St. Pauls United
Welland FC Reserves
Winchcombe Town Reserves

Division 1 – 2015/16 Champions – FC Lakeside



Division 2 – 2015/16 Champions – Welland FC



Division 3 – 2015/16 Champions – Shurdington Rovers



Division 4 – 2015/16 Champions – Bredon Reserves



Division 5 – 2015/16 Champions – Apperley Reserves



Senior Charity Cup – 2015/16 Champions – FC Lakeside



Junior Charity Cup – 2015/16 Champions – Bredon Reserves



Minor Charity Cup – 2015/16 Champions – Apperley Reserves



Charity Cup Sponsorship – GMB – Donation of £800



League Assistant Secretary John Hunt receiving a cheque for £800 from GMB representative Roger Hunt

Cheltenham League Referee of the Year



2015-16

Ian Swales

Collecting his award from
League Management
Committee Member Iain
Sercombe

**CHELTENHAM ASSOCIATION FOOTBALL LEAGUE CHARITY CUP
RULES**

1. DEFINITIONS.

- As League Rule 1 with the following addition
- (A) “**Competition**” means the “Cheltenham League Charities Competition”.

2. NOMENCLATURE AND CONSTITUTION

- As League Rule 2 with the following addition
- (B) The competition shall be divided into 3 sections – Senior, Junior & Minor – and all clubs must enter the section for which they are eligible. Competing clubs must enter the County Cup competition for which they are classified. The competition shall be confined to clubs in membership of the Cheltenham League

3. ENTRY FEE, SUBSCRIPTION, DEPOSIT

- As League Rule 3 with the following addition
- (B) Every club must pay an Annual subscription of £35 to the competition, which includes entry of one team. Additional teams and entries to the Senior Competition shall be entered at a further £10 per team. All subscriptions shall be paid not later than 14th August, failing which the Club shall be fined according to the Fines Tariff and the Committee shall have the power to exclude the offending Club from the Competition. No Club shall be eligible for re-election that was in default of the League or Charity Competition books at the close of the Financial Year

4. MANAGEMENT, NOMINATION, ELECTION

As League Rule 4

5. POWERS OF MANAGEMENT

As League Rule 5

6. ANNUAL GENERAL MEETING

As League Rule 6

7. AGREEMENT TO BE SIGNED

As League Rule 7

8. QUALIFICATION OF PLAYERS

- As League Rule 8 with the additions below
- (B) (ii) Rule 8(B,ii) is not acceptable in the Charities Cup Competition and, therefore, players are precluded from being eligible to play in a Charity Cup match by signing a registration form on the day of the match prior to playing that is witnessed by an official of the opposition. Please also see overriding paragraphs below.
- (G) (*Replacing League Rule 8(G)*).No player shall be allowed to play for more than one Club in the same section of the Competition during the same season, nor shall any player be allowed to play in a lower Section if he has already played in a higher Section.

- (N) *(Replacing League Rule 8(N))*
- (i) **Group Stage Eligibility:** In designated group stages, in addition to the provisions of League Rule 8(C), a team shall only include a maximum of two players who have played a Charity Cup Group Stage match for a team of higher Charity Cup Classification during the current season.
 - (ii) **Knock-Out Stage Eligibility:** Any player who has taken part in more than half of the League matches of any teams of higher Charity Cup classification, up to the date of the match in question, shall not be eligible to play in a team that is of lower Charity Cup Classification, except by permission of the Management Committee. If the player has played for more than one team of higher Charity Cup classification, the number of games played in total will be compared to the average of the number of games played by the teams.
 - (iii) **ADDITIONALLY**, no player shall be allowed to play in the Semi-Final or Final **UNLESS**:
 - a) He has previously taken part in the Competition during the current season - **OR** -
 - b) He has played the majority of the League games he has played for the club in question during the current season, at the equivalent or a lower County Cup Classification **AND**
 - 1) He has played at least six games for his Club in this League during the current season - **OR** -
 - 2) He has been registered with this Club for at least 3 CLEAR MONTHS PRIOR TO THE DATE OF THE MATCH IN QUESTION - **OR** -
 - e) Special permission is granted by the Management Committee.
- (O) *(Replacing League Rule 8(O))* Any Club playing an unregistered or otherwise ineligible player or players shall be expelled from the Competition, may be fined and/or otherwise dealt with at the discretion of the Management Committee.

9. CLUB COLOURS, CLUB NAME

As League Rule 9 with addition below

- (A) For matches that are played on neutral grounds and where the team colours are similar, both teams shall change.

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

As League Rule 10 with additions/amendments below

- (A) The date of the Semi-Finals and Finals and ALL OTHER ARRANGEMENTS in connection with these matches shall be made by the Management Committee. Final ties shall be played in Cheltenham unless otherwise ordered

- (B) The duration of each match shall be two periods of 45 minutes. In the event of the scores still being level after 90 minutes of play. If, at the end of the allotted playing time, the scores are still level and the match is not part of a designated group stage, in which all games are played for points, the result of the match will be resolved by the taking of kicks from the penalty mark, in accordance with the conditions laid down by the decision of the International Board on 27th June 1970.
- In addition, for all Semi Final ties, each competing team shall be required to provide 2 match balls, fit for play, to the match referee at least 15 minutes before kick-off, for use during the game.
- (C) Same as League Rule 10C, with the understanding that postponing a Charity Cup match will count as one of the two permitted postponements per team, per season under the meaning of League Rule 10(C). Notice of the Draw shall be sent to each Club engaged, and such notice must be acknowledged within 3 days to the Assistant Secretary.
- (F) Fixtures shall be scheduled to be played on the dates as arranged by the Competition Secretary, on the ground of the club first drawn
Any team failing to fulfil its fixtures at the appointed time shall be expelled from the Competition and be fined a sum of £60, unless special permission is granted by the Management Committee.
In addition, the team that has withdrawn from the Competition shall not be permitted entry to the Competition for the following season.
- (L) In the event of the ground of the Club scheduled to play as the Home team (in either an original, or any type of replayed fixture), not being available for use, or subsequently becoming unavailable or unfit for play, on or before the date arranged, the Club must contact the League's Fixtures Secretary immediately. The League's Fixture Secretary will then reverse the fixture, so that the club scheduled to be the Away side becomes the home side, although the originally scheduled home side will remain responsible for the payment of the referee's fees and expenses. If it is not possible to reverse the fixture, the Fixtures Secretary will designate an alternative venue at which the game shall be played. Clubs failing to notify the League's Fixtures Secretary sufficiently early to enable the match to be played elsewhere shall be fined according to the Fines Tariff and expelled from the relevant section of the competition. Fixtures postponed too late for this arrangement to be carried out shall be played on a date as arranged by the Competition Secretary on the ground of the Club where it was scheduled to be played, unless the Management Committee decide otherwise.

11. REPORTING RESULTS

- As League Rule 11 with addition below
- (E) In addition, for all Semi- Final and Final fixtures, team squads shall be submitted to the opposition and the Registration Secretary at least 48 hours prior to the scheduled time of Kick-off. Any queries concerning eligibility of players shall be lodged with the Management Committee member on duty, prior to the commencement of the game in question.

12. DETERMINING CHAMPIONSHIP

As for League Rule 12 with additions below

- (A) **Group Stage** – as per League Rule 12(A)
- (B) **Group Stage** – Following the completion of a designated group stage, a prescribed number of teams finishing in the highest positions in each group, as decided prior to the commencement of the competition, will progress to the knockout stage of the competition. In addition, a prescribed number of teams, finishing in positions beneath those occupied by the teams progressing to the knockout stage of the competition, will compete in a subsidiary competition which will commence with a knockout stage. All other teams in a group will be considered to have been eliminated from the competition.

13. REFEREES

As League Rule 12 with addition below

- (E) In Semi-Final matches where referees are appointed as Assistant Referees, the Referee and Assistant Referee's fees will be shared by both clubs and paid as per League Rule 13(E).

14. CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

As League Rule 14

15. PROTESTS AND COMPLAINTS

As League Rule 15

16. PROTESTS, APPEALS

As League Rule 16

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

As League Rule 17

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

As League Rule 18 with amendment below

18 mementoes only will be provided by the League to each Winning and Runner-up Club in the Charity Cup Competitions

19. SPECIAL GENERAL MEETINGS

As League Rule 19

20. ALTERATION TO RULES

As League Rule 20

21. FINANCE

As League Rule 21 with additional clause below

- (F) At the conclusion of the competition, the proceeds (after deduction of general expenses and the cost of 18 mementoes, as approved by the Management Committee, for the winners and runners-up of each Section and mementoes for the Officials in each Final) shall be allocated as follows: Not less than two-thirds to such charities as shall be determined by the Committee, and not more than one-third to the League Funds.

22. INSURANCE

As League Rule 22

23. DISSOLUTION

As League Rule 23

GLOUCESTERSHIRE COUNTY CUP DATES 2016-17

1 st (Prelim)	All Competitions	10/09/16
2nd Round	Senior Amateur, Minor and Primary	24/09/16
2nd Round	Intermediate and Junior	01/10/16
3rd Round	Senior Amateur, Minor and Primary	22/10/16
3rd Round	Intermediate & Junior	05/11/16
4th Round	Senior Amateur, Minor and Primary	26/11/16
4th Round	Intermediate & Junior	03/12/16
Quarter Finals	All Competitions	14/01/16
Semi Finals	All Competitions	04/03/16
Finals	All Competitions	TBA

ADDRESSES OF COUNTY OFFICIALS

GLOUCESTERSHIRE FOOTBALL ASSOCIATION LIMITED

Company Secretary:

Mr. D Neale, Oaklands Park, Almondsbury, BS32 4AG Tel:
01454 615888 Email: secretary@gloucestershirefa.com

Hon. County Cups Secretary:

Mr. D. B Fletcher, 1 Manor Farm, School Lane, Whitminster,
Glos GL2 7NT Tel: 01452 741443

Hon. Treasurer:

Mr A.V.C. Stone, 29, Cooper Road, Westbury-on-Trym,
Bristol, BS9 3QZ. Tel: 0117 983 1219

WORCESTERSHIRE FOOTBALL ASSOCIATION

Craftsman House, De Salis Drive, Hampton Lovett Ind Estate,
Droitwich, Worcestershire, WR9 0QE

Chief Executive Officer:

Ms. N Trigg, Tel: 01905 827137 x 201,
Email: nichola.trigg@worcestershirefa.com

Hon. Disciplinary Secretary:

Mr. C. Dale, Tel: 01905 827137 x 201,
Email: christopher.dale@worcestershirefa.com

SECRETARY'S NOTES

The following notes are for your guidance and to attempt to help to reduce the amounts that are being paid in fines.

Correspondence: Failure to reply to correspondence from either your affiliated County FA or from the League will prove costly to your Club. County and League officials have more than enough work to do without having to send out reminders. Correspondence from Officers of the League **MUST** be replied to within 7 days. Correspondence between the League is all conducted via email.

League Website: The League's Website can be accessed at www.cheltenhamleague.co.uk. All club details held on the website are continually updated and the FA's Full Time facility can also be accessed from here via links. Other links are established with the GFA and the pages containing details of County Cup Draws. Items of news, minutes of meetings and League Newsletters are also posted as and when they are available.

FA Full Time: The League uses the FA Full time facility to manage fixtures & Registrations and to record results. Details of matches are available as soon as possible, after the matches up-to-date League Tables are immediately available. Full-Time can be accessed by anyone simply by following the links from the League's own web site. Changes to fixtures will be administered on Full Time but will not be confirmed until the clubs concerned have been notified in writing by email.

Fines: Clubs **MUST** pay fines imposed by either the County FA or the League by the stated due date. If a County FA fine is not paid within this period a reminder letter will be sent and a further fine will be imposed. Failure to pay will result in the Club and player being suspended from ALL FOOTBALL until such time as the fine is paid. The Secretary of the League will then advise the Club concerned that a notice of suspension has been received. If your Club has been suspended you have until 16:00 on the day prior to your fixture to pay. Failure to pay will result in your Cheltenham League Fixtures BEING POSTPONED. The Club **WILL** then be charged for failure to fulfil a fixture and further disciplinary action may be taken against the Club.

Queries concerning County FA fines should be made directly to the relevant County FA.

INVOICES must be paid within the date specified on the invoice.

Fixtures: All fixtures MUST BE PLAYED on the dates arranged. ONLY County Cup or Cheltenham Charity Cup Fixtures take priority over League Fixtures. The only other, normally acceptable, reason for postponement is adverse weather conditions. If it is considered that the pitch is likely to be unplayable EITHER THE MATCH OFFICIAL OR A LOCAL REFEREE, who is also registered with this league, should be requested to inspect the pitch in sufficient time to prevent your opponents from unnecessary travelling where possible. If the fixture is subsequently postponed the details of the inspecting official SHALL BE forwarded to the Assistant Secretary in the letter notifying the postponement, (this does not apply to Council Pitches when a blanket cancellation is made by Cheltenham Borough Council). Please remember that the Assistant Secretary MUST be notified by telephone BEFORE ANYONE ELSE so that an alternative venue or fixture may be arranged if possible.

Change of Club Details: Notification of any change to Club Details MUST be communicated IMMEDIATELY to the General Secretary, the Referees' Secretary and all opponents up to the next circulation of Management Committee Meeting minutes. If the Club Secretary changes the following MUST also be informed:

G.F.A. Chief Executive	Mr D Neale
G.F.A. Operations Manager	Mr C Lucker

Telephone Calls: DO NOT attempt to contact Officers of the League on ANY day after 9.00 pm or on a Sunday, as they appreciate a rest from league affairs on that day.

Hoax Telephone Calls Beware of hoax telephone calls concerning fixtures. If you are in any doubt about the validity of a call, check back with the opposing Secretary and with the League's Assistant Secretary.

FA Cup Final Tickets Applications for tickets for the FA Cup Final should be made in writing to the League Secretary and will only be accepted between the completion of the FA Cup Semi Finals and the date that is one day prior to the date of the meeting of the League's Management Committee that is held in April

PLEASE NOTE: A definite allocation for any match cannot be guaranteed. If tickets are subsequently resold at enhanced prices disciplinary action will be taken against the Club concerned by both the GFA and the League.

Eligibility of Players: Clubs are reminded of the provision of rule 8 paragraphs (c) & (n) in regard to the eligibility of players.

Referees - In the event of a referee failing to turn up, Clubs are required to agree on a referee. It is the responsibility of the HOME team to arrange for a stand-in Referee.

Team Sheets. Remember all Teams have to give their opponents and the Referee a fully completed copy of the teamsheet provided BEFORE THE MATCH FOR ALL CHELTENHAM LEAGUE AND CHARITY CUP MATCHES. Failure to supply a team sheet will result in your club being fined and you will also be liable to attend a Management Committee to explain why a team sheet was not supplied.

Northern Senior League. Clubs wishing to obtain promotion within the Pyramid System are reminded that The Northern Senior requires that applications for membership are lodged with its Secretary by **1st March** each year. Please also note that a copy of any application submitted to this League should be copied to the General Secretary of the Cheltenham League

Registration Forms. Before your club registers a player from another club you must check the CDP2 form, as issued by the League, to see if the player has been reported for owing his previous club money.

Please note that Players can be signed on immediately before a game ONLY if the Opposition countersign the form as witnesses and ONLY if the game is a League game. If the opposition refuse, the referee can be approached to sign as a witness but the opposition must be reported to the League for their failure to sign

CHELTENHAM LEAGUE GROUND REQUIREMENTS

The following notes have been compiled to assist clubs especially those seeking promotion to The Gloucestershire Northern Senior League, and also outlines ground requirements for clubs within the Cheltenham League.

The Home Club must provide suitable changing accommodation, and washing facilities consisting of hot running water, for visitors. Such facilities shall normally be located within 100 yards of the pitch and shall be subject to inspection by members of the Management Committee who shall determine as to their suitability. When any facilities are not deemed suitable a new club shall be refused admission to the competition and an existing Club shall be given a reasonable period of time, as determined by the Management committee, to provide facilities of the required standard.

Dressing Room accommodation and washing facilities must be provided for Referees, and for Div 1 Clubs the accommodation for Referees shall be separate to the Home and Away teams accommodation for each match played. All matches shall be played on Adult pitches in accordance with FA Rules. Clubs looking to seek promotion to the Gloucestershire Northern Senior League must have a playing surface area measuring a minimum of 110 yards x 70 yards, and separate changing facilities for teams and officials.

REPORTING RESULTS BY SMS

All results of matches played under the jurisdiction of the Cheltenham League are reported, in the first instance, by text message to Full-Time. This text message, with the result, is then interpreted automatically by Full-Time, which then immediately updates the results panel and League tables that are displayed on Full-Time itself.

To facilitate this, the League requires the details of at least two registered individuals, per team, who will be set up in Full-Time so that they will be able to receive the text messages. The details required are name and mobile telephone number. Each club can send in the details of any number of individuals, so that they can be registered to receive text messages from Full-Time. However, two individuals, at most, from those registered, can be nominated to actually receive the text messages for each match and only one person from each team needs to send in the result of the match, even if two are nominated. However, both sides - home and away - must send in the result of each match so that it can be verified by Full-Time.

It is each club's responsibility to make sure that the details of the people they want to have registered with Full-Time, for the SMS service, are forwarded to the League. Additions can be made to the list of registered SMS receivers at any time and changes can be made to the nominees - the people who will actually receive the text message - whenever necessary but each team needs to have at least two people registered before the season starts. Once the season gets going, lists of nominated individuals - the ones who will actually receive the texts - will be sent out on a weekly basis so that they can be reviewed and any changes, which might be needed, identified. Further details of the process involved in sending in text messages is given below. It really is quite straightforward but, as with anything involving a computer, the format requested does need to be strictly adhered to if the process is going to work smoothly.

How the SMS Results system Works

During each game, about 15 minutes after the start, Full-Time will send an SMS Text Message to each nominated mobile number, reminding each nominee to send in the result of the game. After the game, both home and away clubs must report the score by replying to the message, simply by giving the score for the game, home team first, away team second, and separated by a hyphen.

For example:-

FULL-TIME @TheFA CHE1 v MNU1 K.O. SUN 22 SEP 2012 14:00. Submit your result after the match as: H-A

To report a 2-1 win to the home side (Chelsea 1sts!) you would simply reply: "2-1"

The only exception is if you are registered to send in results for more than one team, in which case Full-Time will include a team code, which you need to add after the result so that Full-Time can identify which team is being reported. In the above example the text you would receive would say:-

FULL-TIME @TheFA CHE1 v MNU1 K.O. SUN 22 SEP 2012 14:00. Submit your result after the match as: RESULT H-A CHE1 (note the CHE1 team code at the end) and the reply would be: "2-1 CHE1"

It is important to note you should not add other information or Full-Time may, as a consequence, ignore the whole text. Also, do not use a capital letter "O" instead of a "0" because this will generate an error. The text must be sent from one of the registered mobiles (as Full-Time identifies you by the mobile number it has been given).

Full-Time allows you to report postponements (RESULT P-P) and abandonments (RESULT A-A) and this must be done, by both sides, if a game in which they were involved is either postponed or abandoned.

Hints and Tips

If users are having problems with sending in results, please ask them to check the following:-

If Full-Time asks for a team code, make sure that it is included.

Make sure you give the correct team code (if one is required) after the scores.

Make sure you give the home score first, away score second, separated by a hyphen.

Tell the league if anyone's mobile number is changed!

Tell the league if a fixture is incorrect on Full-Time before the game is played
Request changes to the nominated individuals for a forthcoming fixture by 9.00 pm on the day before the game AT THE LATEST

Cup Games

Full-Time allows SMS users to submit full score-lines from cup games, including the scores after extra time and penalties. The format of the outgoing SMS message sent to nominated individuals (for Cup Fixtures and Other Fixtures, for league games the format will always be as detailed above) is as follows:-

FA Full-Time Results: CHED v ARSD, Sun 12 Feb 14:15. Reply with H-A score & code CHED, followed by PENS if required: e.g. 2-2 CHED 3-1 PENS

The Team's nominated individuals, the ones that actually receive the text messages, will, therefore, be required to reply with potentially four pieces of information in the same SMS text message:-

1. Score – The score after normal time in the usual way
2. Short Code – if they are required to submit a short code, to identify which team is involved.
3. Penalty score – the score after penalties, followed by PEN (it is essential that PEN is included, to identify that the scores beforehand applies to penalties)

If the normal time score is not level, then any extra time and penalty score will be ignored. If extra time is not played, and the game goes direct to penalties, then do not input an extra time score nor AET (e.g. 2-2 CHED 3-1 PEN means the game finished 2-2, went straight to penalties and that the home side won the shoot-out 3-1).

If, for any reason, it proves to be impossible to send a text message with the result of a match to Full-Time – possibly because the game is being played in an area with no mobile phone signal, so that the message from Full-Time wasn't received, or it is believed that the reply wasn't sent – then at least one nominated individual from each team **MUST** contact the Results Secretary to give the score of the game in person. As with the sending of the text messages, this requirement applies equally to both home and away teams and must involve the use of a landline if necessary. The Results Secretary's mobile telephone number is given at the beginning of this yearbook.

All problems with either the receipt of the message from Full-Time or the sending of a reply, with the match result, back to Full-Time **MUST** be reported to the League's Result Secretary as soon as possible, so that the issue can be referred to the FA's IT department. This is the only way to ensure a swift resolution to any problem

Registration Deadline: The League's Management Committee has decided that it will accept all new registrations, for players who are not already registered for

a Cheltenham League club, up to the final day of the season. The deadline for transfers, from one Cheltenham League club to another, remains March 31st, however.

Match Returns: All match Returns will be locked at noon on the day that is exactly 6 days after the day of the match in question – for games on a Saturday, this will be the following Friday. All those teams that have not submitted a match return form will then be fined and receive a generic email, warning them that they will be suspended if they do not fully and correctly comply with the requirements of League Rule 11 within the following 5 days.

After noon on the day that is 6 days after the day of the match, all clubs that have completed match returns incorrectly will, also, be fined, informed of their mistake and warned that they have a further 5 days to complete a fully correct return.

Incomplete Match Returns will then be reopened for entry, once the emails have been sent. Match returns will be locked again at noon on the day that is exactly 11 days after the day of the match – the second Wednesday for games that were played on a Saturday. When it is complete, a further email must be sent to the Registration Secretary, informing him that it has been completed.

GUIDE TO MARKING 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 upon isolated incidents or previous games. The Referee's performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

Mark Range Comment

100-86 The Referee demonstrated very accurate decision-making and controlled the game very well using management and communication skills effectively to add value to the game.

85-76 The Referee demonstrated accurate decision-making and controlled the game well using management and communication skills to contribute positively to the game.

75-61 The Referee demonstrated reasonably accurate decision-making and despite some shortcomings generally controlled the game well.
and below The Referee demonstrated shortcomings in the accuracy of decision-making and control which affected the game.

Notes

- Club officials should use the full range of marks within each category to help distinguish between different performance levels, e.g. within the 85-76 category a mark of 84 indicates a better performance than a mark of 77.
- While some Referees may have below average performances, there will usually have been some positive aspects of their performance, so extremely low marks should be very rare.
- When club officials are marking a Referee, they should always look at the game as a whole and not isolated decisions. The result of the match should not influence the mark and disciplinary action should be judged objectively.
- When a mark of 60 or lower is awarded, an explanation must be provided to the Competition using the box provided on the marking form. The purpose of this is to assist Referees to improve their performance levels, so the comments should be as helpful as possible.

CLUB SECRETARIES ADMIN - BRIEF GUIDANCE NOTES

This brief guide is intended to provide new secretaries for the forthcoming season, whether they be with new clubs, new teams or existing teams, with a basic checklist of actions to take, particularly prior to match day and on match day itself.

The primary aim is to integrate new secretaries into the workings of the league quickly and simply to make both theirs and the league officials' jobs easier.

This should, in turn, lead to a reduction in fines levied and to secretaries feeling confident and happy in the vital role they play for their club.

This guide is not intended to replace the rules as detailed in this Yearbook but is intended to act as an intermediary reference tool prior to a full understanding of the Yearbook as experience is gained – even the most experienced secretaries would admit to still learning the requirements of the rules completely!

With this in mind, the first thing to point out is the dates by which things have to be done prior to the start of the season.

Payments: Entry fees and subscriptions prior to the start of the season will be notified, by way of an invoice, to each club by the League Treasurer. Typically, you will have 14 days after the date of the invoice to return the payment, which must be made by 14th August at the latest

GFA Affiliation Number: The County FA Affiliation number is detailed on the Whole Game system and must be forwarded to the League Secretary by 14th August, thus providing proof that the club is affiliated. Unaffiliated clubs cannot take part in matches under the League's jurisdiction and will be held responsible for the cancellation of any fixtures lost because of a failure to affiliate to the relevant County FA

Registrations: 11 registrations PER TEAM must be lodged with the Registration Secretary by August 14th. This means that, if you have 2 teams in the League, you must have submitted 22 registrations, if you have 3 you must have sent in 33 and so on. This does not mean that you have to have 11 first team players registered and 11 Reserve team players, just 22 players in total. Club Accounts: A copy of each club's accounts must be sent to the League's Treasurer, on the approved form provided by the League, by 14th August at the latest.

Match Day duties required will depend upon the venue for the game; naturally, away fixtures require much less involvement. Consequently, this guide will cover home matches first. Finally, the requirements for days on which games are postponed will also be covered

Home Fixtures

- Fixture venue** Check Full-Time for fixture list
- Match Officials** Again, check Full-Time or contact the Referee's Secretary. In addition, you should receive an email from Full-Time, notifying you of either the name of the referee assigned to your match or, alternatively, the fact that no referee has been appointed. If no referee has been appointed, you must identify someone to perform the function of Referee, on the day, as soon as possible. If you do not receive an email from Full-Time, contact the Referee's Secretary
- Contact Opposition** Rule 10(D) requires the home club to email the away club and the appointed Match Official with the details of the location of the ground that the match is to be played on, the colours that the home team will be wearing and the time of kick off. This email must also be copied to the League's dedicated email address caflmatchnotifications@gmail.com for the receipt of such messages. If the home club has nominated an artificial surface for use in adverse weather conditions, details of the location of, and access to, this ground must also be included in the email EVEN if there seems to be no likelihood that it will be used (for example, early or late in the season) Up-to-date details of the email addresses of all Club Secretaries can be found on the League's Website (www.cheltenhamleague.co.uk)
- Contact Referee** If no appointed referee – you must notify the opposition, as soon as possible, of the individual your club will provide to referee the game As detailed above, the Referee must be included in the address list for the email that is sent out, at least 3 clear days prior to the match to comply with the requirements of rule 10(D). The Referee's Secretary will send out a list of Referee Contact details on a regular basis. If you do not have a copy of this list, contact the Referees Secretary
- SMS Contacts** Make sure that the two people who are nominated to receive SMS text messages from Full-Time on behalf of each team from your club, are going to be at the match and able to respond, after the final whistle, with details of the match result. If not, contact the Results Secretary and ask for the club's nominations to be updated. If this is necessary, it must be done by 9.00 pm on the evening before the day that the match is played
- Paperwork** Store all of your papers in a file or box file and take it to the game, including a downloaded registration form, just in case, also take a pen and sufficient monies to pay the referee. Have your mobile phone with you
- Team sheet** *Essential* – complete the team sheet ensuring players wear appropriate shirts i.e. number corresponds to team sheet, complete fully and ensure opposition and referee sign copies (If playing be sure to take a pen onto the field and have somewhere dry and safe to store sheets while playing).

Always retain all copies of your own and the opposition's team sheets for every game in case of a dispute

No Appointed Ref Signing Players On

Essential – Complete the club referee card prior to the game and ensure opposition sign. **THIS MUST BE DONE BEFORE KICK-OFF**
A maximum of 2 players, per team, can be signed on at the side of the pitch immediately before any League match kicks off. For this to be valid, though, the form must be counter-signed by an official from the opposition as a witness and **MUST** be submitted to the League's Registration Secretary within 2 days of the match. The details of the Registration must also be entered into Full-Time ASAP. The player who completes the form will be eligible to play in that match but will not be eligible again until the form has been received by the League and the Registration verified on Full-Time. If the opposition refuse to counter-sign, get the referee to do it and inform the League of the fact that the opposition refused. If you refuse to counter-sign for your opponents, you must provide the reasons for this refusal to the League within 3 days of the match. ***THIS DOES NOT APPLY TO CHARITY CUP MATCHES*** for which players cannot be signed-on before kick-off.

Text result in

The first task after the game has finished is to ensure that the result of the match is sent in to Full-Time by Text Message. This must be done by the time that is 2½hours after kick-off time at the latest. This means 5.30 pm for 3.00 pm kick-offs, 4.30 pm for 2.00 pm kick-offs, 8.30 pm for 6.00 pm kick-offs and so on. If this is too difficult, appoint a member of the team or committee to do this every week without fail. If you don't receive the text from Full-Time or you have any reason to believe that your reply might not have been sent properly, you must telephone the League's Results Secretary with the score of the match immediately

Appointed Referee Match Returns

Pay the referee prior to the fixture and remember ***ASK THE REFEREE FOR THEIR NAME!***

The longer it is left the more chance you have of forgetting or making a mistake. Complete the match return, in Full-Time, as soon as you can, Saturday evening if possible, as it only takes 5 minutes at most. Ensure all information is correct, team, scores, goalscorers, referees name& marks, Sportsmanship marks, cautions & dismissals. Double check once you have completed, sounds stupid but saves money in fines!

Away Fixtures

Fixture Venue

Check Full-Time for fixture list

Match Officials	Again, check Full-Time or contact the Referee's Secretary. In addition, you should receive an email from Full-Time, notifying you of either the name of the referee assigned to your match or, alternatively, the fact that no referee has been appointed
Contact Opposition	If you have not heard from the opposition by the date that is 3 days before the fixture, then Rule 10(D) requires the away club to email the home club, seeking the details of the location of the ground that the match is to be played on, the colours that the home team will be wearing and the time of kick off. This email must also be copied to the League's dedicated email address caflmatchnotifications@gmail.com for the receipt of such messages. Up-to-date details of the email addresses of all Club Secretaries are on the League's Website (www.cheltenhamleague.co.uk). If you have received details from the Home team, you must reply, acknowledging receipt of the email, copying in the League as detailed above
Contact Referee	Not your responsibility
SMS Contacts	Make sure that the two people who are nominated to receive SMS text messages from Full-Time on behalf of each team from your club, are going to be at the match and able to respond, after the final whistle, with details of the match result. If not, contact the Results Secretary and ask for the club's nominations to be updated. If this is necessary, it must be done by 9.00 pm on the evening before the day that the match is due to take place
Paperwork	Take your papers with you to the game, especially a downloaded Registration form - you never know if they might be needed. It can save a great deal of hassle
Team sheet	Essential – complete the team sheet ensuring players wear appropriate shirts i.e. number corresponds to team sheet, complete fully and ensure opposition and referee sign copies (If playing be sure to take a pen onto the field and have somewhere dry and safe to store sheets).
No Appointed Referee	Not your responsibility but must agree to the referee appointed. If you don't, you must inform the League, in writing, within 3 days of your reasons for disagreeing
Signing Players On	A maximum of 2 players, per team, can be signed on at the side of the pitch immediately before any League match kicks off. For this to be valid, though, the form must be counter-signed by an official from the opposition as a witness and MUST be submitted to the League's Registration Secretary within 2 days of the match. The details of the Registration must also be entered into Full-Time ASAP. The player who completes the form will be eligible to play in that match but will not be eligible again until the form has been received by the League and the

Registration verified on Full-Time. If the opposition refuse to counter-sign, get the referee to do it and inform the League of the fact that the opposition refused. If you refuse to counter-sign for your opponents, you must provide the reasons for this refusal to the League within 3 days of the match. THIS DOES NOT APPLY TO CHARITY CUP MATCHES for which players cannot be signed-on before kick-off.

Appointed Referee

ASK THE REFEREE FOR THEIR NAME!

Text Result In

The first task after the game has finished, even if you are playing away, is to ensure that the result of the match is sent in to Full-Time by Text Message. This must be done by the time that is 2½hours after kick-off time at the latest. This means 5.30 pm for 3.00 pm kick-offs, 4.30 pm for 2.00 pm kick-offs, 8.30 pm for 6.00 pm kick -offs and so on. If this is too difficult appoint a member of the team or committee to do this every week without fail. If you don't receive the text from Full-Time or you have any reason to believe that your reply might not have been sent properly, you must telephone the League's Results Secretary with the score of the match immediately

Match Returns

The longer it is left the more chance you have of forgetting or making a mistake. Complete the match return, in Full-Time, as soon as you can, Saturday evening if possible, as it only takes 5 minutes at most. Ensure all information is correct, team, scores, goalscorers, referees name& marks, Sportsmanship marks, cautions & dismissals. Double check once you have completed, sounds stupid but saves money in fines!

Postponements - Home team

Ground Inspection

If you suspect that your ground may be unfit for play, you should arrange for the appointed referee to attend the ground to inspect the pitch. If this is not possible, contact the League's Referees Secretary and he will arrange for a referee to carry out the inspection

Notification

If the referee in attendance agrees that the game cannot go ahead on the ground inspected, or the owners of the ground have said that the ground is not fit to play, you should immediately telephone the Assistant Secretary of the League. No one else should be notified at this stage

Alternatives

The Assistant Secretary will attempt to find an alternative venue for the fixture. If he succeeds, he will phone you back to inform you of the new arrangements and he will then inform the away team and the referee's secretary

No Alternatives

If no alternative venue can be found, the Assistant Secretary will phone you back and tell you that the game will have to be postponed. You will then need to notify the opposition, the Referee's secretary, the results secretary, and finally, your own team

Write to

If the game was postponed, written confirmation, by email if desired, of

confirm the reasons for the postponement, including the name of the referee who carried out the inspection and the time that the inspection was carried out, must be forwarded to the Assistant Secretary no later than three days after the postponement date

Postponements - Away team

Caller Verification When an opposition Secretary calls to tell you that a game is postponed, confirm with them that they have been in contact with the League. If you have any doubts that the person who has called to tell you that a game is postponed is who they say they are, contact the Assistant Secretary of the League on the number given in the handbook. If he is unavailable, lodge your concerns with another Officer of the League. Only once you are sure that the caller is genuine and that the League has confirmed the postponement should you inform your own team

Write to Confirm For the sake of completeness, it is best to write to the League's Assistant Secretary to confirm that the game was postponed, giving the reason that you were told for the postponement, the time you were informed and the name of the person who informed you

Guidelines for Matches Played at Neutral Venues.

Every season, numerous matches under the control of the Cheltenham League are played at Neutral Venues. In normal circumstances, these games will include the Finals and Semi Finals of the three Charity Cup Competitions but it is also within the remit of the League's Management Committee to require other matches to be played at neutral venues in circumstances that it deems to be appropriate.

For all matches that are played at Neutral Venues, the League requires the following.

That respect for the property of the host club, or the host club's landlords, is shown at all times

That an inspection is carried out when the competing team first occupies the changing room, involving representatives of that team, the host club and the League and that an accepted list of existing defects is agreed with relation to the facilities provided

That changing facilities are left in the same state of repair at the end of the match, when they are vacated, as they were when the facilities were first occupied before the match

That any damage to the facilities being used, however it was incurred, is reported to a representative of both the host club and the League as soon as possible but in any event before the facilities are vacated.

That all visiting teams accept that they will be held responsible for all damage inflicted upon the host facilities during the course of their usage and that they will be required to meet all reasonable expenses incurred to affect a repair.

That all visiting teams agree to abide by the rules of the host club and their landlords, as appropriate, during the course of their usage of the hosts facilities. In addition, where dug out facilities or designated technical areas are provided, the League will require adherence to the following protocol.

Personnel permitted within the dugout during the course of the match will be restricted to the following: Manager; Coach; Physio; Named substitutes, up to a maximum of 5, each of whom must be registered as a player with the club concerned for the current season and each of whom must be named on the official triplicated teamsheet for the match in question

The names and positions of the personnel to be in occupancy of the dugout during the course of the match must be entered on the prescribed pro forma and handed to the 4th official before the kick-off. This pro-forma will be provided to each team by the League in advance of the day of the match

No persons not named on the pro-forma, as completed and forwarded to the 4th official before the match, will be permitted in the Dug Out or technical area at any time during the match

At any given time during the match, it will only be permissible for one person to stand in the technical area to offer coaching.

Substitutes who leave the dug-outs and technical area to warm up must do so only as directed by the 4th official and in accordance with any specific instructions issued by the host club.

Abusive behaviour in the form of gesticulation or the use of foul, offensive or abusive language will not be tolerated. Anyone engaging in any form of unacceptable behaviour will be dismissed from the dugout and will be removed to an area, as designated by the match officials, from whence they will take no further part in proceedings or have any influence on the match. (Please be aware that GFA disciplinary proceedings are also a likely consequence for any individual(s) engaging in this type of behaviour)

The League undertakes to send a copy of these guidelines to each competing club in advance of all matches that are scheduled to be played at a neutral venue. Thereafter, any club that fails to follow the requirements of these guidelines will be deemed to have transgressed the provisions of League Rule 5(h) and will be dealt with accordingly, at the discretion of the League Management Committee

Common Rule Offences and Typical Fines

Rule	Offence	USUAL FINE
2(E)	Failure to advise the Secretary in writing, by 14th August each year, of a club's appropriate County Football Association affiliation number for the forthcoming season	£5
3(B)	Failure to Pay Entry Fees	£15
3(J)	Failure to provide the League with an alternative contact in the absence of Club Secretary	£15
3(L)	Failure to send a copy of Club Accounts to the League Treasurer by July 24 th	£5
5(H)	Non return of Supplementary Information form by prescribed date	Fine £15
5(H)	Failure to respond to League correspondence within 7 days	£15
5(I)	Late Payment of Invoices.	£45
6(H)	Failure to be represented by Secretary or approved, nominated deputy for the duration of the Annual General Meeting	£75
8(A)	Failure to have a minimum of eleven VALID Registrations, per team, entered on Full-Time and lodged with the Registration Secretary by 14 th August	£10
8(C)	Fielding More than the Permitted Number of Players who have Participated in Senior Competition Matches	£15
8(O)	Playing an ineligible player	£15, points gained from match deducted and further 3 points deducted
9(A)	Failure to provide a change of colours:	£5
10(B)	Late Kick-offs (home team):	£10
10(B)	Late Kick-offs (away team):	£10
10(D)	Failure to contact the match official or the Secretary of the opposing Club prior to the playing of a match:	£5
10(F)	Failure to fulfil a fixture (guidance only – actual penalties at Management Committee discretion)	£15 and 3 points deducted for first offence, £20 & 4 points for second offence, etc
10(F)	Failure to fulfil fixtures in order of precedence:	£25
11(A)	Failure to complete Match Return correctly.	£10

11(D)	Failure to Notify the League of Results or Postponements by SMS	£5 first offence £10 Second Offence £15 third offence etc
11(F)	Incorrectly completed triplicated teamsheet	£10
13(C)	Failure to provide a club linesman for the whole match.	£5
13(E)	Failure to pay the referee prior to the fixture	£10
14(B)	Withdrawal of a team after the AGM but before the fulfilment of all fixtures.	£100 & Banned from entering a new side in the League for 3 years
19	Failure to be represented by Secretary or approved, nominated deputy for the duration of the Annual General Meeting	£75

Charities Cup Rules

8(D)	Failure to fulfil a Fixture	£60 and banned from following seasons competition
8(H)	Failure to submit a team squad 48hrs prior to Semi Final or Final match, to opponents and Registration Secretary	£5

In accordance with League Rule 5(D), for all breaches of Rules quoted above, except for rules 5(I) and Rule 11, a formal written charge must be issued by email. Once issued, the respondent shall be given seven days from the date of notice to reply to the charge and afforded the opportunity to:-

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









