



Cheltenham Association Football League Yearbook

Season 2024/25



Welcome to the Cheltenham Association Football League

Season 2024/25

The Cheltenham Football League is based in and around Cheltenham, providing league football for teams in a 30 mile radius of The New Victory Club, Lypiatt Road, Cheltenham.

From its humble beginnings in 1900, the league has 3 divisions, comprising of more than 38 teams and is a feeder league for the Gloucestershire Northern Senior League



President

Vice President



I. Swales 2012
Elected 2023

M. Neave 2009
Elected 2018

Officers

**Chairman
& Life Member**



Mr J Hunt 2002
Elected 2020
07894 601129
cheltenhamleague@aol.com

**Vice Chairman
& Life Member**



Mr T R Onions 2002
Elected 2008

**Vice Chairman
& Life Member**



Mr B Hill 2003
Elected 2015

Hon. General and Charities Secretary



Mr I J Hamilton 2010
Elected 2010
07479 606915
ianhamiltoncaflsec@gmail.com

Hon. General and Charities Treasurer and Benevolent Scheme Secretary



Mr I Smith 2018
Elected 2018
07718 465015
cafltreasurer2@gmail.com

Hon. Registrations Secretary & Life Member



Mr P Tustain 2000

Elected 2007

07805 407177
caflregsec@gmail.com

Hon. Assistant Secretary: Fixtures



Mr J Hunt 2002

Elected 2004

07894 601129
cheltenhamleague@aol.com

Hon. Assistant Secretary - Disciplinary / Rule Infringements



Mr T Holmes 2011

Elected 2016

07754 578204
cafldiscipline.infringements@gmail.com

Hon. Referees Secretary



Mr M Pates 2019

Elected 2019

07794 707578
caflrefsec@gmail.com

Hon. Results Secretary & Media Interaction Officer



Mr B Hill 2003

Elected 2010

07798 927754
caflressec@gmail.com

Club Liaison Officer



Mr D Pardoe

07825 742749

Management and Finance Committee (with Officers (ex-officio))



A. Wakefield 2018

Elected 2018



L. Cole

Elected 2024



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.

Hon. Auditor:

Historian:

xx
xx

Julian Watkins
xx

TBC
xx



Meeting schedule

Season 2024/25

CLUB MEETINGS 2024-25:

TBA

MANAGEMENT COMMITTEE MEETINGS 2024-25:

To be held as deemed required.

CHARITY AND FUTURES

SUB-COMMITTEE MEETINGS 2024-25:

To be held as deemed required by the Management Committee

ANNUAL GENERAL MEETING 2025:

TBA

League headquarters: 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 I Smith, cafltreasurer2@gmail.com)



Cheltenham League Rules

Season 2024/25

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1 DEFINITIONS

1 A In these Rules:

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

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

"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.

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

"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.

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

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

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

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

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

"Sanctioning Authority" means The Gloucestershire Football Association.

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

"Season" means the period between an AGM and the subsequent AGM.

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

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

"The FA" means The Football Association Limited.

"Virtual Meetings" means meetings held electronically.

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

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



GOVERNANCE RULES

2 NOMENCLATURE AND CONSTITUTION

2 A The Competition will be known as **Cheltenham Association Football League**. The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist, or which ceases to be entitled to play in the Competition for any reason whatsoever shall automatically cease to be a member of the Competition.

2 B This Competition shall consist of not more than 74 Clubs approved by the Sanctioning Authority.

2 C The Area covered by the competition membership shall be 30 miles radius of the League headquarters in Cheltenham (**The Victory Club**).

2 D The administration of the Competition under these Rules will be carried out by the Management Committee in accordance with the rules, regulations, and policies of the FA.

2 E All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation to them, subject to the provisions of Rule 7.

2 F The Rules are taken from the Standard Code of Rules "the Standard Code" determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.

2 G 1. All Clubs must be affiliated to an Affiliated Association
2. This Competition shall apply annually for sanction to the County Football Association and the constituent teams of Member Clubs may be grouped in divisions (each not exceeding 14 in number).

2 H Inclusivity and Non-discrimination

1 The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (including those contained in the Equality Act 2010).

2 This Competition and each Club must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.

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

2 I Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including but not limited to, England Football Accredited and RESPECT programmes. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

2 J All Participants shall abide by the Football Association Regulations for Safeguarding of Children and Regulations for Safeguarding Adults at Risk as determined by the FA from time to time.

2 K Clubs shall not enter any of their Teams playing in the Competition in any other competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

A Club must immediately inform the Competition of the details of any fixture(s) in any other competition in which the Club has entered, for which written consent of the Management Committee has been obtained.

2 L At the AGM or a SGM called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the divisions at their discretion. When necessary, this Rule shall take precedence over rule 22.

2 M Only one team from a Club shall be permitted to participate in a single division unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries in which case the Competition will obtain the prior approval of the Sanctioning Authority. This Competition will ensure that, where permission is given, teams from a Club operating in the same division are run as separate entities with no interchange of players other than by transfers of registration in accordance with these Rules.



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

4 ENTRY FEE, SUBSCRIPTION, DEPOSIT

4 A Applications by Clubs for admission to the Competition or the entry of an additional team(s) from the same Club must be made in writing to the Secretary by 31st March and must be accompanied by the Entry Fee for each Team asset out in the Fees Tariff, 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.

Applications, of which due notice has been given, will be received at the AGM or an SGM if confirmed by a majority of the accredited voting members present.

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

4 B The annual subscription shall be payable in accordance with the Fees Tariff for each Club/Team (£30) payable at a date agreed at the AGM or set by the Competition. (14th August)

4 C In the event of any issue concerning the membership of any Club with the Competition the Management Committee may require a Deposit to be paid (in accordance with the Fees Tariff) by or on behalf of the Club on such period and for such period as it may in its entire discretion think fit. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

4 D A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and Deposit (if required) have been paid.

4 E Clubs must ensure that all its teams participating in the Competition are recorded as affiliated on the Club Portal for the forthcoming Playing Season by the following date [14th August]. Clubs must advise the Competition Secretary in a manner prescribed by the Sanctioning Authority, or on the prescribed form, of details of its headquarters, its Officers and any other information required by the Competition. Failure to compile with this Rule will result in a fine in accordance with the Fines Tariff.

4 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.

4 G No Club that was in default of the league books as of 1st June, shall be eligible for membership, unless the Management Committee shall decide otherwise.

4 H If any of a Club's details, as listed on the Competition website (www.cheltenhamleague.co.uk), are changed during the season the Competition's 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.

4 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



5 A 1 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.

A 2 Officer wishing to continue in their role must notify the General Secretary by 30th March in each year.

A 3 The Officers of the Competition shall be: Chairperson, Secretary, Treasurer, Assistant Secretary – Fixtures, Assistant Secretary – Rule Infringements, Disciplinary Officer, Registration Secretary, Referee Secretary, Results Secretary, Media Officer, Club Liaison Officer.

The roles and responsibilities of each officer shall be maintained on the league website.

5 B 1 Retiring Officers shall be eligible to become candidates for re-election without nomination provided that the Officer notifies the secretary in writing not later than 30th April in each year. All other 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 Clubs, not later than 30th April in each year. Names of the candidates for election shall be circulated with the notice of the AGM. In the event of there being no nomination for any office by the date stated in the earlier part of this Rule, nominations may be received at the Annual General Meeting.

B 2 Any member of the Management Committee that has achieved 21 years continuous service will be honoured with a Life Membership to the Competition as a mark of respect.

B 3 All officers seeking election or re-election shall make a declaration of interests identifying any associations or affiliations with organisations that could constitute a conflict of interest with league business as stated in Rule 6C. A list of all declarations shall be maintained on the league website. (F)

5 C The Management Committee shall meet a minimum of twice a season or as and when required.

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

5 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.

5 E All communications received from Clubs must be conducted through their Officers and sent to the Secretary. Failure to comply with this Rule will result in a fine in accordance with the



6 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.

6 B Subject to the permission of the Sanctioning Authority having been obtained the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call on each Club to contribute equally such sums as may be necessary to meet any deficiency at the end of the season.

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

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

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

With the exception for Rules 6 J, 8 H and 9, 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: -

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

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

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

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

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, considering any mitigating circumstances. No participant under the age of 18 can be fined.

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

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

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

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

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

6 I A Club must comply with an order or instruction of the Management Committee and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff

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

6 K 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.

6 L The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the AGM or SGM called to decide the constitution and the commencement of the Playing season. Subject to the provisions of the National League System Regulations

6 M The business of the competition as determined by the Management Committee shall be transacted by electronic mail.

6 N 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.



7 PROTESTS CLAIMS, COMPLAINTS, APPEALS

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

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

7 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.

7 C No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum in accordance with the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the inquiry or to order that the costs to be shared by the parties.

7 D All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days before the protest or complaint being heard.

1 All parties must have received a minimum of 7 days' notice of the hearing should they be instructed to attend.

2 Should a Club elect to state its case in person then it should forward a deposit of £ 10 and indicate such when forwarding the written response.

7 E The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.

7 F Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within 14 days of the posting of the written notification of the decision causing the appeal, accompanied by a fee (as set out in the Fees Tariff), which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary. The procedure for the appeal shall be determined by the Sanctioning Authority, and the Sanctioning Authority may (but is not obliged to):

- 1 Invite submissions by the parties involved.
- 2 Convene a hearing to hear the appeal; or
- 3 Permit new evidence; or
- 4 Impose appropriate deadlines.

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

7 G No appeal can be lodged against a decision taken at an AGM or SGM unless this is on the ground of unconstitutional conduct.

7 H All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee (as set out in the Fees Tariff) which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and in these circumstances may, in addition, be ordered to pay the costs at the direction of the Management Committee.

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

8 ANNUAL GENERAL MEETING

8 A The AGM 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: -

- 1 Confirm the Minutes of the last AGM.
- 2 Adopt the annual report, balance sheet and statement of accounts from the previous season or accounting period.
- 3 Election of Clubs to fill vacancies.
- 4 Constitution of the Competition for ensuing season.
- 5 Election of Competition Officers and Management Committee members.
- 6 Appointment of auditors /verifiers.
- 7 Alteration of Rules, if any (see Rule 14).
- 8 Agree the date for the beginning of the Playing Season and kick off times applicable to the Competition.
- 9 Agree the date for the end of the Playing season.
- 10 Other business of which due notice shall have been given and accepted by the Chair as being relevant to an AGM.

8 B A copy of the duly verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least 14 days prior to the any AGM, together with any proposed change of Rules.

8 C A signed copy of the duly audited Balance Sheet and Statement of Accounts shall be sent to Sanctioning Authority within 14 days of its adoption by the AGM.

8 D Each Club shall be empowered to send two delegates to an AGM. Each Club shall be entitled to one vote only. 14 days' notice shall be given of any Meeting.

8 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 12

8 F All voting shall be conducted by a show of hands or count of email or virtual responses (for virtual meetings) no proxy votes will be accepted, unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chair so decides.

8 G No individual shall be entitled to vote on behalf of more than one Club.

8 H **1.** Any continuing Club must be represented at the AGM, 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. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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

8 I Officers **of the Competition** and Management Committee members shall be entitled to attend and vote at an Annual General Meeting, but cannot also cast a vote on behalf of a **Club** (See Rule 8.G)

8 J Where a Competition is an incorporated entity, the Officers of the Competition shall ensure that the Articles of Association of the Competition are consistent with the requirements of these Rules.



9 SPECIAL GENERAL MEETINGS

9 A On receiving a requisition signed by two-thirds (2/3) of the Clubs in membership the Secretary shall call an SGM.

9 B The Management Committee may call an SGM at any time.

9 C At least 7 days' notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting.

9 D Each Club shall be empowered to send two delegates to all SGMs. Each Club shall be entitled to one vote only.

9 E Any Club failing to be represented at an SGM shall be fined in accordance with the Fines Tariff.

9 F **Officers of the Competition** and Management Committee members shall be entitled to attend and vote at all Special General Meetings. But cannot also cast a vote on behalf of a club (See Rule 9.D)

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.

10 AGREEMENT TO BE SIGNED

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

"We, (A) (name) [] of (address) [] (Chair) 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 7."

The agreement shall be signed by:

1 Where a Club is an unincorporated association, by the Club Chair and secretary; or

2 Where a Club is an incorporated entity, by two directors of the Club.

Any change of Chair, Secretary or Directors of the Club as named on the above agreement must be notified to the County Football Association to which the Club is sanctioned and to the Secretary of this Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

11 CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

11 A Any Club intending, or having a provisional intention, to withdraw a **Team** from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing of such intention by 31st March each Season. This does not apply to a Club moving in accordance with Rule 22.B.

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.

11 B The Management Committee shall have the discretion to deal with a Team being unable to start or complete its fixtures for a Playing Season, including but not limited to, issuing a fine in accordance with the Fines Tariff.

11 C Notwithstanding the powers of the Management Committee pursuant to Rule 6(l), in the event of a Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee shall be empowered to refer the debt under The FA Football Debt Recovery provisions.

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

12 A At the AGM or SGM called for the purpose in accordance with the provisions of Rule 9, Notice of Motion having been duly circulated on the Agenda by direction of the Management Committee, the accredited delegates present shall have the power to: (1) remove a member of the Management Committee from office (2) exclude any Club or Team from membership both of which must be supported by more than two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A member of the Management Committee or a Club which is the subject of the vote being taken shall be excluded from voting.

12 B At the AGM, or at an SGM called for the purpose, in accordance with the provisions of Rule 9, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable, provided this is supported by (more than) two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. Club which is the subject of the vote being taken shall be excluded from voting.

12 C Any official or member of a Club found guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a **Player** or **Players** of another Club in the Competition to join them shall be liable to 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 12 A and / or 12 B of this Rule.





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

13 A The following agreement shall be signed on behalf of the winners of the cup or trophy: -

"We (A) [name] and (B) [name], the Chair and Secretary of [] FC (Limited), members of and representing the Club, having been declared winners of [] cup or trophy, and the cup or trophy having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the cup or trophy to the Competition Secretary on or before []. If the cup or trophy is lost or damaged whilst under our care, we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."

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

13 B At the close of each Competition awards may/shall be made to the winners and runners-up if the funds of the Competition permit.

14 ALTERATION TO RULES

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

14 B 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 to these proposals shall be submitted to the Secretary by 2 days. The proposals and proposed amendments to these proposals shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if a majority of those present, entitled to vote and voting are in favour.

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

15 FINANCE

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

15 B All expenditure in excess of £250 shall be approved by the Management Committee.

15 C The financial year of the Competition will end on April 30th.

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

16 INSURANCE

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

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

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

17 DISSOLUTION

17 A Dissolution of the Competition shall be by resolution approved at an SGM by a majority of three quarters (3/4) of the members present and shall take effect from the date of the relevant SGM.

17 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.

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

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

2 If a Competition is discontinued for any reason a trophy or any other presentation shall be returned to the donor if the conditions attached to it so provide or, if not, dealt with as the sanctioning Association may decide



MATCH RELATED RULES

18 QUALIFICATION OF PLAYERS

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

1 Registered through the Player Registration System and received approval from the Competition, except in the case of a Player who has been registered on the day of a match. For any **P**layers registered on the day of a match (18.A.2), a Club Officer must email the Competition with details of the registration [1] hour prior to the scheduled kick off time in order for the player to be eligible to play in that match. The Player shall not play again in any subsequent match in the Competition until the Club has registered the player through The FA Player Registration System and is in possession of the approval from the Competition. A maximum of [2] Players may be registered in this manner.

Or

2 Signed a fully and correctly completed Competition registration form in ink on a match day prior to playing which is countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club and submitted to the Competition within two days of the match. The Player shall not play again in a subsequent match in the Competition until the Club has registered the player through The FA Player Registration System and is in possession of the approval from the Competition. A maximum of [2] Players may be registered in this manner. Any registration that is not fully and correctly completed will be returned to the Club unprocessed and the player classed as unregistered. If a Club attempts to register a player via the Player Registration System but does not fully and correctly complete the necessary information via the Player Registration System, the registration will not be processed.

For clubs registering players under Rules 18 A2 registration forms will be provided in a format to be determined by the Competition. For Clubs registering Players by the Player Registration System, Clubs must access the Player Registration System in order to complete the registration process.

3 Registration forms may also be submitted to the (Registrations) Secretary by electronic mail prior to the Player playing in a Competition Match. The original document must be forwarded by email to the appropriate Officer of the Competition within 2 days of the Competition Match. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

18 B 1 Contract players are not permitted in this Competition with the exception of those Players who are registered under Contract with the same Club who have a team operating at Steps 1 to 6 of the National League System.

2 It is the responsibility of each Club to ensure that any Player registered to the Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 10 and over crossing borders including Wales, Scotland and Ireland. In addition, a **P**layer is not eligible to play in this **C**ompetition who receives any form of payment, other than the reimbursement of expenses incurred, for playing in a match under the jurisdiction of the Competition.

3 Each team must have at least 11 Players per Team registered by 14th August before the start of each Playing Season.

4 In the event of a Non-Contract Player changing his status to that of a Contract Player with the same Club, or with a Club in another Competition their registration as a Non-Contract Player will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 18.B.1.

18 C A Player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) shall be permitted to register for a Club but

will be suspended from football activities if the Player does not comply with the terms of the Football Debt Recovery Regulations in respect of that Football Debt. **F**

18 D A fee as set out in the Fees Tariff shall be paid by each Club/team for each player registered.

18 E The Management Committee shall decide all registration disputes. In the event of a player signing a registration form or having a registration submitted for more than one **C**lub in the Competition, the valid registration submitted first shall take precedence. The Registrations Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

18 F It shall be a breach of rule for a **P**layer to:

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

2 Having registered for one Club in the Competition, register for another Club in the competition in that season except for the purposes of a transfer, or where the Competition adopts rule 18.P

3 Submit a signed registration form as per Rule 18 A.2 or submit a registration through the Player Registration System that the Player had wilfully neglected too accurately or fully complete. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

18 G 1 The Management Committee shall accept the registration of any **P**layer subject to the provisions of Rule 18 G2 and 18 G3 below.

2 The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any **P**layer at their discretion who has been charged and found guilty of registration irregularities. (Subject to Rule 7).

3 The Management Committee shall have power to make application to refuse or cancel the registration of any **P**layer charged and found guilty of undesirable conduct (subject to Rule 7) subject to the right of appeal to the Sanctioning Authority or FA or the relevant County Football Association. Where the Management Committee does not have enough information to enable it to make a decision pursuant to the above power, it may apply, in its absolute discretion, to the Sanctioning Authority or The FA for further information. Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a participant from being involved in this Competition.

4 A **P**layer who has previously had a registration removed in accordance with Rule 18 G3 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 may consider a further charge of bringing the Competition into disrepute.

(Note: Action under Rule 18 G3 shall not be taken against a **P**layer in cases of the Player bringing the Competition into disrepute and will in any event be subject to an appeal to the Sanctioning Authority or the FA. All decisions must include the period of restriction. For the purpose of this Rule, bringing the competition into disrepute can only be considered where the **P**layer 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.



18 QUALIFICATION OF PLAYERS

18 H Subject to compliance with FA Rule C when a Club wishes to register a Player who is already registered with another Club it shall submit a transfer notification to the Competition via the Player Registration System. A fee as set out in the Fees Tariff (will/may) be required. Such transfer shall be referred by the Competition to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Competition and to the Player concerned within 3 days of receipt of the notification. Upon receipt of the Club's consent, or upon its failure to give written objection within 3 days, the 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.

Once the Transfer has been completed the Registration Secretary will email both Clubs & only at that point will the player then become eligible to play for their new Club.

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

18 J Registrations are valid for one Playing Season only.

18 K A Player shall not be eligible to play for a Team in any special championship, promotion or relegation deciding match (as specified in Rule 22 A unless the player has played 7 games for that team in this Competition in the current season.

18 L A Team shall not include more than 2 Players who have played in half or more senior competition matches during the current season unless a period of 21 clear days has elapsed since they played. 21 clear days is counted by excluding the day when the relevant Player last played and the day when the Player intends to play again.

For the purpose of this Competition a senior competition are Gloucestershire Northern Senior League, Gloucestershire County League, Herefordshire County League, Hellenic League, Midland Football League, Western League and Southern League
Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

In addition, no Team shall include more than 2 Players who have taken part in half or more matches of a Team in a higher division in this competition during the current season unless a period of 21 clear days has elapsed since they played.

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, Registration, Fixtures, Disciplinary Secretaries, AT LEAST 48hrs before the kick off time of the match in question by the Club Secretary, 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.
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.

18 M 1 Subject to Rule 18 L2, any Club found to have played an ineligible Player in a Competition Match or Matches where points are awarded shall have the points gained from that Competition Match deducted from its record, up to a maximum of 12 points, and have levied upon it a fine in accordance with the Fines Tariff.

2 The Management Committee may vary the sanction as relates to the deduction of points set out at Rule 18 M 1 only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status.

3 Where a Club is found to have played an ineligible Player in accordance with Rule 18 M 2 above, the Management Committee may also, at its discretion:

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

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

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

18 O N/A

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

If a Player's registration is cancelled, they will not be eligible to re-register in the Competition for a period of [14] days from the date of cancellation.

18 Q 1 Where a team disbands before the commencement of fixtures and no other teams for the same club remain in the competition, all Player registrations shall be cancelled. (F)



19 A Every team must register the colour **and design** of its shirts and shorts with the Secretary by 1st June and the Competition Secretary shall decide as to their suitability.

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

19 C Goalkeepers must wear colours which distinguish them from all other **P**layers and the **M**atch **O**fficials.

19 D No **P**layer, including the goalkeeper, shall be permitted to wear black or very dark shirts.

19 E Any **T**eam not being able to play in its normal colours as registered with the Competition shall notify its opponents of the colours in which they will play (including the colour of the goalkeeper's jersey) at least 3 days before the match.

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

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



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

Clubs must take all reasonable precautions to keep their grounds in a playable condition. 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 facility 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 20(C).

All Competition matches shall have duration of 90 minutes unless a shorter time not less than sixty (60) minutes is mutually arranged by the two Clubs in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves.

Two matches involving the same two teams can be played on the same day providing the total playing time is not more than 120 minutes.

The times of kick-off shall be agreed at the AGM and can only be altered by the mutual consent of the two competing Clubs and the Competition. Referees must order matches to commence at the appointed time and must report all late starts to the Competition.

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

No overhead netting is allowed for 9v9 and 11v11 affiliated matches.

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

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

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.

20 B Except by permission of the Management Committee all matches must be played on the dates originally agreed 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 Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. In the case of a revised fixture date, the Clubs must be given by the Competition 5 clear days' notice of the match (unless otherwise mutually agreed).

Any Club may, upon application to the Assistant Secretary in charge of Fixtures, request two vacant possible fixture dates, per Team, during each Playing Season season, such application having been lodged with the Assistant Secretary at least 4 weeks prior to the date of the fixture in question.

20 C The Secretary of the home Club must give notice, full particulars of the location of, and access to, the ground, time of kick-off and kit colours (including goalkeeper) to the match officials and the Secretary of the opposing Club at least 3 clear days prior to the playing of the Competition Match. The opposing Club must confirm receipt and give notice of its kit colours (including goalkeeper) at least 3 days prior to the playing of the Competition Match. If either is not provided, the relevant Club shall seek such details and report the circumstances to the Competition. The home Club must copy the email, which they send, to the email address designated by the League for the receipt of such messages (caflmatchnotifications@gmail.com). 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. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

20 D In accordance with the Laws of the Game, the minimum of players will constitute a team for a Competition match is 7. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.



20 E 1 Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall **decide whether it should either**

a. Award the points from the Competition Match in question to the Club's opponent (without the awarding of goals)

OR

b. Order the Competition Match to be rescheduled. The Management Committee shall also have the power to order the rescheduled Competition Match to be played on a neutral ground or on the opponent Club's Ground if they are satisfied that such action is warranted by the circumstances.

In addition, the Management Committee may at its discretion order one or more of the following (if appropriate):

- a. Impose a fine (in accordance with the Fines Tariff),
- b. Deduct points from the defaulting Club,
- c. Order the defaulting Club to pay any reasonable expenses incurred by the opponents.

2 Any Club with more than one Team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence: - First Team, Reserve Team, A Team.

3 Any Club unable to fulfil a fixture or where a Competition Match has been postponed for any reason must, without delay, give notice to the Competition (Fixtures Secretary), the secretary of the opposing Club and the Match Officials. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

4 In the event of a Competition 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 Competition. Failing such agreement and notification to the Competition within 7 days the Competition shall have power to order the match to be played on or on or before a given date. Where it is to the advantage of the Competition, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

5 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 order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one Team or its Club member(s) they shall award the points for the match to the opponent. In cases where a match has been abandoned owing to the conduct of both Teams or their Club member(s), the Management Committee shall rule that neither Team will be awarded any points for that Match, and it shall not be replayed. No fine(s) can be applied by the Management Committee for an abandoned Match.

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

20 F A Club may at its discretion and in accordance with the Laws of the Game use 5 substitute Players in any Competition Match.

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

Where a Competition does allow return substitutes, a Club Team may use up to 5 from 5 substitute Players.

The referee and a representative of the opposing Club shall be informed of the names of the Players taking part in the Match (including the substitutes) not later than 1 minute before the start of the Competition Match and a Player not so named may not take part in that Competition Match. A Player who has been named as a substitute before the start of the Competition Match but does not actually play in that game shall not be considered to have been a Player in that Competition Match within the meaning of Rule 18 of this Competition.

20 G The half time interval shall be of 5 minutes duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the match referee.

20 H The Teams taking part in Competition Match shall identify a team captain who shall wear an armband shall have a responsibility to offer support in the management of the on-field discipline of their teammates. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. F

20 I Where a suspension imposed in relation to a Football Debt (as defined under the Football Debt Recovery Regulations) upon a Club by The FA or Affiliated Association is not lifted, and/or the Club does not provide confirmation from The FA or Affiliated Association that such suspension is lifted to the Competition Secretary by 15.00pm 1 day before a fixture, that fixture will be treated as an unfulfilled fixture and dealt with in accordance with Rule 20(E).

20 J 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 enough time to ensure that all necessary arrangements can be made will be charged with failing to fulfil a fixture under the provisions of rule 20 E 1. If the home side has not designated an alternative pitch to be used, then the match will be postponed.



21 A The FA Full-Time Facility / Competition must receive within 3 days of the date played, the result of each Competition match in the prescribed manner. This must include the forename(s) and surname of the team players and the Referee markings required by Rule 23, or any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff

21 B Both Clubs shall SMS FA Full Time / FA Matchday as directed by the Competition, to notify the result of each Competition Match by 180 minutes after the prescribed kick off. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. PR

21 C The match result notification, correctly completed by a responsible member of the Club and shall be entered on the FA's Full-Time (as prescribed by the Competition) facility by no later than 12 noon on the day that is 3 days after the completion of the fixture. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. 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.

21 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.

If 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.

21 E 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 3 days of the match.

22 DETERMINING CHAMPIONSHIP

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

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

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

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

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

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

4. In the event of two or more Teams being equal, the Team which has the better playing record against the other Team in their head-to-head Competition Matches during the Playing Season will be placed highest. One-off fixture or play-off games as determined by the League management committee.

22 B Automatic promotion shall be applied for the first 1 team and automatic relegation shall be applied for the last 2 teams in each Division except as provided for below, subject to the provisions of Rule 2 L.

1 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.

2 Vacancies occurring after the conclusion of the Playing Season may be filled in any of the following ways:

a Retention of otherwise relegated Team(s); or

b Additional promotion of the next ranked Team(s) from the division below; or

c Election

3 The last 2 Teams in the lowest division shall retire, but be eligible for re-election except as below and be subject to the conditions of Rule 22 B 1

4 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.

5 Should either or both 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.

6 If a relegated team from the Gloucestershire Northern Senior League is accepted into The Premier League 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.

22 C In addition (when applicable) to the Team(s) automatically promoted under Rule 22 B a maximum of one further Team shall be promoted by virtue of being the winner of a play-off match or series of matches (the "Play-Offs"). The eligibility criteria and format of the Play-Offs are as follows: The Teams finishing in position 2 to 5 (in divisions below the Premier Division) shall be entered into the Playoffs. The Team finishing 2nd will play the Team finishing 5th and the Team finishing 3rd will play the Team finishing 4th known as the Play-Offs Semi Finals.

The semi-final will be a single, knockout match or that it will be played at the home ground of the Team that finishes the season in the highest League position. The winner of each Play-Off Semi-Final will compete in the play-off final at a neutral venue, with the winning Team automatically promoted. If, at the end of the allotted playing time the scores are still level, the result of the match will be resolved by the taking of kicks from the penalty mark, in accordance with the IFAB Laws of the Game - Law 10.3 F

22 D In the event of a team withdrawing from the Competition before completing 75% of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table. For the purposes of this Rule 22 D a completed fixture shall include any Competition Match(es) which has been awarded by the Management Committee.

22 E N/A





23 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.

23 B 1 In the event of the non-appearance of the appointed referee the appointed senior assistant referee shall take charge and a substitute assistant referee appointed by the competing Teams.

23 B 2 In cases where there are no officially appointed Match Officials in attendance, the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that Competition Match, have the full powers, status, and authority of a registered referee. Individuals under the age of 16 must not participate either as a referee or assistant referee in any Competition Match.

23 C Where assistant referees are not appointed each Team shall provide a Club assistant referee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff

23 D The appointed Referee shall have power to decide as to the fitness of the ground in all Competition matches and the decision shall be final, subject to the determination of the Local Authority or the owners of a ground, which must be accepted.

23 E Subject to any limits/provisions laid down by the Sanctioning Authority, Match Officials appointed under this Rule shall be paid a match fee in accordance with the Fees Tariff (£32) and travel expenses of 0.40 per mile/ or inclusive of travel expenses.

Match Officials will be paid their fees and/or expenses by the home Club before the Competition Match. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

23 F In the event of a Competition match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half fee plus expenses. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Match Officials, if they attend the ground, their full fee, and expenses.

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

23 G A referee not keeping their 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.

23 H Each Club shall, in a manner prescribed from time to time by the FA, 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. Clubs scoring a referee 60 marks or less must write a report for the reasons for the low score on Full-Time, plus a copy must be sent to the League & Referee Secretary. If in the opinion of the League, the report is not valid then the Club will be liable to be fined in accordance with the fines tariff.

23 I The Competition shall keep a record of the markings and, on the form provided by the prescribed date each season, shall submit a summary to the Sanctioning Authority.

23 J The referee shall submit a report form, supplied by the Competition, giving the result of the Competition match, the number of players in each team and the time of kick-off to the Disciplinary Secretary within 2 days of the match.

In the absence of an officially appointed referee, the name of a single stand in referee, provided and mutually agreed by the two clubs in accordance with League Rule 23 B, shall be entered onto the Team sheets for both Home & Away Teams before the game (Printed in Block Capitals & signed by the named referee). The Teamsheets must then be signed by representatives of both the home side and the away side before the commencement of the match. The home club Secretary shall then submit the Teamsheets to the League's Results Secretary within 3 days of the match. The name of the Single Referee should also be added to the Match Return on Full Time in the notes.

23 K Not Used

23 L Not Used

23 M Separate dressing room accommodation and separate washing facilities must be provided for referees from the home and away Teams accommodation and washing facilities for each match played. These dressing rooms and washing facilities must not be shared by any Teams.



B FEES TARIFF

LEAGUE COMPETITION

4 A	Entry Fee	£100 per Team
4 B	Annual Subscription	£30 per team
4 C	Deposit	£50
7 C,7 E,7 G	Protest / Appeal Fees	£10
18 D	Registration Form	£2.00 per player
18 H	Transfer Form	£5 per transfer
23 E	Referees Fees	£32
23 E	Asst. Referee Fees	£26

CHARITY CUP COMPETITION

CC4 B	Entry Fee for 1 team	£35 per team (Additional £10 for Senior Charity
CC4 B	Entry Fee for Additional Teams	£10 per team

B FINES TARIFF

LEAGUE COMPETITION

2 G	Failure to Affiliate	£50
2 I	Failure to Comply with FA Initiatives	Not used
2 K	Unauthorised Entry of Teams into Competitions	£50
3	Failure to Obtain Consent for a Change of Club Name	£50
4 A	Failure to Submit Additional Entry and Fees	£15
4 B	Failure to Pay Annual Subscription	£50
4 C	Failure to Pay a Deposit	£50
4 E	Failure to ensure teams are recorded as affiliated in the club portal	£5
4 F	Failure to Provide Additional Information	£15
4H	Failure to Advise Club Detail Changes	£15
4I	Failure to Provide the Competition Secretary of an Alternative Person who may deal with the business of the Club	£15
5 E	Communications Conducted by Persons other Than Nominated Officers	£50
6 I	Failure to comply with an Instruction of the Management Committee or Failure to Attend to the Business of the League.	£250
6 J	Failure to Pay a Fine/Invoice within 14 Days of Notice	£50
6 M	Failure to Conduct the Business of the League by Electronic Mail	£15
8 H	Failure to be Represented at AGM	£75
9 E	Failure to be Represented at SGM	£75
10	Failure to Submit the Required Written Agreement or to Notify Changes to Signatories	£50
11 A	Failure to Confirm Future Membership Prior to 31st March	£25
11 B	Failure to Start / Complete fixtures	£100
12 C	Official or Member of Club Guilty of Breach of Rule (Non-Field Offence)	£100
16 C	Failure to have the Required Insurance	£250
18 A	Failure to Correctly Register a Player	£50
18 B 3	Failure to have the Required Number of Registered Players Prior to the Season Commencing (14th August)	£10
18 F	Signing or Playing for Multiple Clubs or Inaccurate Completion of a Registration Form	£50
18 G 2	Registration Irregularities	£50
18 L	Fielding More than the Permitted Number of Players who have Participated in Senior Competition Matches	£50
18 M	Playing an Ineligible Player	£50
18 N	Failure to Give Priority to School Activities	£50
19	Failure to Submit Kit Information to the League / Failure to Play in Correct Colours / Failure to have Numbered Shirts	£15
20 A	Failure to Kick Off on Time	£15
20 B	Failure to Play Matches on the Date Fixed	£50

20 C

Failure to Provide Details of a Fixture

£10

20 E 1 & 4

Failure to Play Fixture

£50

20 F

Failure to Nominate Substitutes to Referee 1 Minute Prior to the Fixture

£15

20 G

Amending the Length of Half-Time, Without the Permission of the Referee

£15

20 H

No Captains Armband

£10

21 A & C

Failure to Complete Full-Time Match Return

£15

21 B

Failure to Provide Result

£40

21 E

Failure to Provide Players Details

£15

21 E

Failure to Supply Correctly Completed Teamsheets

£10

23 C

Failure to Provide Club Assistant Referee

£10

23 E

Failure to Pay Match Officials Fees and Expenses as Required

£20

23 F

Failure to Pay Match Officials Where a Match is Not Played

£10

23 H

Failure to Provide Referee's Mark

£50

23 M

Failure to Provide Separate Referee's Changing Facilities –All Divisions

£25

Cup Competition

All Fines Tariff as Above, with the Additional Provisions Below

CC 4 B

Failure to pay Charity Cup Subscriptions by 14th August

£50

CC 20 A

Failure to Provide 2 match balls Fit for Play for a Semi-Final Match

£20

CC 20 E1 & E3

Failure to Fulfil a Fixture

£20 set fine

CC 21 E

Failure to Submit a Team Squad 48 Hours Prior to a Semi-Final or Final Match, to Opponents and Registration Secretary

£5

CC 20 I

Failure to Notify the League's Fixtures Secretary of Ground Unavailability Sufficiently Early to Enable a Match to be Played Elsewhere

£15





1. DEFINITIONS.

As League Rule 1 with the following addition
1 A "Competition" means the 'Cheltenham League Charities Competition'.

2. NOMENCLATURE AND CONSTITUTION

As League Rule 2 with the following **amendments**

2 B The Competition shall be divided into 3 sections – Senior, Denis Barrett (Junior) Charity Cup & Bob Overington (Minor) Charity Cup– 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. CLUB NAME

As League Rule 3

4. ENTRY FEE, SUBSCRIPTION, DEPOSIT

As League Rule 4 with the following addition

4 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

5. MANAGEMENT, NOMINATION, ELECTION

As League Rule 5

6. POWERS OF MANAGEMENT

As League Rule 6

7. PROTESTS, CLAIMS, COMPLAINTS & APPEALS

As League Rule 7

8. ANNUAL GENERAL MEETING

As League Rule 8

9. SPECIAL GENERAL MEETINGS

As League Rule 9

10. AGREEMENT TO BE SIGNED

As League Rule 10

11. CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

As League Rule 11

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

As League Rule 12

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

As League Rule 13 with amendment below
18 mementoes only will be provided by the League to each Winning and Runner-up Club in the Charity Cup Competitions

14. ALTERATION TO RULES

As League Rule 14

15. FINANCE

As League Rule 15 with additional clause below
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.

16. INSURANCE

As League Rule 16
17. DISSOLUTION

As League Rule 17

18. QUALIFICATION OF PLAYERS

As League Rule 18 with the additions below
18 F (Replacing League Rule 18 F) No player shall be allowed to play for more than one Team in the same section of the Competition during the same season, nor shall any player be allowed to play in the Minor Cup if they have already played in the Junior Cup.

18 L (Replacing League Rule 18 L)

1 Any Player who has taken part in half or more of the League & Cup matches of any Team of higher Charity / County 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 / County Cup Classification. Permission of the Management Committee will be required to play any higher Players. 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, plus the senior team needs to be playing at the same time. Once approval has been granted & then the senior game is cancelled, the approval will still be valid.
(Approval is for a single game only, it is not for all Charity Cup games). An application for permission to play a Senior player must be submitted before each game that they are going to be playing in.

2 Seeking of permission from the Management Committee should be made at least 2 days prior to the game in question by the Club secretary a Team shall then only include 2 Players who have taken part in half or more senior competition matches during the current season. For the purpose of this Competition a senior competition is Gloucestershire Northern Senior League, Gloucestershire County League, Hellenic League, Midland Football League, Western League, and Southern League, plus the senior team needs to be playing at the same time.

The approval/denial decision shall also be provided to the opposition team prior to the fixture by the appropriate league officer.

3 ADDITIONALLY, no Player shall be allowed to play in the Semi-Final or Final UNLESS:

- a) They have played in a majority of the League & Charity Cup fixtures for the Club in question during the current season, at the equivalent or a lower County Cup Classification OR
- b) Special permission is granted by the Management Committee &
- c) They have not played for any senior team within the last 14 days prior to the game in question.

18 M Replacing League Rule 18 M 3 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.

19. CLUB COLOURS

As League Rule 19 with addition below

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

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

As League Rule 20 with additions/amendments below
20 A All-Competition Matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board. Any Club that have two Teams drawn against each other in the competition must play the fixture. If any of the Teams postpone the fixture, then both teams will be eliminated from the Competition.

20 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.

20 A 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 or if at the end of the allotted playing time the scores are still level, the result of the match will be resolved by the taking of kicks from the penalty mark, in accordance with the IFAB Laws of the Game - Law 10.3

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.

20 A2 For all Semi Final & Final ties played on neutral grounds, each competing team shall be required to pay a bond of (£50) to the League Treasurer 48Hrs before the game is played. Such bond will be used as a deposit for the covering of the changing rooms. If the facility is left how it was found, then the deposit will be returned if not then it will be used as a clean-up charge. Failure to send payment will result in the game being postponed & awarded to the opposition. - Email reminder will be sent out with semi-final notification by League Secretary

20 B Same as League Rule 20 B, 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 20 B.

20 E Same as League Rule 20 E with the additions below

E 3 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 may be expelled from the Competition and be fined a sum of £20 unless special permission is granted by the Management Committee. **F**

In addition, any Team that has withdrawn from the Competition may not be permitted entry to the Competition for the following season.

20 F 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 conducted 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.

21. REPORTING RESULTS

As League Rule 21 with addition below

21 F In addition, for all Semi- Final and Final fixtures, Team squads shall be submitted to the opposition, League Secretary, and the Registration Secretary at least 4 Days prior to the scheduled time of Kick-off. The Squad lists must include the following information for players that have played at a higher level, number of games, teams & leagues played in, plus the last time played for the senior team. Any queries concerning eligibility of Players shall be lodged with the Management Committee by the Club Secretary 48 hrs before the game in question. No Player enquires will be accepted on the day of the fixture. Any anomalies arising after the game could result in the Team being fined & expelled from the Competition, plus they may be banned from entering the Competition the following season.

22. DETERMINING CHAMPIONSHIP N/A **F**

23. Match Official

As League Rule 23 E with addition below

23 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 online to the League Treasurer 48Hrs before the date of the fixture. Failure to send payment will result in the game being postponed & awarded to the opposition. - Email reminder will be sent out with semi-final notification by League Secretary.





Addresses of County Officials

Gloucestershire Football Association Limited

Chief Executive and Senior Safeguarding Lead
David Neale
Tel. 01454 615888
David.Neale@GloucestershireFA.com

County Cups
Chris Lucker (Head of Football Services)
01454 615888
Chris.Lucker@GloucestershireFA.com

Finance
Judith Langworthy Head of Commercial & Finance
Matt Liddle Commercial & Marcoms Officer

WORCESTERSHIRE FOOTBALL ASSOCIATION
Craftsman House, De Salis Drive, Hampton Lovett Ind Estate, Droit-
wich, Worcestershire, WR9 0QE

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

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 **up to 10 days after the date of the FA Cup Semi Finals being played.** 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 18 paragraphs C & M 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 team sheet 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 to see if the player owes anything to his previous club. 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 / **Charity** 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.

Separate dressing Room accommodation and separate washing facilities must be provided for Referees from the home and away teams accommodation and washing facilities for each match played. These dressing rooms and washing facilities must not be shared by any teams.

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.

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, 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 or have NOT been registered for any team in a Senior League, up to the final day of the season. However the deadline for transfers, from one Cheltenham League club to another, remains March 1st.

Match Returns: All match Returns will be locked on the day that is exactly 3 days after the day of the match in question – for games on a Saturday, this will be the following Tuesday. 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 21 within the following 5 days.

On the day that is 3 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 on the day that is exactly 8 days after the day of the match – the second Sunday 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.

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, plus a full Report must be sent to the League & Referee Secretary. 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.

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



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 20(C) 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). If no appointed referee – you must notify the opposition, as soon as possible, of the individual your club will provide to referee the game

Contact Referee

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 20(C). 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

Essential – Complete the club referee card prior to the game and ensure opposition sign. THIS MUST BE DONE BEFORE KICK-OFF

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 onto WGS 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 WGS. 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.

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 2½ hours after kick-off time at the latest. This means 5.00 pm for 2.30 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

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

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!



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 20(C) 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.

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 2½ hours 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!



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 confirm

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

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.

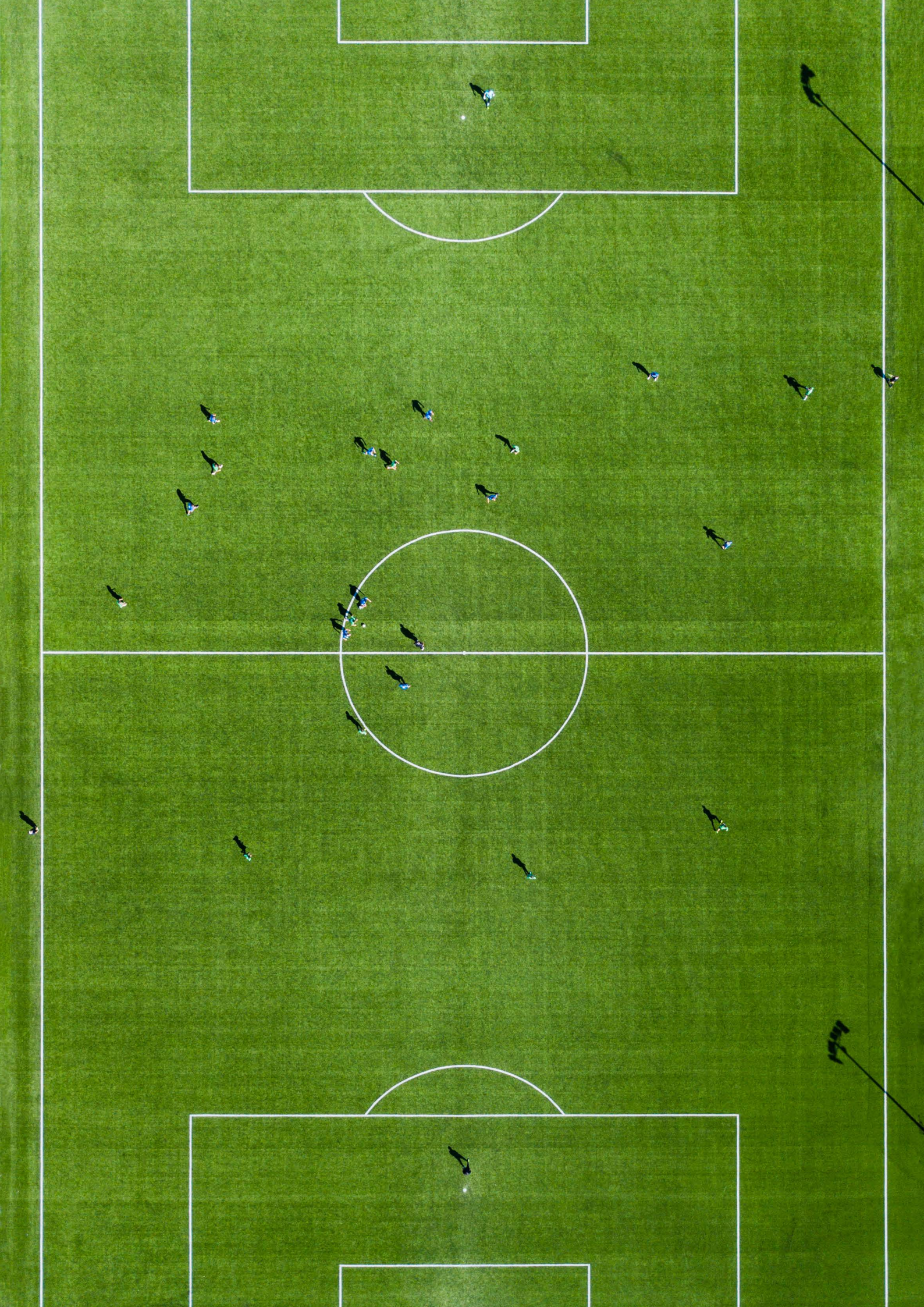
Substitutes who leave the dug-outs and technical area to warm up must do so only as directed by the 4th official and in accordance with any specific instructions issued by the host club.

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 6(I) and will be dealt with accordingly, at the discretion of the League Management Committee

2 G	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
4 B	Failure to Pay Entry Fees	£15
4 I	Failure to provide the League with an alternative contact in the absence of Club Secretary	£15
4 F	Non-return of Supplementary Information form by prescribed date	£15
6 I	Failure to comply with an Instruction of the Management Committee or Failure to Attend to the Business of the League	£15 up to £250
6 J	Late Payment of Invoices.	£45
8 H	Failure to be represented by Secretary or approved, nominated deputy for the duration of the Annual General Meeting	£75
11 B	Withdrawal of a team after the AGM but before the fulfilment of all fixtures.	£100
18 B 3	Failure to have a minimum of eleven VALID Registrations, per team, entered on Full-Time and lodged with the Registration Secretary by 14th August	£10
18 L	Fielding More than the Permitted Number of Players who have Participated in Senior Competition Matches	£15
18 M	Playing an ineligible player	£15, points gained from match deducted and further points deducted
19	Failure to provide a change of colours:	£5
20 A	Late Kick-offs (home team):	£10
20 A	Late Kick-offs (away team):	£10
20 C	Failure to contact the match official or the Secretary of the opposing Club prior to the playing of a match:	£5
20 E	1 & 4 Failure to fulfil a fixture (guidance only – actual penalties at Management Committee discretion) £15 and points deducted for first offence, £20 & points for second offence, etc. plus game awarded to opposition for each game.	up to £10 max
20 E 2	Failure to fulfil fixtures in order of precedence:	£25
21	A & C Failure to complete Match Return correctly.	£10
21 B	Failure to Notify the League of Results or Postponements by SMS	£5 first offence £10 Second Offence £15 third offence etc
21 E	Incorrectly completed triplicated teamsheet	£10
23(C)	Failure to provide a club linesman for the whole match.	£10
23(E)	Failure to pay the referee prior to the fixture	£10 up to 20 max
Charities Cup Rules		
20 E	Failure to fulfil a Fixture	£20
21 F	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 6 E, for all breaches of Rules quoted above, except for rules 6 J and Rule 8 H & Rule 9, 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: -

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





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