

Gloucestershire FA Handbook



Season 2010/11





GLOUCESTERSHIRE FOOTBALL ASSOCIATION LIMITED

(Founded: 07 September 1886)

OFFICIAL HANDBOOK 2010-2011

DIRECTORY OF CLUBS AND REFEREES

RULES, REGULATIONS AND GUIDANCE

Headquarters & Registered Office
Oaklands Park, Gloucester Road,
Almondsbury, Bristol BS32 4AG

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E-mail: info@GloucestershireFA.com

www.GloucestershireFA.com





GLOUCESTERSHIRE FA EQUALITY POLICY

As the governing body for grassroots football in Gloucestershire, the Gloucestershire Football Association (GFA) endorse the standards and values set by The Football Association (The FA) to apply throughout football at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it. The aim of this policy is to ensure that everyone is treated fairly and with respect and the GFA is equally accessible to all.

The GFA's commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Board of Directors and the Chief Executive is responsible for the implementation of this policy.

The GFA, in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The GFA will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

The GFA will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The GFA will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The GFA is committed to supporting The FA's development of a programme of ongoing training and awareness-raising events and activities in order to promote the eradication of discrimination within its own organisation and, in the wider context, within football as a whole.

The GFA is committed to a policy of equal treatment of all members and requires its members to abide and adhere to this policy and the requirements of the Equality Act 2010 as amended from time to time.

The GFA commits itself to the immediate investigation of any claims, when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.



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CUSTOMER SERVICE CHARTER

Providing you with a high quality service is a matter of great importance to us at Gloucestershire FA. We will work to make sure that our services and facilities are accessible to you and our processes promote equality and respect for everyone. Treating people fairly is at the heart of our business and we aim to make sure that all those involved with the game at every level, can enjoy the highest possible standards of service at all times.

David Neale
Chief Executive

Standards of service that you can expect from us:

Publishing Service Standards

- We will publish details of our customer service charter in our County Handbook and on our website.
- We will monitor our performance against these standards and publish details of how we are performing against them annually as part of our County Strategy review.
- We will also review our customer service charter and values following ongoing feedback from you, our stakeholders and our staff.

Informing You

- Information about our Club, Coach and Referee education programmes and services will be accessible, accurate, and up to date. It will be made available in our County magazine, 'Your Game', and on our website.
- The County FA football disciplinary procedures will be published in our County Handbook and on our website. Our Operations staff will also offer impartial advice on the operation of the process upon request.
- We will make sure the information we provide is clear and straightforward so that it is easily understood. We will also make sure that your responsibilities are clearly stated in any relevant letter, forms and on our website.
- We will only use information about you in a lawful and fair way as required by the Data Protection Act.

Accessibility

- We will take all reasonable steps to make sure our services and facilities are accessible to everyone, including people with particular requirements.
- Where possible, you should let us know in advance if you need assistance, so that appropriate arrangements can be put in place. We will also make sure that our website complies with disability access requirements.
- You can telephone our office between the hours of 8.45am and 4.30pm, Monday to Friday. The telephone number is 01454 615888. The office will be closed on bank holidays, public holidays and between Christmas Day and New Year's Day.
- Outside normal working hours, information on our programmes, processes and services is available on our website, 24 hours a day, 7 days a week at:
www.GloucestershireFA.com
- You can also access some of our services through the 'Members Services' portal at:
www.GloucestershireFA.com/MembersServices/



Customer Service Charter cont..

Consulting with Customers

- We will seek your views on the quality of our service and the standards of service you can expect from us via our annual customer survey. We also welcome your comments or suggestions on how we can improve the quality of our service at any time.
- We particularly welcome your local football News stories for publication in our County magazine or on our website.
- If you wish to make a comment or you have a suggestion on how we can improve the quality of service you receive, please contact us in writing or send an e-mail to Info@GloucestershireFA.com

Polite and Helpful Staff

- We will be polite and helpful, act with integrity and discretion and treat you with respect at all times.
- Our staff will receive appropriate FA customer service training to help them deliver our services to you in an efficient and professional way.

Answering Telephone Calls

- We will answer telephone calls as quickly as possible. If we are unavailable, calls will be diverted to another member of staff or voicemail will be used.
- If the first person you contact is unable to help you, they will pass you to someone who can help you as quickly as possible. If we need to call you back, we aim to do so within 24 hours of your initial telephone call to us.

Answering Letters, Faxes and E-mails

- We will acknowledge your letters, faxes and e-mails requiring a response within 3 working days of receiving them.
- Please note that due to the nature of our work some members of staff may be away from their desks/e-mail for several days at a time. In these circumstances, customers will receive an automated response to e-mails advising them who to contact if the matter is urgent.
- We will respond in full to your letters, faxes and e-mails within 14 days of receipt. If this is not possible, we will let you know why a response may take longer and when you can expect a full response.
- These standards apply to Gloucestershire FA's staff. They do not apply to our many colleagues who give their time voluntarily to help us to administer and develop grassroots football.

**Customer Service Charter cont.****Complaints Procedure**

- If you are unhappy with the quality of service you receive, please let us know why you are unhappy as quickly as possible. You can make a complaint to our Operations Manager, Chris Lucker, by letter, fax, e-mail or by telephone. Details on page 1.
E-mail: Chris.Lucker@GloucestershireFA.com
- We will fully and fairly investigate your complaint, keep you informed of progress, offer an explanation of the circumstances and take appropriate action.
- We will record complaints about the quality of service and try to address your concerns. We want to learn from complaints so that we can improve the quality of service we provide to you.

What do we expect from you?

We expect customers to:

- treat our staff politely and with respect and understanding;
- give us relevant, accurate, timely and up to date information to help us resolve queries as quickly as possible;
- complete any forms supplied, accurately and fully, attaching any supporting papers that may be needed;
- tell us immediately about any changes to your Club or personal contact details;
- quote any relevant reference number used in the Disciplinary process and use the contact details you were given in any correspondence to us;
- respond to our letters, faxes and e-mails as quickly as you can, but in no longer than 14 days.
- note that abusive behaviour towards our staff, volunteers, other customers or our property is unacceptable.



DIRECTORS, PRESIDENT & SENIOR MEMBERS

DIRECTORS

Roger Burden
Derek Cumner
Ken Fry
Alan Pearce
Roy Schafer
Tony Stone

Appointed

1999
2010
2004
2009
2002
2005

PRESIDENT

George Mallett

Elected

2008

Council

1971

FOOTBALL ASSOCIATION REPRESENTATIVE

Roger Burden

1995

1983

LIFE VICE PRESIDENTS

A.C (Dennis) Barrett
Stan Dyer
Ken Hulbert
David W Smith
David Watts

1967
1966
1961
1964
1968

VICE PRESIDENTS

John Hawkins
George Hoskin
Peter McPherson
Colin Timbrell
Vernon Windell

1974
1974
1970
1978
1975

LIFE MEMBERS

Cliff Ashton
Len Bartlett
Roger Burden
Gordon Cook
Ken Fry
John Hawkins
George Hoskin
David Jones
Chick Knights
Peter Langley

Council

1981
1983
1983
1979
1987
1974
1974
1983
1988
1989

Derek Lugg
Peter McPherson
Barrie Phillips
Roy Schafer
James Spiers
David Tanner
Colin Timbrell
Vernon Windell
Reg. Woodward

1967
1970
1984
1985
1989
1989
1978
1975
1981



KEY CONTACTS

CHIEF EXECUTIVE

David Neale
01454 615888
David.Neale@GloucestershireFA.com

COUNTY WELFARE OFFICER

Hugh Feltham (Part-time)
01454 615888 or 07944 122719
Hugh.Feltham@GloucestershireFA.com
FA/NSPCC 24 hour Helpline Tel: 0808 800 5000

HON. CUPS SECRETARY (NORTH)

Don Fletcher (1992) (elected 2002)
1 Manor Farm, School Lane, Whitminster, Glos. GL2 7NT
Tel. or FAX: 01452 741443

HON. CUPS SECRETARY (SOUTH)

Gerry Witcombe (1999) (elected 2004)
76 Garnet Street, Bedminster, Bristol. BS3 3JS
Tel. 0117 963 1674
gerry.witcombe@fsmail.net

CUPS SECRETARY (YOUTH)

Chris Lucker (Operations Manager)
01454 615888
Chris.Lucker@GloucestershireFA.com

HON. HISTORIAN

Colin Timbrell (elected 1985)
Tel: 01453 543250

HON. REFEREES' SECRETARY

Ken Fry (1987) (elected 2003)
35 Glyn Vale, Bedminster, Bristol. BS3 5JD
Tel. 0117 966 9449
k.e.fry@btinternet.com

HON. TREASURER

Tony Stone (2002) (elected 2005)
Tel. 0117 983 1219
Tony.Stone@GloucestershireFA.com

**Our volunteers may be contacted up until 9pm Monday to Saturday only.
Please do not ring outside these hours, except in an emergency.**



REPRESENTATIVES

CONFERENCE OF COUNTIES

Roger Burden
David Neale

SOUTH WEST COUNTIES CUP COMPETITION

Ray Bean (elected 2004)

HON. SOLICITOR

Richard Handley (elected 2004)

AUDITORS

Elliot Bunker Limited

STAFF

David Neale Chief Executive

Operations Staff

Chris Lucker Operations Manager
Celia Bellamy Administrator
Jordan Cooper Administrator
Katya Devine Accounts Administrator
Laura Faulkner Administrator
Hugh Feltham County Welfare Officer

Development Staff

Gary Probert County Development Manager
Matt Boucher Football Development Officer
Grace Bunker Football Development Officer - Women & Girls'
Lisa-Marie Chandler Football Development Administrator
Roger Goodwin Referee Development Officer

Team Members Employed by External Partners

Rob Allan Community Football Development Officer (N. Bristol)
Paul Arnold Football Development Officer – Disability
Jim Hart Community Football Development Officer (Chelt'm / Glos)
Julia Williams Community Football Development Officer (Cent. / E. Bristol)



COUNCIL REPRESENTATIVES

| | | In Post | Elected |
|---|--|----------------|----------------------|
| Chairman | Roger Burden | 1990 | 1983 |
| Deputy Chairman | Roy Schafer | 2002 | 1985 |
| Senior Professional & Senior Challenge Clubs | | | |
| Bristol City | Michelle McDonald | | 2001 |
| Bristol Rovers | Rod Wesson | | 2004 |
| Cheltenham Town | Paul Godfrey | | 2002 |
| Challenge Trophy Clubs | | | |
| | Geoff Endicott | | 2006 |
| Avon Youth League | Steve Payne | | 2009 |
| Bristol & Avon League | David Webb | | 1994 |
| Bristol & District League | Ray Bean Pat Sice | | 1994 1987 |
| Bristol & District Sunday League | Brendon Slade | | 1994 |
| Bristol & Suburban League | Derek Cumner Des Villis | | 2004 1996 |
| Bristol Churches League | No nomination | | |
| Bristol Downs League | Steve Elson Owen Dow | | 1997 2004 |
| Bristol Girls League | Julie Hayward | | 2010 |
| Bristol Premier Combination League | Richard Monks | | 2005 |
| Bristol Regional Sunday League | Rod Green Roger Pullin Paul Tucker | | 2004 1993 2003 |
| Bristol Saturday Youth League | Steve Murray | | 2010 |
| Bristol U18 Combination | Ken Howitt | | 2009 |
| Bristol & Wessex Sunday League | Tony Wilkins Kevin Jones | | 2006 2007 |
| Cheltenham Saturday League | John Crowther Ian Hamilton | | 1991 2010 |
| Cheltenham Sunday League | David K Smith | | 1996 |



| Council Representatives Cont... | | Elected |
|---|--|----------------------|
| Cheltenham Youth League | Nigel Newport-Black | 2009 |
| Cirencester & District League | Philip Smith | 2007 |
| Cotswold Churches League | No nomination | |
| Cotswold Youth League | No nomination | |
| Gloucester & District Sunday League | Kevin Hilton Philip Watkins | 2007 2007 |
| Glos & Somerset FA Ability Counts Cty Lge | Paul Arnold | 2009 |
| Gloucester County Girls League | No nomination | |
| Gloucestershire County League | Ron Holpin | 2006 |
| Gloucestershire County Youth League | Richard Laurence | 2009 |
| Gloucestershire Northern Senior League | John Green David Purser | 1993 1996 |
| Gloucestershire Women's County League | Sue Henson-Green | 2001 |
| Gloucester Youth League | Geoff Goodwin | 2009 |
| Hanham Minor League | John O'Brien | 2009 |
| Mid-Gloucestershire Mini-soccer League | Ian Palmer | 2010 |
| North Gloucestershire League | Sidney Jones Robert Stephens | 1990 1996 |
| Referees' Association | Alan Pearce Peter Colley | 2004 2007 |
| Stroud & District League | Steve Marshall Fred Gardiner Robert Warren | 2008 1998 2009 |
| Stroud & District Youth League | Paula Hooper | 2009 |
| Youth Representatives | Dennis Boughton James Spiers | 1991 1989 |



MEMBERS OF COUNCIL

| | | |
|------------------|--|--------------|
| Arnold Paul | Active Gos., Oxstalls Campus, Gloucester, GL2 9HW | 01242 715192 |
| Ashton Cliff | Tydvil, Frome Road, Radstock, BA3 3JZ | 01761 420260 |
| Barrett Dennis | 49 Bafford Approach, Charlton Kings, Chelten'm, GL53 9JF | 01242 522213 |
| Bartlett Len | 145 Airport Road, Hengrove, Bristol. BS14 9TD | 01179 777915 |
| Bean Ray | 39 Stockwood Lane, Stockwood, Bristol, BS14 8SL | 01275 835907 |
| Boughton Dennis | Locquiers Farm, Mitcheldean, Gos., GL17 0HQ | 01594 543186 |
| Burden Roger | 9 Bournside Road, Hatherley, Cheltenham. GL51 5AL | 01242 232460 |
| Colley Peter | 2 Redwood Close, Longwell Green, Bristol, BS30 9XU | 01179 322970 |
| Cook Gordon | 23 Springbank Road, Cheltenham, Gos. GL51 0NQ | 01242 703549 |
| Crowther John | 10 Hillside Close, Bournside, Cheltenham, Gos., GL51 5AS | 01242 517287 |
| Cumner Derek | 16 Glebe Walk, Keynsham, Bristol, BS31 2LS | 01179 073700 |
| Dow Owen | 9 East Shrubbery, Redland, Bristol, BS6 6SX | 01179 737861 |
| Dyer Stan | 30 Cecily Crt, Cambridge Way, Minch'ton, Stroud, GL6 9DN | 01453 883763 |
| Elson Steve | 12 Netherways, Clevedon, BS21 7YU | 01275 879769 |
| Endicott Geoff | 27 Star Barn Road, Winterbourne, Bristol, BS36 1NU | 01454 778207 |
| Fletcher Don | 1 Manor Farm, School Lane, Whitminster, Gos., GL2 7NT | 01452 741443 |
| Fry Ken | 35 Glyn Vale, Bedminster, Bristol, BS3 5JD | 01179 669449 |
| Gardiner Fred | 60 Brockley Rd, Leonard Stanley, Stonehouse, GL10 3NB | 01453 791457 |
| Godfrey Paul | Cheltenham T'n FC, Whaddon Rd, Cheltenham, GL52 5NA | 01242 573558 |
| Goodwin Geoff | 22 Grosvenor Road, Gloucester, GL2 0SA | 01452 531862 |
| Green John | 81 Cheltenham Road, Longlevens, Gloucester, GL2 0JG | 01452 424309 |
| Green Rod | 9 Hilltop Road, Soundwell, Bristol, BS16 4RN | 07952 225826 |
| Hamilton Ian | 126 Farmfield Road, Cheltenham, GL51 3RB | 07880 701624 |
| Hawkins John | 27 Woodcroft Road, St.Annes Park, Bristol, BS4 4QW | 01179 778193 |
| Hayward Julie | 110 Bearlands, Wotton under Edge, Gos., GL12 7SB | 07968 822237 |
| HensonGreen Sue | 23 St Andrews, Yate, Bristol, BS37 4DP | 01454 312296 |
| Hilton Kevin | 15 Harvey Close, Podsmead, Gloucester, GL2 5FL | 01452 539974 |
| Holpin Ron | 27 Brockley Close, Little Stoke, Bristol, BS34 6HA | 01454 612842 |
| Hooper Paula | 122 Avon Way, Thornbury, Bristol, BS35 2DP | 01454 885515 |
| Hoskin George | 18 Besbury Park, Minchinhampton, Stroud. GL6 9EN | 01453 882597 |
| Howitt Ken | 159 Goldcrest Road, Chipping Sodbury, Bristol, BS37 6XN | 01454 314822 |
| Hulbert Ken | 5 Ricardo Road, Minchinhampton, Stroud, Gos. GL6 9BY | 01453 883086 |
| Jones Derek | 33 Ennerdale Avenue, Longlevens, Gloucester. GL2 0EF | 01452 414849 |
| Jones Kevin | 60 New Queen Street, Kingswood, Bristol, BS15 1DF | 01179 551291 |
| Jones Sid | "Parkside", Townsend, Mitcheldean, Gos., GL17 0BA | 01594 542723 |
| Knights Chick | 31 The Close, Coaley, Dursley, Gos., GL11 5EP | 01453 890550 |
| Langley Peter | 57 Cleevelands Avenue, Cheltenham, Gos., GL50 4PY | 01242 236654 |
| Laurence Richard | 184 Bishop Road, Bishopston, Bristol, BS7 8NB | 01179 087954 |



| | | |
|-------------------|---|---------------|
| Lugg Derek | 22 Oak Tree Place, Burnham on Sea, Somerset, TA8 2LH | 01278 785398 |
| Mallett George | 7 Beryl Grove, Brislington, Bristol, BS14 9EB | 01179 774052 |
| Marshall Steve | Mervue House, Lantern Close, Berkeley, GL13 9DE | 01453 810690 |
| McDonald Mich'le | Bristol City Football Club, Ashton Road, Bristol. BS3 2EJ | 01179 630642 |
| McPherson Peter | 35 Cook Street, Avonmouth, Bristol, BS11 9JY | 01179 827035 |
| Monks Richard | 15 Heyford Avenue, Eastville, Bristol, BS5 6UF | 01179 513937 |
| Murray Steve | 171 Park Road, Keynsham, Bristol, BS31 1AS | 0117 983 2917 |
| NewportBlack Nigl | 196 Leckhampton Road, Cheltenham, GL53 0AQ | 01242 263817 |
| O'Brien John | 20 Pullin Court, Warmley, Bristol, BS30 8YL | 01179 326330 |
| Palmer Ian | Willow House, High St., Saul, Glos., GL2 7LW | 01452 741276 |
| Payne Steve | 4 Bevington Walk, Patchway, Bristol, BS34 5NY | 01179 695702 |
| Pearce Alan | 14 Rivermead Close, Sandhurst Lane, Glos., GL2 9AG | 01452 520054 |
| Phillips Barrie | 145a Station Road, Henbury, Bristol, BS10 7LZ | 01179 501754 |
| Pullin Roger | 85 Crispin Way, Kingswood, Bristol, BS15 4SH | 01179 873394 |
| Purser David | 44 King William Dr, Charlton Park, Cheltenham, GL53 7RP | 01242 580522 |
| Schafer Roy | 10 Vale End, Nailsea, Bristol, BS48 2JS | 01275 545544 |
| Scourfield Gerald | 34 Magdala Road, Gloucester. GL1 4AX | 01452 306255 |
| Sice Pat | 77 Oakleaze Road, Thornbury, Bristol, BS35 2LP | 01454 415039 |
| Slade Brendan | 25 Chatsworth Road, Fishponds, Bristol, BS16 3QP | 01179 655632 |
| Smith David K | 2 Southgate Drive, Cheltenham, Glos., GL53 7QL | 01242 574115 |
| Smith David W | 32 Melbourne Drive, Stonehouse, Glos., GL10 2PJ | N/A |
| Smith Philip | 56 Partridge Way, Cirencester, Glos., GL7 1BQ | 01285 657954 |
| Spiers James | 14 Akermans Orchard, Newent, Glos., GL18 1QD | 07788 142727 |
| Stephens Robert | Tremezzo, The Green, Newnham, Glos., GL14 1AF | 01594 516401 |
| Stone Tony | 29 Cooper Road, Westbury-on-Trym, Bristol. BS9 3QZ | 01179 831219 |
| Tanner David | 40 The Croft, Downend, Bristol, BS16 5PU | 01179 832627 |
| Timbrell Colin | 8 Kipling Road, Whiteway, Dursley, Glos. GL11 4QB | 01453 543250 |
| Tucker Paul | 13 Collingwood Close, Chepstow, Monmouth, NP16 5SU | 01291 624763 |
| Villis Des | 6 Kent Avenue, Yate, Bristol, BS37 7RY | 01454 319395 |
| Warren Robert | 6 Willowleaze, Elmbridge, Gloucester, GL2 0PZ | 01452 414401 |
| Watkins Philip | 38 Ivory Close, Tuffley, Gloucester, GL4 0QY | 01452 538042 |
| Watts David | 225 Swindon Road, Cheltenham, Glos. GL51 9HZ | 07986 400497 |
| Webb David | 64 Marksbury Road, Bedminster, Bristol, BS3 5JX | 01179 660574 |
| Wesson Rod | Bristol Rovers FC, Horfield, Bristol, BS7 0BF | 01179 524008 |
| Windell Vernon | 89 St. Peter's Rise, Headley Park, Bristol, BS13 7NA | 01179 782099 |
| Witcombe Gerry | 76 Garnett Street, Bedminster, Bristol. BS3 3JS | 01179 631674 |
| Woodward Reg. | 3 Harveys Lane, Winchcombe, Gloucestershire, GL54 5QS | 01242 609247 |



COMMITTEE MEETING SCHEDULE

| 2010 | | | 2011 | | |
|-------------|-------------|------------------------------|-------------|-------------|------------------------------|
| 02 | Sept | County Cups (<i>North</i>) | 13 | Jan | County Cups (<i>North</i>) |
| 02 | | County Cups (<i>South</i>) | 13 | | County Cups (<i>South</i>) |
| 07 | | Youth | 27 | | Disciplinary |
| 09 | | County Match | | | |
| 16 | Sept | Council | 03 | Feb | County Match |
| 23 | | Disciplinary | 08 | | Youth |
| 30 | | Referees' | 17 | Feb | Council |
| | | | | | |
| 07 | Oct | County Cups (<i>North</i>) | 03 | Mar | County Cups (<i>North</i>) |
| 07 | | County Cups (<i>South</i>) | 03 | | County Cups (<i>South</i>) |
| | | | 17 | | Referees' |
| 4 | Nov | County Cups (<i>North</i>) | | | |
| 11 | | County Cups (<i>South</i>) | 06 | Apr | Rules Revision & LS |
| 25 | | Referees' | | | |
| | | | | | |
| | | | 03 | May | Youth |
| 07 | Dec | Youth | 05 | | County Match |
| 09 | | County Cups (<i>South</i>) | 12 | May | AGM & Council |
| 16 | Dec | Council | 26 | | Referees' |
| | | | | | |
| | | | 7 | July | Committee Selection |
| | | | 14 | | Rules Revision & LS |

All meetings, apart from the County Cups (*North*), are held at Oaklands Park.

Committee meetings are scheduled to begin at 7.15pm, the only exception being the Referees' Committee that normally begins at 10.30am.

COUNCIL DOORMEN AND TELLERS
Mr Peter McPherson and Mr George Mallett



COMMITTEES

The company directors and the chief executive are ex-officio members of all committees. The directors are entitled to vote when in attendance at any committee.

* Chairman subject to re-election for 2010-11

CHARTER STANDARD WORKING GROUP

| | | | |
|------------------|-----------------|-----------------|----------|
| R Dawe | S Harris | P Hooper | G Hoskin |
| M Meachim (ESFA) | G Probert (CDM) | D Strong (ESFA) | D Wright |

COMMITTEE SELECTION COMMITTEE

Chairman: R Burden

| | | | |
|-----------|----------|-----------|---------|
| R Bean | A Pearce | R Schafer | A Stone |
| V Windell | D Watts | | |

Plus Youth Committee Chairman

Secretary: D Neale

COUNTY CUPS COMMITTEE

* Chairmen: **D C Watts (N)** **R Schafer (S)**

| | | | |
|-------------|------------|----------------|------------|
| R Bean | P Colley | J Crowther | D Cumner |
| G Endicott | S Elson | K Fry | F Gardiner |
| G Goodwin | R Green | S Henson-Green | K Hilton |
| K Jones | S Jones | G Mallett | S Marshall |
| P McPherson | R Monks | D Purser | B Slade |
| P Smith | R Stephens | P Tucker | R Warren |
| D Webb | V Windell | | |

Secretaries: C Lucker (Senior & Youth), D Fletcher (North), G Witcombe (South)

COUNTY MATCH COMMITTEE

* Chairman: **R Bean**

| | | | |
|-------------|--------------|----------------|-----------|
| L Bartlett | H D Boughton | S Henson-Green | G Mallett |
| P McPherson | D Villis | | |

Secretary: G Endicott

COUNTY STRATEGY STEERING GROUP

Chairman: V Windell

| | | | |
|------------|----------|-----------------|----------|
| P Godfrey | D Neale | G Probert (CDM) | D Tanner |
| P Tompkins | D Wright | | |

Secretary: C Lucker

**DISCIPLINARY COMMITTEE***** Chairman: R Schafer**

| | | | |
|----------------|-----------------|------------|------------|
| R Burden | P Colley | G Cook | J Crowther |
| D Cumner | G Endicott | D Fletcher | K Fry |
| P Godfrey | G Goodwin | J Green | J Hawkins |
| S Henson-Green | G Hoskin | K Hulbert | K Jones |
| S Jones | C Knights | P Langley | S Marshall |
| S Murray | N Newport-Black | S Payne | A Pearce |
| B Phillips | R Pullin | D Purser | P Sice |
| D K Smith | P Smith | J Spiers | A Stone |
| P Tucker | R Warren | V Windell | G Witcombe |
| R Woodward | | | |

Secretary: D Neale**GENERAL PURPOSES COMMITTEE***** Chairman: A Stone**

| | | | |
|-------------|-----------|------------|-----------|
| L Bartlett | P Hooper | K Hulbert | C Knights |
| P McPherson | R Schafer | R Stephens | V Windell |

Secretary: C Lucker**REFEREES' COMMITTEE****Chairman: A Pearce**

| | | |
|-----------------|--|--|
| P Colley | R Goodwin (RDO) | J Harding (Assessor Coordinator - North) |
| N Newport-Black | D Price (Assessor Coordinator - South) | V Windell |

Plus Lead Referee Tutor (vacant post)

Secretary: K Fry**RULES REVISION/LEAGUE SANCTION***** Chairman: V Windell**

| | | | |
|------------|-----------|-----------|------------|
| L Bartlett | R Burden | G Cook | D Cumner |
| G Hoskin | K Hulbert | C Knights | S Marshall |
| R Pullin | R Schafer | P Sice | A Stone |

Secretary: C Lucker



YOUTH COMMITTEE

Chairman: To be elected in September 2010

| | | | |
|-----------------|-----------------|--------------|----------------|
| A Barrett | M Boucher (FDO) | H D Boughton | G Bunker (FDO) |
| G Cook | J Crowther | R Dawe | S Dyer |
| H Feltham (CWO) | G Goodwin | S Harris | J Hayward |
| P Hooper | R Hopkins | D Hoskins | G Hoskin |
| K Howitt | K Hulbert | R Laurence | M Lund |
| G Mallett | P McPherson | S Mattos | S Murray |
| N Newport-Black | J O'Brien | I Palmer | S Payne |
| D K Smith | J Spiers | D Strong | D Wright |

Plus two GFA Young Leaders

Secretary: G Probert (CDM)



AFFILIATED LEAGUES AND COMPETITIONS

| League Name | League Secretary |
|--|--|
| Bristol & Avon League (1910) | Gerry Witcombe, 76 Garnet Street, Bedminster, Bristol, BS3 3JS Tel. 0117 963 1674 gerry.witcombe@fsmail.net |
| Bristol & District League (1892) | Vernon Windell, 89 St. Peter's Rise, Headley Park, Bristol, BS13 7NA. Tel. 0117 978 2099 vernon@vermar.plus.com |
| Bristol & District Sunday League (1966) | Barrie Phillips, 145a Station Road, Henbury, Bristol, BS10 7LZ. Tel. 0117 950 1754 phillipsb@hallenafc.fsnet.co.uk |
| Bristol & Suburban League (1894) | Derek Cumner, 16 Glebe Walk Keynsham, Bristol, BS31 2LS. Tel. 0117 907 3700 derekcumner@yahoo.co.uk |
| Bristol & Wessex Sunday League (1980) | Gerry Witcombe, 76 Garnet Street, Bedminster, Bristol, BS3 3JS. Tel. 0117 963 1674 gerry.witcombe@fsmail.net |
| Bristol Churches League (1992) | Simon Baker, 4 Redland Hill, Redland, Bristol, BS6 6UY. Tel. 0117 909 6509 simon.baker@blueyonder.co.uk |
| Bristol Downs League (1905) | Owen Dow, 9 East Shrubbery, Redland, Bristol, BS6 6SX. Tel. 0117 973 7861 oandkdow@googlemail.com |
| Bristol Premier Combination League (1957) | Vernon Windell, 89 St. Peter's Rise, Headley Park, Bristol, BS13 7NA. Tel. 0117 978 2099 vernon@vermar.plus.com |



| League Name | League Secretary |
|---|---|
| Bristol Regional League (Sunday) (1963) | Roger Pullin, 85 Crispin Way, Kingswood, Bristol, BS15 4SH. Tel. 0117 987 3394 actionclubservices@yahoo.co.uk |
| Cheltenham League (1899) | Ian Hamilton, 126 Farmfield Road, Cheltenham, Glos., GL51 3RB. Tel. 07880 701624 ianhamiltoncaflsec@gmail.com |
| Cheltenham Sunday League (1968) | Peter Langley, 57 Cleaveland Ave., Cheltenham, GL50 4PY. Tel: 01242 236654 pg.langley@btinternet.com |
| Cirencester & District League (1921) | Dennis Young, 3 Quaker Row, Coates, Cirencester, GL7 6JX. Tel. 01285 770971 dennis.young@homecall.co.uk |
| Cotswold Churches League (2007) | Peter Cowley, 3 Churchill Drive, Charlton Kings, Cheltenham, GL52 6JH Tel: 01242 237497 Peter.Cowley2@tesco.net |
| Gloucester & District Sunday League (1965) | John Gough, 33 Barnwood Road Gloucester, GL2 0SD Tel. 01452 528117 |
| Gloucestershire County League (1968) | Ron Holpin, 27 Brockley Close, Little Stoke, Bristol, BS34 6HA. Tel: 01454 612842 sec.gloscountyleague@btinternet.com |
| Gloucester Northern Senior League (1922) | John Green, 81 Cheltenham Road, Longlevens, Gloucester, GL2 0JG . Tel. 01452 424309 johngreenngnsl@btinternet.com |
| Gloucestershire County Women's League (1998) | Rob Fyfe, 56 Paygrove Lane, Longlevens, Gloucester, GL2 0BE. Tel. 07809 558794 robfyfe247@googlemail.com |



| League Name | League Secretary |
|--|--|
| North Gloucestershire League (1907) | Peter Bowlzer, 12 The Wend, Longhope, Gloucestershire, GL17 0QR. Tel. 07872 318109 ngaf1@homecall.co.uk |
| Gloucestershire & Somerset FA Ability Counts County League (2009) | Paul Arnold, c/o Active Gloucestershire, Univ. Gloucestershire, Oxstalls Campus, Oxstalls Lane, Gloucester, GL2 9HW. Tel. 01242 715192 parnold@glos.ac.uk |
| Stroud & District Charity Cup (1927) | Alan Dwight, 15 Ashton Close, Abbeydale, Gloucester, GL4 5BP. Tel. 01452 533956 alandwight@hotmail.co.uk |
| Stroud & District League (1902) | Steve Marshall, Mervue House, Lantern Close, Berkeley, GL13 9DE. Tel. 01453 810690 football.crazy@zen.co.uk |
| West Dean Charity League (1966) | Roger Sansom, 17 Woodland Rise, Lydney, Gloucestershire, GL15 5LH. Tel. 01594 843210 rsansom@glatfelter.com |
| Small Sided Leagues | |
| Provider | Organiser |
| 'Active 5aside' - Adult Indoor Football League South Gloucestershire - Bradley Stoke - Kingswood - Thornbury - Yate | Richard Stone, Kingswood Leisure Centre Church Road, Staple Hill Kingswood, Bristol, BS16 4RH. Tel. 07887 850917 richard.stone@southglos.gov.uk |
| Champion Soccer - Cheltenham | Sam Smith, Champion Soccer, Unit 4, Axis Court Nephshaw Lane South, Gildersome Leeds, West Yorkshire, LS27 7UY. Tel. 0113 253 5800 info@championsoccer.co.uk |



| Provider | Organiser |
|--|---|
| Clifton College Sports Club Summer 8-a-side League | Ross Chapman Clifton College Sports Club, Abbots Leigh, Bristol, BS8 3QD. Tel: 07786 394420 rchapman@clifton-college.avon.sch.uk |
| Goals – Bristol North | Jonti Johnson GOALS - Filton College WISE Campus, Stoke Gifford, Bristol, BS34 8LP. 0117 908 8811 bristolnorth@goalsfootball.co.uk |
| Goals – Bristol South | Pete Smith The Beeches, Broomhill Road, Brislington, Bristol, BS4 5RG. 0117 977 4455 bristolsouth@goalsfootball.co.uk |
| Pitch Invasion 5-a-side - Bristol - Cheltenham - Gloucester - Stroud | Stephen Banks, Unit 6, Ringwood Trading Estate, Christchurch Lane, Ringwood, Hampshire, BH24 3BB. Tel. 0870 241 2494 sbanks@pitch-invasion.com |
| Prostar Leagues - Bristol – Ashton Park - Bristol - Horfield - Bristol – St George - Gloucester - Stroud - Tewkesbury | Ross Spacey Suite 1, 12 Eliot Park Innovation Centre, 4 Barling Way, Nuneaton Nuneaton, Warwickshire, CV10 7RH Tel: 07890 681066 ross@soccersixes.net |
| Futsal Leagues | |
| Provider | Organiser |
| BristolFutsal.com League - Hanham | Benjamin Lee 42 Church Road, Kingswood, Bristol, BS15 4AZ Tel: 07809 204574 benlee@bristolfutsal.com |



| Provider | Organiser |
|---|--|
| Onside & Aspire Adult Futsal League - Gloucester | Jonathan Edmunds GL1, Bruton Way, Gloucester GL1 1 DT Tel: 01452 396659 jonathan.edmunds@aspiretrust.org.uk |

AFFILIATED YOUTH LEAGUES

| League Name | League Secretary |
|--|---|
| Avon Youth League (1981) Hanham Minor League (1978) | Trevor Hays, 10 Neville Road, Kingswood, Bristol, BS15 1XX. Tel. 0117 940 5172 trevor.hays@blueyonder.co.uk |
| Bristol (U18) Football Combination League (1995) | Jeff Conway 24, Moorland Road, Yate, Bristol, BS37 4BX Tel: 01454 314184 jpc03@talktak.net |
| Bristol Girls League (2001) | Julie Hayward 110 Bearlands, Wotton-Under-Edge, Glos, GL12 7SB Tel: 07968 822237 haywards@haywards.fsworld.co.uk |
| Bristol Saturday Youth League (2008) | Stephen Murray 171 Park Road, Keynsham, Bristol, BS31 1AS. Tel: 0117 983 2917 murray.steve@talk21.co.uk |
| Cheltenham Youth League (1998) | Derren Brown 29 St. Michaels Avenue, Bishops Cleeve, Cheltenham, GL52 4NX Tel. 01242 678539 derren@thebrowns29.freereserve.co.uk |



| League Name | League Secretary |
|---|--|
| Cotswold Youth League (2005) | Jo Johnson 167 St. Marys Road, Tetbury, Gloucestershire, GL8 8BS. Tel. 01666 504829 jojohnson1970@hotmail.com |
| Gloucester County Girls League (2000) | David Whitehouse 4 Laurel Gate, Abbeymead, Gloucester, GL4 5UR. Tel: 01452 614195 whitehouse22@blueyonder.co.uk |
| Gloucestershire County Youth League (1985) | Richard Laurence 184 Bishop Road Bishopston, Bristol, BS7 8NB. Tel. 0117 908 7954 richard.laurence1@blueyonder.co.uk |
| Gloucester Youth League (1946) | Gillian Howell, 40 Fox Elms Road, Tuffley, Glos. GL4 0BS Tel. 01452 410536 gillyafl@hotmail.com |
| Mid Gloucester Mini-Soccer League (1996) | Ian Palmer Willow House, High Street, Saul, Gloucestershire, GL2 7LW. Tel: 01452 741276 ianpalmerthebuilder@yahoo.co.uk |
| Stroud & District Youth League (1947) | David Hoskins 67 Rylands Road, Stonehouse, Gloucestershire, GL10 2PG. Tel. 01453 826326 davidhoskins82@yahoo.com |



BENEVOLENT FUND

- 1 The main objective of the Benevolent Fund shall be to grant assistance in necessitous cases to amateur players of Clubs affiliated to the Association and in membership of the Fund, also Representative League and County Teams, who may be injured whilst playing football in a recognised match and affiliated Referees who sustain injuries whilst officiating at sanctioned football matches
- 2 The Fund shall be managed by three Trustees, who shall be appointed by the Board of the Gloucestershire Football Association Limited. The Chief Executive of the Association shall act as Secretary to the Fund.
- 3 Each affiliated Club is invited to contribute to the Fund. Affiliated Competitions and Registered Referees are also invited to contribute.
- 4 Grants shall be made to members of Clubs and to Referees who have contributed to the Fund during the current season at least seven days prior to any accident. Applications for grants shall not be entertained until at least seven days after payment of the first subscription.
- 5 Application must be made to the Benevolent Fund Secretary on the form provided and no application for assistance will be entertained unless a report of the accident in question has reached the Benevolent Fund Secretary within twenty-eight days, except under special circumstances. The form, duly completed, must be countersigned by a Member of Council, who must make a report upon the application. A Medical Certificate must accompany the form. Applicants must be unable to follow their usual employment for a minimum of two weeks before a grant will be considered. A player, although a member of a Club in membership with the Benevolent Fund, shall not be entitled to receive benefit for any injury sustained while playing for a Club not in membership.
- 6 The amount of the grant shall be determined by the nature of the accident and the circumstances of the applicant, such grant may be made in the form of a lump sum, or by a series of payments.
- 7 The decision of the Trustees relating to all applications shall be final and not subject to appeal.
- 8 Notwithstanding the foregoing Rules, the Trustees shall have the power to deal with any item of a Benevolent fund nature including the making of grants to persons and/or relatives of persons who have been associated with the Gloucestershire FA in any capacity.

The Benevolent Fund is not intended to supersede efforts which Clubs make on behalf of an injured player by means of a benefit match or collection, but such efforts will receive assistance from the Fund in deserving cases.

All participants and Clubs are advised to take independent financial advice and consider the merits of purchasing a Personal Accident insurance policy.

Benevolent Fund application forms are available from the GFA Office or can be downloaded from the GFA website at www.gloucestershirefa.com/Governance/BenevolentFund/



STANDING ORDERS FOR THE CONDUCT OF BUSINESS AT MEETINGS OF THE COUNCIL

1. A copy of the Agenda shall be sent to each member at least five days before the date of each Council Meeting. After the minutes of the Council have been disposed of, the first business shall be the reading, discussion, adoption or otherwise of the minutes of Committees and a note as to their reception shall be recorded in the Council Minutes.
2. Discussion on Minutes of the Disciplinary Committee shall be limited to policy or procedures. There shall be no discussion on individual misconduct cases dealt with by this Committee.
3. The notice of all intended motions shall be given in writing to the Chief Executive 14 days prior to the Council meeting, to put on the Agenda for that meeting.
4. Every member when speaking shall rise and address themselves to the Chairman and the Chairman only shall have power to check or call a speaker to order.
5. When two or more members rise at one time the Chairman shall decide who shall have priority of speaking.
6. No member shall address the Council for more than five minutes on any one question, except the mover of the resolution, who may speak for ten minutes in moving his proposition.
7. No member shall speak twice on any question, unless permission is given to explain, except the mover of the original resolution, or of an amendment that displaces an original resolution. When an amendment is moved, no further amendment shall be moved or considered until the disposal of the first. Any number of amendments may be brought forward in succession, and the question may be put in such a manner, that if an amendment is negative, another may be moved upon the original proposition, but if the amendment is affirmed it shall form the proposition under consideration, whereupon further amendments may be moved. When these have all been disposed of, the question must ultimately be put upon the original or amended proposition, as the case may be, to enable it to be passed as a substantive resolution.
8. If the Chairman shall be of the opinion that a proposition is of an undesirable character, it may be put to the vote (on which there shall be no discussion) to determine whether it shall be entertained or not, and if two thirds of the members present and voting decide not to entertain it, the matter is disposed of for that meeting.
9. In the investigation of any complaints, reports of Referees or other matters in which witnesses or other parties are admitted into the Council Room, every member who may wish to question the person giving evidence shall do so through the Chairman.
10. A resolution shall not be rescinded at a meeting of the Council at which it has been passed, unless the motion to rescind shall be carried by two-thirds (2/3) of the Members present and voting. No matter which has been discussed by the Council, and on which a resolution has been passed, may be brought up for discussion within a period of twelve (12) months from the date on which the resolution was passed unless the motion to discuss shall be carried by two-thirds (2/3) of the Members present and voting.
11. Fifteen Members shall form a quorum of the Council, five Members a quorum of all other Committees, except the Disciplinary Committees, which shall be three members.



12. The Council may by vote, resolve itself into a Committee, and while in Committee (only Members of the Council then being present) there shall be no restriction as to the number of times a Member may speak on a motion.
13. Should there be any dispute which involves the conduct of any Member or Members of the Council, the said Member or Members shall retire during its consideration. Councillors who are officially connected with any Club whose conduct or that of its players is in dispute shall leave the meeting while the matter is under investigation.
14. The Directors, consisting of the Chairman of the Council, Deputy Chairman of the Council, Hon. Treasurer, Hon. Referees Secretary, other Directors and the Company Secretary/Chief Executive, shall be ex-officio members of all Committees.
 - a. Committee Selection
 - b. County Cups
 - c. County Match
 - d. Disciplinary
 - e. General Purposes
 - f. Referees' (consisting of)
 - i. The Chairman (who shall be appointed from Council by the Committee Selection Committee), Hon. Referees' Secretary, Referee Development Officer, Lead Referee Tutor, Referee Assessor Coordinator(s), two nominated Council members elected by the Referees' Association and one Youth League representative, appointed from Council by the Committee Selection Committee.
 - g. Rules Revision & League Sanction
 - h. Youth Committee (consisting of):
 - i. One Youth League representative, nominated by each affiliated Youth League, per 50 affiliated member teams. Maximum of three representatives per League.*
 - ii. Two representative of the English Schools FA
 - iii. Former and existing Youth Committee Officers as at 01 May 2009
 - iv. GFA representatives to the Youth Committee in membership as at 01 May 2009
 - v. GFA County Welfare Officer (non-voting)
 - vi. Two GFA Football Development Officers (non-voting)
 - vii. Two members of the GFA Young Leaders programme (non-voting)

* Only affiliated Youth Leagues and teams for whom Gloucestershire FA is the 'Parent' or 'Reporting County FA' are eligible under Standing Order 14 i i
15.
 - a. With the exception of the Referees' Committee, the Committees of the Association shall elect their individual Chairman by ballot each year. Voting papers will be sent to each Committee member (including Directors) by the 20 April in each year which must be returned by the following 10 May to the Company Secretary/Chief Executive. Vice Chairman will be appointed by each Committee at their first meeting of the season.
 - b. The Chairman and Deputy Chairman of Council shall be the Chairman and Deputy Chairman of the Committee Selection Committee. Other members of the committee shall be the individuals elected in accordance with Standing Order 15a.
 - c. With the exception of the Chairman and Deputy Chairman of Council no member shall be elected to more than one Committee as Chairman or Deputy Chairman.



16. The Committees of the Association shall appoint such individual panels as they consider necessary to deal with the business of their Committees. Individual panels of the Disciplinary Committee must consist of not less than three, or more than five members
17. Each individual panel appointed by the Committees shall elect a Chairman and Vice Chairman to conduct their business (Standing Order No 16 will not apply in the case of these appointments)
18. A member of any Committee (other than an ex-officio member) who is absent from 3 consecutive meetings of a Committee or Council shall be deemed to have resigned from such Committee, unless the absence be due to circumstances over which the member has no control or to such reason which the Council may be deemed sufficient. The Council shall fill any such vacancy.
19. The record of attendance of each member at Council and Committee meetings shall be maintained by the Company Secretary/Chief Executive or Committee Secretary
20. Matters requiring immediate decision between Council meetings to be dealt with by the Directors or as delegated by them.

21. Committees - Power and Duties

- a. Committee Selection Committee:
 - i. To appoint members to the Committees of the Association and to make such recommendations to the Council concerning these as it considers appropriate.
- b. County Cups Committee:
 - i. To control and manage the County Cup Competitions on behalf of the Council and to give decisions on matters arising out of these competitions which shall be deemed to be decisions of the Council.
 - ii. The responsibilities shall include: accepting entries and classifying same; making exemptions; making the draw and appointing officials to matches.
- c. County Match Committee
 - i. To organize and manage the participation of County representative teams in a suitable regional competition. Making recommendations to the Board of Directors and Council as appropriate.
- d. Disciplinary Committee:
 - i. To deal with all cases of misconduct connected with the playing of matches and with cases of misconduct other than these if specially referred by the Council. This Committee in the matter of Discipline shall have full powers of the Council; their decision shall be subject as regards appeals, only to the Football Association, as provided for in the rules of that Association.
- e. General Purposes Committee:
 - i. To consider general matters not covered by other committees, but in particular the development and maintenance of the Association's Headquarters, making recommendations to the Directors as appropriate.



- f. Referees' Committee:
 - i. To deal with matters arising under the Regulations for the control of Referees and Coaching of Referees, and to make such recommendations to the Council as it considers appropriate.
- g. Rules Revision & League Sanction Committee:
 - i. To draft or revise rules, regulations and standing orders of the Association in accordance with the policy laid down by the Council, draw attention of the Council to conflicts or anomalies within them and to relevant difficulties which may not have been foreseen by the Council.
 - ii. To review the rules, regulations, standing orders and accounts of all Leagues and Competitions under the control of the Association.
- h. Youth Committee:
 - i. To promote & develop all aspects of Mini-soccer and 'Youth football' in support of the County Strategy
 - ii. To nominate Youth League Council representatives to the Committee Selection Committee for the following GFA Committees:
 - 1. County Cups (3 nominations)
 - 2. County Match (2 nominations)
 - 3. Disciplinary (3 nominations)
 - 4. Referees' (1 nomination)
 - 5. Rules Revision & League Sanction (2 nominations)
 - iii. To manage GFA Youth and FA Fair Play Awards

Definition of 'Youth football': All players must be under age 18 on 31 August (or any other date which might be determined by The FA) at the commencement of the current season.

All meetings of the Association shall terminate by 9:00pm, unless a majority of the members present decide otherwise.



**THE COMPANIES ACT 1985 / THE COMPANIES ACT 2006
A PRIVATE COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL**

**MEMORANDUM OF ASSOCIATION OF GLOUCESTERSHIRE FOOTBALL ASSOCIATION
LIMITED**

1. The name of the Company is "Gloucestershire Football Association Limited", referred to in this Memorandum of Association as "the Association". Unless stated to the contrary within this document, words and expressions shall have the same meaning as set out in the articles of association of the Association.
2. The registered office of the Association is to be situated in England.
3. The objects for which the Association is established are:
 - (1) To acquire and undertake all properties and liabilities and to carry out the powers, obligations, duties and general objects of the present unincorporated association known as Gloucestershire Football Association and to indemnify Gloucestershire Football Association, its officers, members, members of its Council and any committees and its employees against all costs, claims, demands, actions and proceedings relating to the assets and undertaking of Gloucestershire Football Association and in respect of all liabilities, obligations and commitments (whether legally binding or not) of Gloucestershire Football Association and also in respect of the costs and expenses and outgoings arising from or attributable to the transfer of assets and undertaking.
 - (2) To promote, foster, develop and support the game of Association Football ("the game") in every way, without discrimination, and to take all steps as shall be thought necessary or advisable for preventing infringements of the Laws of the Game as they apply from time to time, or any improper methods or practices in the game, and for protecting the game from abuses.
 - (3) To make, adopt, vary and publish rules, regulations, bye-laws and conditions for the regulation of the game or otherwise within the County of Gloucester and in those parts of the City of Bristol which were within the boundary of that City in 1908 or such other area as may be determined from time to time by the Football Association ("the County"), and to take all such steps as shall be thought necessary or advisable for enforcing such rules, regulations, bye-laws and conditions.
 - (4) To promote, foster, develop and support the principle of fair play in the game by encouraging everyone involved in the game to show respect to each other and to behave in a sporting manner both on and off the field of play.
 - (5) To promote, foster, develop and support organisations designed in any way to promote, foster, develop and support the game, including playing the game, the training and regulation of players, coaches and referees, the promotion of sportsmanship, the promotion of security in relation to spectating and the advancement of science and medicine as they apply to the game, and in any way in relation to all other aspects of the game, including by subscribing for shares, loan stock, warrants and other instruments in such organisations, or becoming involved as a member or affiliate of such organisations, or facilitating the drafting and adoption of the constitution or memorandum and articles of association of such organisations or by making payments by way of grant or otherwise to such organizations.
 - (6) To maintain, continue and provide for the affiliation and registration of competition clubs and other organizations for promoting or playing the game, and to take over and continue any present registers of such kept by the Gloucestershire Football Association.



- (7) To maintain, continue and provide for the affiliation and registration of players, referees, coaches and others involved in the game and to take over and continue any present registers of such as kept by Gloucestershire Football Association.
- (8) To take over and continue with such variations as from time to time may be decided all the rules, registers, books, accounts, regulations, bye-laws, conditions and other documents of Gloucestershire Football Association.
- (9) To promote, provide for, regulate and manage competitions and matches, in England or elsewhere, and to do or provide for all or any such matters and things as may be considered necessary for or ancillary to such promotion, provision, regulation or management, including for the comfort, conduct, conveyance, convenience or benefit of players and of the public, and of any other persons concerned or engaged in such competitions or matches.
- (10) To accept, take over, or otherwise acquire all cups, shields and other prizes of or relating to Gloucestershire Football Association and to provide for the proper custody, insurance, protection, exhibition, awarding, distribution or loan of or other dealing with all or any of the same.
- (11) To provide for representation at general meetings and on the Council of The Football Association Limited of persons involved in the game within the County by such means and in such manner as shall be determined from time to time under the rules, regulations or bye-laws, conditions or articles of the Association.
- (12) To provide for, make and vary all such rules, regulations and bye-laws as they relate to persons involved in the game in the County from time to time.
- (13) To provide by rules, regulations, conditions, bye-laws, or otherwise, for deciding and settling all differences that may arise between associations, clubs, competitions, players or any persons who are members of or who are employed or engaged by any such association, competition or club, or any other person in reference to due compliance with the Laws of the Game, (as from time to time prescribed by The Football Association Limited) or the rules, regulations, conditions or bylaws of the Association or of The Football Association Limited, or in reference to contracts, or to any other matter of dispute or difference arising between such persons, or any of them, and whether the Association is concerned in such dispute or difference or not, and to make such provisions for enforcing any award or decision as shall be thought proper.
- (14) To co-operate with or assist any association or club or competition or other person involved in the game in any way which the Association shall think proper, and to enter into or adopt any agreement or arrangements with such.
- (15) To co-operate with The Football Association Limited in all matters relating to the game, including compliance with the Rules of The Football Association Limited and the rules and regulations of any body to which The Football Association Limited is affiliated.
- (16) To adopt and carry out all such rules and regulations, conditions, bye-laws, agreements and arrangements of The Football Association Limited, as are now in existence and from time to time, and to comply with or to enforce the due compliance with the same unless and until the same shall have been duly varied in accordance with the terms thereof.
- (17) To acquire, lay out, improve, hold, use or turn to account in any way football grounds or other athletic or sports grounds, together with pavilions, buildings, erections and easements, facilities and all fixtures, fittings and accessories as shall be thought advisable.
- (18) To print and publish any newspapers, periodicals, books, articles or leaflets.
- (19) To engage and pay upon such reasonable and proper terms as may be thought fit any person or persons whether on a full-time basis or whether as consultant or employee to supervise, organise, carry on the work of and advise the Association.



- (20) To make any reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees or former employees and their spouses and dependants.
- (21) To undertake and execute charitable trusts and to act as trustee for any association, competition, club or other organisation, and as such trustees to hold any real or personal property upon such trusts and with and subject to such powers and provisions as shall be thought fit.
- (22) To subscribe out of the funds of the Association to any fund, company, society, club or institution, charitable or otherwise, and in such manner as shall be thought fit.
- (23) To amalgamate or co-operate with any companies, institutions, societies, associations, clubs or other bodies having all or any of their objects similar to or compatible with any of the objects of the Association.
- (24) To carry out such operations and to manufacture or deal with such goods and to purchase or otherwise acquire, take options over, construct, lease, hold, manage, maintain, alter, develop, exchange or deal with such property, rights or privileges (including the whole or part of the business, property or liabilities of any other person or association) as may directly or indirectly advance the interests of the Association and to subscribe for, take or otherwise acquire and hold shares, stock, debentures or other securities of or interests in any company or undertaking.
- (25) To carry on any other trade or business which can be advantageously carried on in connection with or ancillary to any of the above-mentioned businesses or as may directly or indirectly advance the interests of the Association.
- (26) To apply for, purchase or otherwise acquire, protect, maintain and renew any patents, patent rights, trade marks, designs, licences and other intellectual property rights of all kinds or any secret or other information as to any invention and to use, exercise, develop or grant licences in respect of, or otherwise turn to account the property, rights or information so acquired and to experiment with any such rights which the Association may propose to acquire.
- (27) To invest and deal with the moneys of the Association not immediately required in any manner and hold and deal with any investment so made and to delegate the exercise of this power upon such terms and with such remuneration as the Association shall think fit to professional investment managers.
- (28) To pay or to provide or to make such arrangements for providing such gratuities, pensions, benefits, loans, compensations or other awards or benefits, and to establish, support, subsidise and subscribe to any institutions, associations, clubs, schemes, funds or trusts, whether to or for the benefit of present employees of the Association or of the Gloucestershire Football Association or of any association which is a subsidiary association of the Association or is allied to or associated with or affiliated to or in membership of the Association or with any such subsidiary association, or to or for the benefit of persons presently or formerly involved in the game as a player or referee or assistant referee or otherwise, or to or for or for the benefit of persons who are or were related to or connected with or dependants of any such persons, or otherwise as may be thought directly or indirectly to advance the interests of the Association.
- (29) To draw, make, accept, endorse, discount, negotiate, execute and issue promissory notes, bills of exchange, bills of lading, warrants, debentures and other negotiable and transferable instruments and to operate bank accounts.
- (30) To act as agents, brokers or trustees, and to enter into such arrangements (whether by way of amalgamation, partnership, profit sharing, union of interests, co-operation, joint venture or otherwise) with other persons or associations as may be thought to advance the interests of the Association and to vest any property of the Association in any person or association



on behalf of the Association and with or without any declaration of trust in favour of the Association.

- (31) To apply for, promote and obtain any Act of Parliament, charter, privilege, concession, licence or authorisation of any government, state or municipality, or any other department or authority, or enter into arrangements with any such body, for enabling the Association to carry any of its objects into effect or for extending any of the powers of the Association or for effecting any modification of the constitution of the Association or for any other purpose which may be thought expedient, and to oppose any proceedings or applications which may seem calculated directly or indirectly to prejudice the interests of the Association.
- (32) To sell, lease, mortgage, dispose of, grant rights over or otherwise deal with the whole or any part of the undertaking, property or assets of the Association on such terms as may be thought fit and to execute any document and do all such acts and things which may be needed for the efficient management, development and administration of such property and assets.
- (33) To pay for any rights or property acquired by the Association and to remunerate any person or association, whether by cash payment or by any other method that may be thought fit.
- (34) to establish or promote associations and to place or guarantee the placing of, underwrite, subscribe for or otherwise acquire, hold, dispose of and deal with, and guarantee the payment of interest, dividends and capital on all or any of the shares, debentures, debenture stock or other securities or obligations of any association, company or undertaking and to pay or provide for brokerage, commission and underwriting in respect of any such issue on such terms as may be thought fit.
- (35) To co-ordinate, finance and manage all or any part of the operations of any association which is a subsidiary association of or otherwise under the control of the Association and generally to carry on the business of a holding Association.
- (36) To carry on through any subsidiary or associated association any activities which the Association is authorised to carry on and to make any arrangements whatsoever with such association (including any arrangements for taking the profits or bearing the losses of any such activities) as may be thought fit.
- (37) To raise or borrow money for the objects of the Association in such manner as may be thought fit and to receive deposits and to mortgage, charge, pledge or give liens or other security over the whole or any part of the Association's undertaking, property and assets (whether present or future), for such purposes and in such circumstances and on such terms and conditions as may be thought fit.
- (38) To lend or advance money and to give credit and to enter (whether gratuitously or otherwise) into guarantees or indemnities of all kinds, and whether secured or unsecured, whether in respect of its own obligations or those of some other person or association, in such circumstances and on such terms and conditions as may be thought fit.
- (39) To effect insurances against risk of loss to the Association, or against risk or accident to any servants of the Association in the course of their employment by the Association or to any persons while participating in any way in the game or in connection with promoting, fostering or developing the game, and to pay premiums on any such insurance.
- (40) To pay out of funds of the Association or agree to pay all or any of the promotion, formation and registration expenses of the Association.
- (41) To make any donations in cash or assets or establish or aid in the establishment of or contribute to or support any public, general, charitable, benevolent or useful object which is thought to be in the interests of the Association or its members to contribute to or to support.



- (42) To do all or any of the things stated in this Clause 3 within the boundaries of the County whether as principal, agent or trustee or otherwise and either alone or jointly with others and either by or through agents, subcontractors, trustees or otherwise.
- (43) To do all such other things as shall be thought fit to further the interests of the Association or to be incidental or conducive to the attainment of all or any of the objects stated in this Clause 3.
4. The objects stated in each part of Clause 3 shall not be restrictively construed but shall be given the widest interpretation. In Clause 3, the word "association" shall, except where used to refer to the Association, mean any partnership or other body or person, whether corporate or unincorporated, and whether domiciled in the United Kingdom or elsewhere. Except where the context expressly so requires, none of the sub-clauses of Clause 3, or the objects stated in Clause 3, or the powers conferred by Clause 3, shall be limited by, or be deemed subsidiary or auxiliary to, any other sub-clause of Clause 3, or any other object stated in Clause 3 or any other power conferred by Clause 3.
5. The liability of the members is limited.
6. The income and property of the Association shall be applied solely towards the promotion of its objects as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of distribution, bonus or otherwise by way of profit to members of the Association save that the provisions of Clause 8 of this Memorandum shall apply on the winding-up or dissolution of the Association. Provided that nothing herein shall prevent any payment in good faith by the Association.
- (a) Of reasonable and proper remuneration to any director, member, servant or consultant of the Association for any services rendered to the Association and of reasonable and proper travelling, conference and study expenses necessarily incurred in carrying out the duties of any such director, member, servant or consultant of the Association;
 - (b) To any director who is a Solicitor, Accountant or other person engaged in a profession of all reasonable professional and other charges for work done by him or his firm when instructed by the other directors to act in that capacity on behalf of the Association.
 - (c) Of interest on money lent by a member of the Association or its directors at a commercial rate of interest.
 - (d) To any director of reasonable and proper out-of-pocket expenses.
 - (e) Of reasonable and proper rent for premises demised or let by any member of the Association or by any director.
 - (f) Of any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the directors (or any of them) in relation to the Association.
7. Every member of the Association undertakes to contribute such amount as may be required (not exceeding £10) to the Association's assets if it should be wound-up while he is a member or within one year after he ceases to be a member, for payment of the Association's debts and liabilities contracted before he ceases to be a member, and the costs, charges and expenses of winding-up, and for the adjustment of the rights of the contributors among themselves.
8. If upon the winding-up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall be paid to or distributed among the members of the Association equally.

**THE COMPANIES ACT 1985 / THE COMPANIES ACT 2006
ARTICLES OF ASSOCIATION OF GLOUCESTERSHIRE FOOTBALL ASSOCIATION LIMITED****Interpretation**

- 1 The regulations contained in Table C of the Act shall not apply to the Association but the regulations contained in the following clauses (as originally adopted or from time to time altered by Special Resolution) shall be the Articles.
- 2 In these Articles:

"The Act"

"the Act" means the Companies Act 1985 including any statutory modification or re-enactment thereof for the time being in force and any provisions of the Companies Act 2006 for the time being in force;

"Affiliated Club"

means a football club which the Council has accepted may affiliate to the Association;

"Affiliated League"

Means a league of Affiliated Clubs which the Council has accepted may affiliate to the Association;

"Articles"

means these Articles of Association;

"Appointed Council Member"

means each of the Company Secretary/Chief Executive, the honorary secretaries of the Association's county cups committee, the honorary secretaries of the Association's disciplinary committee, the honorary historian and such other persons as the Council sees fit approved pursuant to Article 48;

"Associate Members"

Means those individuals and organisations who are not members for the purposes of the Act but who are admitted by the Council as associate members of the Association;

"Chairman"

means the chairman of the Association appointed in accordance with Article 64;

"Challenge Trophy Clubs Representative"

Means the Council Member nominated pursuant to Article 34(iii) and in accordance with Article 39 by those Affiliated Clubs who are designated by the directors as not being members of an Affiliated League but which participate in the Competition known as the "Challenge Trophy";

"clear days"

in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

"Company Secretary/Chief Executive"

means the person appointed pursuant to Article 93 to perform the duties of the Company Secretary/Chief Executive of the Association and to perform the duties of general secretary of the Association or any other person appointed to perform the duties of the Company Secretary/Chief Executive of the Association pursuant to Section 283 of the Act, including a joint, assistant or deputy secretary;



"Competition"

Means a competition of Affiliated Clubs operating within the County which the Council has accepted may affiliate to the Association;

"the Council"

Means the Council of the Association as constituted under these Articles and any Rules made pursuant thereto;

"Council Members"

Means the members of the Council appointed or elected pursuant to Article 34 and in accordance with these Articles;

"Deputy Chairman"

means the deputy chairman of the Association appointed in accordance with Article 64;

"directors or the Board"

Means the directors of the Association for the purposes of the Act as appointed under these Articles from time to time;

"executed"

Includes any mode of execution;

"FA Representative"

Means the person appointed in accordance with Article 46 to be the Association's representative at The Football Association under the Articles of The Football Association;

"First Council Meeting"

Means the first meeting of the Council to be held after the Association's first annual general meeting;

"The Football Association"

Means The Football Association Limited;

"Honorary Referees' Secretary"

Means the person appointed in accordance with Article 45 to control the management of all referees in the County;

"Honorary Treasurer"

Means the honorary treasurer of the Association appointed in accordance with Article 45;

"Last Council Meeting"

Means the last Council meeting to be held before the Association's first annual general meeting;

"Laws of the Game"

Means the laws of Association Football as settled by the Federation Internationale de Football Associations ("FIFA") from time to time;

"League Representative"

Means a Council Member elected pursuant to Article 34(xiv) and in accordance with Articles 37 and 38;

"Life Members"

Means the life members of the Association appointed in accordance with Article 44;

**"Life Vice-Presidents"**

Means the life vice presidents of the Association appointed in accordance with Article 42;

"members"

Means those Affiliated Clubs, Affiliated Leagues Competitions, Associate Members and individuals admitted into membership of the Association in accordance with Article 3;

"Membership Rules"

Means the membership rules of the Association created and amended from time to time pursuant to Article 5;

"office"

Means the registered office of the Association;

"President"

Means the president of the Association elected in accordance with Article 41;

"Referees' Association Representatives"

means the persons appointed pursuant to Article 34(xii) and in accordance with Article 39 by the Referees' Association which is the association recognised by the directors as being responsible for the control of the regulations for and registration of referees in the County;

"Rules"

Means the rules, regulations, standing-orders and bye-laws of the Association as amended from time to time;

"Rules of the Football Association"

Means the rules of The Football Association as amended from time to time;

"Senior Challenge Clubs' Representative"

Means the Council Member appointed pursuant to Article 34(xi) and in accordance with Article 39 by those Affiliated Clubs designated by the directors as participating in the Competition known as the Senior Challenge Cup;

"Senior Professional Clubs' Representatives"

Means the Council Members appointed pursuant to Article 34(xi) and in accordance with Article 39 by those Affiliated Clubs designated by the directors as being members of the FA Premier League Limited or the Football League Limited;

"United Kingdom"

Means Great Britain and Northern Ireland;

"Vice-Presidents"

Means the Vice-Presidents of the Association appointed in accordance with Article 43.

Unless the context otherwise requires, words or expressions contained in these Articles bear the same meaning as in the Act but excluding any statutory modification thereof not in force when these Articles become binding on the Association. References to writing include references to any visible substitute for writing and to anything partly in one form and partly in another form.

Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships. Headings are inserted for convenience only and do not affect the construction of these Articles.



“Reporting County FA”

Means the County FA an affiliated League is recorded against in The FA County Administration System.

“Parent County”

Means the County FA a Club is affiliated to in accordance with the FA “Memorandum on Areas and Overlapping of Associations” and recorded in The FA County Administration System.

MEMBERS OF THE ASSOCIATION

- 3 The subscribers to the Memorandum of Association of the Association, the members as at the date of incorporation of the unincorporated association known as Gloucestershire Football Association and such other persons as are admitted to membership by the Council in accordance with the Articles shall be the members of the Association. Every person who wishes to become a member shall deliver to the Association an application for membership in such form as the directors require executed by him. The provisions of section 352 of the Act shall be observed by the Association and every member shall either sign a written consent to become a member or sign the register of members becoming a member. For the purposes of registration the number of members is declared to be unlimited. Every corporation and unincorporated association which is admitted to membership may exercise such powers as are prescribed by section 375 of the Act. Council Members shall be members but any person who ceases to be a Council Member shall be deemed to have resigned his membership of the Association.
- 4 A member may at any time withdraw from membership of the Association by giving at least seven clear days' notice to the Association. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the member to comply or to continue to comply with any condition of membership set out in these Articles, the Membership Rules or the Rules.
- 5 Subject to Article 7, the Council may from time to time make, vary and revoke Rules relating to all aspects of membership of the Association including (without limitation) Rules:
 - (a) Setting out different categories of membership of the Association including Rules for Associate Members.
 - (b) Setting out rights, privileges and obligations of the different categories of members.
 - (c) Relating to the organisation of members including (without limitation) rules of, finances of and financial and other records and minute books to be kept by members.
 - (d) Setting out which office holder(s) of a member may represent the member at general meetings of the Association.
 - (e) Setting out disciplinary procedures for members and players.
- 6 The Council shall in their discretion admit members.
- 7 The directors may from time to time make, vary and revoke Rules relating to the levels of subscriptions or affiliation fees to be paid by the different categories of members.
- 8 The members shall pay any subscription or affiliation fees set by the directors. Any member whose subscription or affiliation fee is more than three months in arrears shall be deemed to have resigned his membership of the Association.
- 9 It shall be the duty of the directors, if at any time they shall be of the opinion that the interests of the Association so require, by notice in writing sent by prepaid post to a member's address, to request that member to withdraw from membership of the Association within a time specified in



such notice. No such notice shall be sent except on a vote of the majority of the directors present and voting, which majority shall include one half of the total number of the directors for the time being.

- 10 If, on the expiry of the time specified in such notice, the member concerned has not withdrawn from membership by submitting written notice of his resignation, or if at any time after receipt of the notice requesting him to withdraw from membership the member shall so request in writing, the matter shall be submitted to a properly convened and constituted meeting of the directors. The directors and the member whose expulsion is under consideration shall be given at least 14 days' notice of the meeting, and such notice shall specify the matter to be discussed. The member concerned shall at the meeting be entitled to present a statement in his defence either verbally or in writing, and he shall not be required to withdraw from membership unless half of the directors present and voting shall, after receiving the statement in his defence, vote for his expulsion, or unless the member fails to attend the meeting without sufficient reason being given. If such a vote is carried, or if the member shall fail to attend the meeting without sufficient reason being given, he shall thereupon cease to be a member and his name shall be erased from the register of members.

GENERAL MEETINGS

- 11 The Association shall hold a general meeting in every calendar year (before 31 May or such other date as the directors shall prescribe) as its annual general meeting at such time and place as may be determined by the directors, and shall specify the meeting as such in the notices calling it, provided that so long as the Association holds its first annual general meeting within 18 months after its incorporation it need not hold it in the calendar year of its incorporation or in the following calendar year. The annual general meeting shall be held for the following purposes:
- (a) To receive from the directors a full statement of account, pursuant to Article 96
 - (b) To receive from the directors a report of the activities of the Association since the previous annual general meeting
 - (c) To elect the President pursuant to Article 41
 - (d) To elect the Life Vice-Presidents pursuant to Article 42
 - (e) To elect the Vice-Presidents pursuant to Article 43
 - (f) To appoint the Association's auditors
 - (g) To transact such other business as may be brought before it in accordance with these Articles.

All general meetings other than annual general meetings shall be called extraordinary general meetings.

- 12 The directors may call general meetings and, on the requisition of one-tenth of the members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. Such requisition must state the object of the meeting. If there are not within the United Kingdom sufficient directors to call a general meeting, any director or the Company Secretary/Chief Executive may call a general meeting.

NOTICE OF GENERAL MEETINGS

- 13 An annual general meeting and an extraordinary general meeting called for the passing of a special resolution shall be called by at least 21 clear days' notice and every other extraordinary



general meeting shall be called by at least 14 days' notice. A general meeting may be called by shorter notice if it is so agreed:

- (a) In the case of an annual general meeting, by all the members entitled to attend and vote thereat; and
 - (b) in the case of any other meeting, by a majority in number of the members having a right to attend and vote being a majority together holding not less than 95% of the total voting rights at the meeting of all the members.
- 14 The notice shall specify the time and place of the meeting and, in the case of special business, the general nature of such business. All business shall be deemed special that is transacted at an extraordinary general meeting and also all business that is transacted at an annual general meeting with the exception of:
- (a) The consideration and adoption of the accounts and balance sheet and the reports of the directors and auditors and other documents required to be annexed to the accounts.
 - (b) The appointment of auditors (and the fixing of their remuneration) where special notice of the resolution for such appointment is not required by the Companies Act.

The notice shall, in the case of an annual general meeting, specify the meeting as such, and, in the case of a meeting to pass a special or extraordinary resolution, specify the intention to propose the resolution as a special or extraordinary resolution, as the case may be.

- 15 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate any resolution passed or the proceedings at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

- 16 No business shall be transacted at any meeting unless a quorum of 25 members is present.
- 17 If such a quorum is not present within 30 minutes of the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the directors may determine and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum.
- 18 The President or in his absence the Chairman or in his absence the Deputy Chairman shall preside as chairman of the meeting, but if neither the President, the Chairman nor the Deputy Chairman be present within 15 minutes after the time appointed for holding the meeting and willing to act, the directors present shall elect one of their number to be chairman and, if there is only one director present and willing to act, he shall be chairman.
- 19 If no director is willing to act as chairman, or if no director is present within 15 minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman.
- 20 The chairman of the meeting may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for 14 days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.



- 21 The chairman of the meeting may at any time without the consent of the meeting adjourn any meeting (whether or not it has commenced or a quorum is present) either without fixing a day for the meeting or to another time or place where it appears to him that:
- (a) Members wishing to attend cannot be conveniently accommodated in the place appointed for the meeting;
 - (b) The conduct of persons present prevents or is likely to prevent the orderly continuation of business; or
 - (c) an adjournment is otherwise necessary so that the business of the meeting may be properly conducted.
- 22 If an amendment shall be proposed to any resolution under consideration but shall in good faith be ruled out of order by the chairman of the meeting, the proceedings on the substantive resolution shall not be invalidated by any error in such ruling. With the consent of the chairman of the meeting, an amendment may be withdrawn by its proposer before it is voted upon. In the case of a resolution duly proposed as a special or extraordinary resolution, no amendment thereto (other than a mere clerical amendment to correct a typographical error) may in any event be considered or voted upon.
- 23 A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:
- (a) By the chairman of the meeting; or
 - (b) by at least 10 members present and having the right to vote at the meeting.
- 24 Unless a poll is duly demanded a declaration by the chairman of the meeting that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 25 The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chairman and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
- 26 A poll shall be taken at such time and place and in such manner as the chairman of the meeting directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 27 In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting shall be entitled to a casting vote in addition to any other vote he may have.
- 28 A poll demanded on the election of a chairman of the meeting or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chairman of the meeting directs not being more than 14 days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.



- 29 No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 30 A resolution in writing executed by or on behalf of each member who would have been entitled to vote upon it if it had been proposed at a general meeting at which he was present shall be as effectual as if it had been passed at a general meeting duly convened and held and may consist of several instruments in the like form each executed by or on behalf of one or more members.

VOTES OF MEMBERS

- 31 On a show of hands every member who is present in person shall have one vote and on a poll every member present in person shall have one vote. There shall be no right for a member to vote by proxy. No person may represent more than one member.
- 32 If any votes are given or counted at a general meeting which shall afterwards be discovered to be improperly given or counted, the same shall not affect the validity of any resolution or thing passed or done at the said meeting, unless the objection to such votes be taken at the same meeting, and not in that case, unless the chairman of the meeting shall then and there decide that the error is of sufficient magnitude to affect such resolution or thing.
- 33 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.

THE COUNCIL

- 34 The Council shall comprise:

- (i) the President;
- (ii) Life Vice-Presidents;
- (iii) Vice-Presidents;
- (iv) the Chairman;
- (v) the Deputy Chairman;
- (vi) Directors;
- (vii) the FA Representative;
- (viii) the Honorary Treasurer;
- (ix) the Referees' Secretary;
- (x) the Life Members;
- (xi) the Senior Professional & Senior Challenge Club Representatives;
- (xii) the Referees' Association Representatives;
- (xiii) One representative appointed each year in accordance with Articles 37 and 38, by each affiliated Youth League for whom Gloucestershire FA is the 'Reporting County FA.'
- (xiv) the Challenge Trophy Clubs' Representative; and
- (xv) one or more representatives appointed each year in accordance with Articles 37 and 38 by each affiliated Open Age League, for whom Gloucestershire FA is the 'Reporting County FA'. The number of representatives being determined in accordance with the



number of affiliated teams in membership and for whom Gloucestershire FA is their 'Parent County FA' as set out in the table below:

| No. of Affiliated Teams | No. of Representatives |
|-------------------------|------------------------|
| 1 - 50 | 1 |
| 51 - 100 | 2 |
| >100 | 3 |

(xvi) the Appointed Council Members

Exceptions to Article 34

(Ref. xiii) The two Youth Committee representatives in place as at 01 May 2009 shall remain members of Council as representatives of Youth football until such time as they cease to be members of the GFA Youth Committee or become Life Members of the Association.

(ref. xv) Any affiliated League that was entitled to a greater number of League representatives than currently set out under Article 34 (xv), as at 01 May 2009, shall not be required to reduce their total number of representatives to meet the requirements of this Article until the individual representative(s) in place at that date cease to be nominated members of Council or become Life Members of the Association.

35 The first Council members shall be:

- (i) President
- (ii) Life Vice-Presidents
- (iii) Vice-Presidents
- (iv) Chairman
- (v) Deputy Chairman
- (vi) FA Representative
- (vii) Honorary Treasurer
- (viii) Referees' Secretary
- (ix) Life Members
- (x) Senior Professional Clubs' Representatives
- (xi) Referees' Association Representatives
- (xii) Challenge Trophy Clubs' Representative
- (xiii) League Representatives
- (xiv) Appointed Council Members

36 The first President of the Association set out in paragraph (i) of Article 35 shall hold office until the Association's second annual general meeting at which meeting he shall retire but may be reappointed or re-elected in accordance with these Articles. The first Chairman and Deputy Chairman set out in paragraphs (iv) and (v) of Article 35 shall retire in accordance with the provisions of Article 64. The first FA Representative set out in paragraph (vi) of Article 35 shall retire in accordance with the provisions of Article 46. The first Council Members set out in



paragraphs (vii) and (viii) of Article 35 shall hold office until the First Council Meeting but may be re-appointed in accordance with these Articles. The first Council Members set out in paragraphs (x) to (xii) of Article 35 shall hold office until the First Council Meeting at which meeting they shall retire but may be re-appointed or re-elected in accordance with these Articles. The first League Representatives set out in paragraph (xiii) of Article 35 shall hold office until the Last Council Meeting at which meeting they shall retire but may be re-appointed or re-elected in accordance with these Articles. The first Council Members set out in paragraph (xiv) of Article 35 shall hold office until such time as the Council sees fit but may be re-appointed in accordance with these Articles.

APPOINTMENT TO THE COUNCIL

- 37 Each Affiliated League for whom Gloucestershire FA is the 'Reporting County FA' is entitled to nominate a person to be a League Representative pursuant to paragraph (xv) of Article 34 and shall decide for themselves which person or persons (as the case may be) they propose to nominate as a League Representative or League Representatives (as the case may be). Those persons proposed to be nominated as League Representatives pursuant to paragraph (xv) of Article 34 must be nominated and the Company Secretary/Chief Executive informed of such nomination on or before such date as the directors shall prescribe in each year. An Affiliated League conducting a subsidiary league or competition shall not be entitled to additional representation on the Council for that league or competition. Such persons nominated as League Representatives must be approved by the Council and may not be changed without the Council's approval. Such persons shall serve for a one-year term from the first Council meeting following the annual general meeting in the year of their appointment and shall be eligible for re-appointment.
- 38 In the event of a casual vacancy occurring in relation to any League Representative, the members within the Affiliated League concerned shall have power to appoint a substitute League Representative, suitably qualified to represent that Affiliated League, until such time as the person who was replaced was due to retire and such person shall be eligible for re-election in accordance with these Articles. A person so nominated shall not be appointed to the Council unless approved by the Council.
- 39 Each organisation or group of organisations entitled to nominate a person to be a Council Member pursuant to paragraphs (x) to (xii) of Article 34, shall submit to the Council for approval by such time as the Board shall prescribe, the name or names of the person or persons (as the case may be) they propose to nominate as a Council Member or Council Members (as the case may be). Such persons if approved by the Council shall serve for a one-year term from the first Council meeting after the annual general meeting in the year of their appointment and shall be eligible for reappointment.
- 40 The directors and Council Members shall remain in office until their successors have been elected and appointed. The Council shall have power to fill any vacancy which may occur on the Council during the year. A Council Member so appointed to fill a vacancy shall hold office until such time as the person who was replaced was due to retire but shall be eligible for re-appointment in accordance with these Articles.

PRESIDENT

- 41 At the second annual general meeting and at the annual general meeting to be held in every second year thereafter the President shall retire. Nominations for the office of President shall be made on the form prescribed by the directors and sent together with the names of proposers and seconders to the Company Secretary/Chief Executive before such date as the directors shall prescribe in each year in which an election is to be held. Any member of the Association may propose or second a nomination for President. No person shall be eligible for election as



President unless he is a Life Vice-President or Vice-President. Such person shall hold office for a term of two years from the annual general meeting at which he is elected but shall not be eligible for re-election until a period of four years has elapsed after the expiry of any term as President. The person elected as President shall be given a memento to mark the occasion. The President shall have such rights and privileges as the Council shall from time to time prescribe.

LIFE VICE-PRESIDENTS

- 42 No person shall be eligible for election as a Life Vice-President unless he is a Life Member and has served on the Council for at least 42 years and is still in the directors' opinion taking an active part in the Association. The members shall appoint Life Vice-Presidents from the Council Members eligible at the first annual general meeting and at the annual general meeting in each subsequent year. Life Vice-Presidents shall be entitled to receive notice of, attend and vote at all Council meetings. Life Vice-Presidents shall, on being elected pursuant to this Article, cease to be League Representatives but shall be entitled to remain on the Council for the rest of their lives without the need to be re-appointed. Life Vice-Presidents shall have such rights and privileges as the Council shall from time to time prescribe and shall be presented with a memento to mark the occasion of their election.

VICE-PRESIDENTS

- 43 There may be up to six Vice-Presidents at any one time. If there is any vacancy in the position of Vice-President, a Life Member (who is still in the directors' opinion taking an active part in the Association) may be elected to fill the vacancy at the next annual general meeting. No person may be elected as a Vice-President unless he is a Life Member. Nominations for the office of Vice-President shall be sent, on the form prescribed by the directors, signed by any two members as the proposer and seconder, and by the nominee and sent by registered post or recorded delivery so as to reach the Company Secretary/Chief Executive on or before such date as the Board shall prescribe each year. The sealed envelopes will be opened at the annual general meeting and the results declared at that meeting. Vice-Presidents shall be entitled to receive notice of, attend and vote at all Council Meetings. Vice Presidents shall have such rights and privileges as the Council shall from time to time prescribe.

LIFE MEMBERS

- 44 A Council Member, who has served as a Council Member for at least 21 years, both continuously or in aggregate, shall become a Life Member and shall be presented with a long service memento to mark the occasion. Life Members shall, on being elected pursuant to this Article, cease to be a League Representative and subject to his/her continuing activity, receive notices of, attend and vote at all Council Meetings. Life Members shall be entitled to remain on the Council for the rest of their lives without need to be re-elected and shall have such rights and privileges as the Directors shall, from time to time, prescribe.

HONORARY TREASURER AND HONORARY REFEREES' SECRETARY

- 45 The Honorary Treasurer and the Honorary Referees' Secretary (whether or not they are already Council Members) shall both be Directors by virtue of their office and be subject to Articles 63 to 67 inclusive.

FA REPRESENTATIVE

- 46 A Council Member wishing to stand for the position of FA Representative must be proposed and seconded by two other Council Members on or before 31 March. If an election is necessary it will take place in accordance with Article 67. The elected person will serve for one year and be eligible for re-election without nomination. The Council shall have the power to remove the FA



Representative from office at any time if a proposal at a meeting of Council to do so is supported by 75% or more of those present and voting.

- 47 Should the FA Representative be already, or becomes, a life member or vice-president of The Football Association, in accordance with its Articles of Association, then this shall create a casual vacancy in the position of FA Representative.

APPOINTED COUNCIL MEMBERS

- 48 The Council shall have the power at any time to appoint any of the Appointed Council Members to the Council if they are not already members of the Council. Such Co-opted Council Members shall be entitled to attend and receive notice of vote at all Council Meetings. Such Co-opted Council Members shall hold office until such time as the Council thinks fit.

POWERS OF THE COUNCIL

- 49 The Council has the power to appoint and remove directors in accordance with these Articles.
- 50 The Council has the power to regulate and manage all football matters referred to it to include (without limitation) all disciplinary, selection, referees, league sanctions and other matters pertaining to the regulation and conduct of football in the County.
- 51 Pursuant to Article 50, at such time as the Council shall decide each year, the Council shall appoint such Council Members as the Council thinks fit to the following committees of the Council to hold office for a one year term from such time as the Council shall decide each year:
- a) General Purposes Committee;
 - b) County Cups Committee;
 - c) Disciplinary Committee;
 - d) County Match Committee;
 - e) Coaching & Development Committee;
 - f) Referees' Committee;
 - g) Rules Revision & League Sanction Committee;
 - h) Committee Selection Committee;
 - i) Youth Committee;
 - j) Such other ad hoc committees to deal with football matters as the Council sees fit.
- 52 The Council may in its absolute discretion at any time amend or add to the list of committees in Article 51 and the Council may at any time dispense with the need for any of the committees set out in Article 51. The Council may also amend the name of any committee at any time.
- 53 Each Committee appointed in accordance with Article 51 shall decide which of its number shall be Chairman. If the Company Secretary/Chief Executive or a member of the Association staff is not acting as Secretary then the Committee shall decide which of its number shall act as Secretary. Each committee shall conduct its business with any terms of reference and standing orders set by the Council from time to time.

PROCEEDINGS OF THE COUNCIL

- 54 Council Members are entitled to attend all Council meetings and general meetings and subject to the provisions of these Articles are entitled to vote at such meetings.



- 55 The Council shall meet at least four times each year. The directors may, and on the request of any six Council Members the directors shall, call Council meetings. The notice shall be sent to all the Council Members individually. At least five days' notice shall be given of Council meetings. The accidental omission to give notice of a Council meeting to, or the non-receipt of notice of a meeting by, any Council Member shall not invalidate any resolution passed or the proceedings at that meeting. No business shall be transacted at any Council meeting unless a quorum of 15 Council Members is present.
- 56 The Council shall have the power to make standing orders for the conduct of Council meetings and the Council may otherwise regulate their proceedings as they think fit. Council meetings shall be conducted in accordance with those standing orders. Each Council Member shall have one vote.
- 57 Any Council Member who during any year shall without sufficient reason be absent, without the permission of the Council, from two-thirds of the Council meetings and/or the meetings of a committee established pursuant to Articles 51 and 52 of which he is a member, shall be deemed to have resigned his membership of the Council.

MINUTES

- 58 The Council Members shall cause minutes to be made and kept:
- (1) Of all appointments of its officers; and
 - (2) of all its proceedings.

DIRECTORS

- 59 Subject to Articles 5 and 50, the affairs of the Association shall be governed by the directors who may authorise all such acts and the exercise of all such powers of the Association by the directors, on whom executive management powers are conferred as directors, as may be required to give effect to the objects as described in the provisions of the Memorandum of Association, and which are not by statute or these Articles required to be done or exercised by the Association in general meeting or by the Council.
- 60 In the absence of any expression to the contrary in the Articles, rules or any regulations, or standing orders, or decisions of the directors, a matter shall be carried if supported by a simple majority of the directors present and voting.

NUMBER OF DIRECTORS

- 61 Unless otherwise determined by ordinary resolution, the number of directors shall be subject to a maximum of nine but shall be not less than three.

BOARD OF DIRECTORS

- 62 The directors shall be:
- (1) the Chairman;
 - (2) the Deputy Chairman;
 - (3) the Honorary Treasurer;
 - (4) the Honorary Referees' Secretary;
 - (5) up to five further persons to be elected by the Council.



- 63 No person may be elected as a Director if at the time of the election that person has attained the age of 75 years. A Director who has attained the age of 75 shall vacate office immediately prior to the next Annual General Meeting.
- 64 Subject to Article 63 and Article 72, a Director's term of office shall be three years. Where a vacancy arises for a Director (including the Chairman and Vice Chairman of the Association, the Honorary Treasurer and the Honorary Referees' Secretary) that Director shall be appointed by Council at the first Council meeting following the Annual General Meeting. The Council shall have the power to remove any Director from office at any time in a proposal at a meeting of the Council to do so is supported by 75% or more of those present and voting.

Note: In May 2006, all Directors gave notice that, on introduction of Article 64, they would arrange for at least 2 vacancies to occur each year. This would be achieved by initially waiving their three year terms.

- 65 Retiring Directors shall be eligible for re-election, without further nomination, subject to Article 63 and 73. Other candidates must be proposed and seconded on or before 31 March. The proposal must clearly state the position to which the proposal applies.
- 66 Where an election for any Director's position is necessary, papers listing the names of all the candidates will be sent to each Council Member at least seven days prior to the election. The election will take place in accordance with Article 67 at the first Council Meeting following the Annual General Meeting.
- 67 Election shall be by ballot, save where there is only one candidate, in which case that candidate shall be elected. A candidate requires more than 50% of the votes to be elected. Where there are two or more candidates and no candidate in the ballot receives more than 50% of the votes in the first ballot, the candidate who receives the lowest number of votes shall withdraw and a further ballot be taken until one candidate receives more than 50% of the votes.

DELEGATION OF DIRECTORS' POWERS

- 68 The directors may delegate any of their powers to any committee consisting of one or more directors. They may also delegate to any director holding any other executive office such of their powers as they consider desirable to be exercised by him. Any such delegation may be made subject to any conditions the directors may impose, and either collaterally with or to the exclusion of their own powers, and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by the Articles regulating the proceedings of directors so far as they are capable of applying.

APPOINTMENT AND RETIREMENT OF DIRECTORS

- 69 Without prejudice to the provisions of section 303 of the Act, the members may by ordinary resolution remove any director before the expiration of his period of office, and may by an ordinary resolution appoint another suitably qualified person in his stead; but any person so appointed shall retain his office so long only as the director in whose place he is appointed would have held the same if he had not been removed.
- 70 The Council may appoint a person who is willing to act to be a director, either to fill a vacancy or as an additional director, provided that the appointment does not cause the number of directors to exceed any number fixed by or in accordance with the Articles as the maximum number of directors. A director appointed to fill a casual vacancy shall hold office until the person he has replaced was due to retire. A director appointed as an additional director shall hold office only until the first Council meeting following the next annual general meeting but shall be eligible for



re-election. If not re-appointed to any position at that first Council meeting, he shall vacate office at the conclusion thereof.

- 71 If any director is not re-appointed, he shall retain office until the meeting appoints someone in his place, or if it does not do so, until the end of the meeting.

DISQUALIFICATION AND REMOVAL OF DIRECTORS

72 The office of a director shall be vacated if:

- (a) He ceases to be a Council Member.
- (b) He ceases to be a director by virtue of any provision of the Act or he becomes prohibited by law from being a director; or
- (c) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- (d) he is, or may be suffering from mental disorder and either:
 - (i) He is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or, in Scotland, an application for admission under the Mental Health (Scotland) Act 1960, or
 - (ii) an order is made by a court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a receiver, curator bonis or other person to exercise powers with respect to his property or affairs; or
- (e) he resigns his office by notice to the Association; or
- (f) he shall without sufficient reason for more than three consecutive Board meetings have been absent without permission of the directors and the directors resolve that his office be vacated; or
- (g) he is suspended from holding office or from taking part in any football activity relating to the administration or management of the Association by a decision of The Football Association; or
- (h) he is removed from office by a resolution duly passed pursuant to section 303 of the Act; or
- (i) he is removed from office by a vote passed by three quarters' majority of the Council Members; or
- (j) he is requested to resign by all the other directors acting together. Section 293 of the Act shall not apply.

DIRECTORS' AND COUNCIL MEMBERS' EXPENSES

- 73 The directors and Council Members may be paid all travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of directors or committees of directors or general meetings of the Association or otherwise in connection with the discharge of their duties save where the Rules provide otherwise.

DIRECTORS' APPOINTMENTS AND INTERESTS

- 74 Subject to the provisions of the Act, the directors may enter into an agreement or arrangement with any director for his employment by the Association or for the provision by him of any services outside the scope of the ordinary duties of a director. Any such appointment, agreement or arrangement may be made upon such terms as the directors determine and they may remunerate any such director for his services as they think fit. Any appointment of a director to



an executive office shall terminate if he ceases to be a director but without prejudice to any claim for damages for breach of the contract of service between the director and the Association.

- 75 Subject to the provisions of the Act, and provided that he has disclosed to the directors the nature and extent of any material interest of his, a director notwithstanding his office:
- (a) May be a party to, or otherwise interested in, any transaction or arrangement with the Association or in which the Association is otherwise interested.
 - (b) May be a director or other officer of, or employed by, or a party to any transaction or arrangement with, or otherwise interested in, any body corporate promoted by the Association or in which the Association is otherwise interested; and
 - (c) shall not, by reason of his office, be accountable to the Association for any benefit which he derives from any such office or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit.
- 76 For the purposes of these Articles:
- (a) A general notice given to the directors that a director is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the director has an interest in any such transaction of the nature and extent so specified; and
 - (b) an interest of which a director has no knowledge and of which it is unreasonable to expect him to have knowledge shall not be treated as an interest of his

DIRECTORS' GRATUITIES AND PENSIONS

- 77 The directors may provide benefits, whether by the payment of gratuities or pensions or by insurance or otherwise, for any director who has held but no longer holds any executive office or employment with the Association or with any body corporate which is or has been a subsidiary of the Association or a predecessor in business of the Association or of any such subsidiary, and for any member of his family (including a spouse and a former spouse) or any person who is or was dependent on him, and may (as well before as after he ceases to hold such office or employment) contribute to any fund and pay premiums for the purchase or provision of any such benefit.

PROCEEDINGS OF DIRECTORS

- 78 The Board may at its discretion, award an honorarium to such persons as it thinks fit.
- 79 The directors and the Company Secretary/Chief Executive shall be entitled to receive notice of all meetings of committees of the Council and shall be entitled to attend and speak at such meetings and, the directors but not the Company Secretary/Chief Executive shall be entitled to vote at such meetings.
- 80 The directors shall regularly report to the Council on all their activities, such reports to include (if the directors think it appropriate) the minutes of Board Meetings.
- 81 Subject to the provisions of these Articles, the directors may regulate their proceedings as they think fit. A director may, and the Company Secretary/Chief Executive at the request of a director shall, call a meeting of the directors. It shall not be necessary to give notice of a meeting to a director who is absent from the United Kingdom. Questions arising at a meeting shall be decided



- by a majority of votes. In the case of an equality of votes, the chairman shall be entitled to a casting vote in addition to any other vote he may have.
- 82 Any director may participate in a meeting of the Board of Directors or of a committee of directors by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled, or if there is no such group, where the chairman of the meeting is.
- 83 A meeting of the directors at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the rules and regulations of the Association for the time being vested in the Association generally. The quorum for the transaction of the business of the directors shall be three.
- 84 The continuing directors or a sole continuing director may act notwithstanding any vacancies in their number, but, if the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of admitting persons to membership, filling vacancies or calling a general meeting.
- 85 The Chairman shall be the Chairman of the Board of Directors. Unless he is unwilling to do so, the Chairman shall preside at every meeting of directors at which he is present. But if there is no person holding that office or if the Chairman holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Deputy Chairman shall preside. If there is no Deputy Chairman or if he is unwilling to preside, or if he is not present within five minutes after the time appointed for the meeting, the directors present may appoint one of the number to be Chairman of the meeting.
- 86 All acts carried out by a meeting of directors, or of a committee of directors, or by a person acting as a director shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any director or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a director and had been entitled to vote.
- 87 A resolution in writing signed by all the directors entitled to receive notice of a meeting of directors or of a committee of directors shall be as valid and effectual as if it had been passed at a meeting of directors or (as the case may be) a committee of directors duly convened and held and may consist of several documents in the like form each signed by one or more directors.
- 88 Save as otherwise provided by the Articles, a director shall not vote at a meeting of directors or of a committee of directors on any resolution concerning a matter in which he has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of the Association unless his interest or duty arises only because the case falls within one or more of the following paragraphs:
- (a) The resolution relates to the giving to him of a guarantee, security, or indemnity in respect of money lent to, or an obligation incurred by him for the benefit of, the Association or any of its subsidiaries;
 - (b) The resolution relates to the giving to a third party of a guarantee, security, or indemnity in respect of an obligation of the Association or any of its subsidiaries for which the director has assumed responsibility in whole or part and whether alone or jointly with others under a guarantee or indemnity or by the giving of security.
 - (c) His interest arises by virtue of his subscribing or agreeing to subscribe for any debentures of the Association or any of its subsidiaries, or by virtue of his being, or intending to become, a participator in the underwriting or sub-underwriting of an offer of any such



debentures by the Association or any of its subsidiaries for subscription, purchase or exchange;

- (d) The resolution relates in any way to a retirement benefits scheme which has been approved, or is conditional upon approval, by the Board of Inland Revenue for taxation purposes. For the purposes of this regulation, an interest of a person who is, for any purposes of the Act (excluding any statutory modification thereof not in force when this regulation becomes binding on the Association) connected with a director, shall be treated as an interest of the director.

- 89 A director shall not be counted in the quorum present at a meeting in relation to a resolution on which he is not entitled to vote.
- 90 The Association may by ordinary resolution suspend or relax to any extent, either generally or in respect of any particular matter, any provision of the Articles prohibiting a director from voting at a meeting of directors or of a committee of directors.
- 91 Where proposals are under consideration concerning the appointment of two or more directors to offices or employments with the Association or any body corporate in which the Association is interested the proposals may be divided and considered in relation to each director separately and (provided he is not for another reason precluded from voting) each of the directors concerned shall be entitled to vote and be counted in the quorum in respect of each resolution except that concerning his own appointment.
- 92 If a question arises at a meeting of directors or of a committee of directors as to the right of a director to vote, the question may, before the conclusion of the meeting, be referred to the chairman of the meeting and his ruling in relation to any director other than himself shall be final and conclusive.

COMPANY SECRETARY/CHIEF EXECUTIVE

- 93 Subject to the provisions of the Act, the Company Secretary/Chief Executive shall be appointed by the directors for such term, at such remuneration and upon such conditions as they may think fit; and any Company Secretary/Chief Executive so appointed may be removed by them.

MINUTES

- 94 The directors shall cause minutes to be made and kept of all proceedings at meetings of the Association, which shall include without limitation general meetings, proceedings of the standing committees established pursuant to Article 51 of the directors, and of committees of directors, including the names of the directors present at each such meeting. Any such minutes of any meeting, if purporting to be signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

THE SEAL

- 95 The seal shall only be used by the authority of the directors or of a committee of directors authorised by the directors. The directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a director and by the Company Secretary/Chief Executive or by a second director.



ACCOUNTS

- 96 The directors shall cause accounting records of the Association to be kept in accordance with section 221 of the Act and any regulations made pursuant thereto (or as the same may be hereafter amended or altered). No member shall (as such) have the right of inspecting any accounting records or other book or document of the Association except as conferred by statute or authorised by the directors or by ordinary resolution of the Association. Once at least in every year, the accounts of the Association shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more appropriately qualified auditor or auditors. Auditors shall be appointed and their duties regulated in accordance with the Act.

NOTICES

- 97 Any notice to be given to or by any person pursuant to the Articles shall be in writing except that a notice calling a meeting of the directors need not be in writing.
- 98 The Association may give any notice to a member in any newsletter or other publication of the Association distributed to the members or may be given in a newspaper circulating throughout the County or notice may be affixed to the premises of the Association or may be given either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the Association an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Association.
- 99 A member present at any meeting of the Association shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.
- 100 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall, unless the contrary is proved, be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

DISSOLUTION

- 101 If upon the winding-up or dissolution of the Association there remains after the satisfaction of all debts and liabilities any property whatsoever, the same shall be paid to or distributed among the members of the Association equally.

RULES OF THE FOOTBALL ASSOCIATION

- 102 The Association and its members shall be bound by and subject to and shall act in accordance with the Rules and the Rules of The Football Association and any regulations, standing orders, decisions, rulings or other findings or orders of any nature made pursuant to the Rules or the Rules of The Football Association. In the case of any difference between provisions under these Articles, the Rules and the Rules of The Football Association, the Rules of The Football Association and any provisions made pursuant to them shall take precedence.

INDEMNITY

- 103 Subject to the provisions of the Act but without prejudice to any indemnity to which a director may otherwise be entitled, every director or Council Member or other officer or auditor of the Association shall be indemnified out of the assets of the Association against any liability incurred



by him in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Association.

ALTERATIONS TO THE MEMORANDUM AND ARTICLES

104 Any proposal to alter the Memorandum or Articles not being such as by statute requires a special resolution or to wind-up the Association shall require the approval of the Association in general meeting and the same may be passed or approved by a resolution of the Association passed by a majority of not less than three-quarters (3/4) of the members of the Association for the time being entitled to vote who may be present in person in accordance with the Act and (in the case of a winding-up) in accordance with the provisions of the Insolvency Act 1986 (as amended from time to time).

RULES, STANDING ORDERS AND BYE-LAWS

- 105 The directors have the power from time to time to make, repeal and amend regulations for the better administration of the Association.
- 106 The Council may from time to time make, repeal and amend standing orders for the conduct of Council meetings. The Council has the power to make, repeal and amend rules and regulations for the sanction and control of leagues and competitions, regulations for disciplinary proceedings of players and members, and regulations relating to referees.
- 107 Any such rules made pursuant to Articles 105 and 106 must be consistent with and subject to the Rules of the Football Association.



RULES OF GLOUCESTERSHIRE FOOTBALL ASSOCIATION LIMITED

(THESE RULES MUST BE READ IN CONJUNCTION WITH THE ARTICLES OF ASSOCIATION)

1. TITLE

- (a) The Association shall be called "GLOUCESTERSHIRE FOOTBALL ASSOCIATION LIMITED", and be affiliated to The Football Association Ltd., whose general rules shall be binding upon this Association, unless the following rules vary the same.
- (b) All Clubs playing according to the laws of The Football Association Ltd., and having their grounds or headquarters within the County of Gloucestershire and in those parts of the City of Bristol which were within the boundary of that city in 1908, shall be eligible for membership.
- (c) Clubs wishing to play in a League not affiliated to this Association must first obtain the permission of the Council before doing so; such permission will not be unreasonably withheld if the application conforms to the regulations of the Association. This shall not apply to Clubs who are already members of a League not affiliated to this Association and who have continuing membership of that League.

2. DIRECTORS

- (a) There shall be up to nine Directors as detailed in the Articles of Association, who will hold any real or personal property upon such trust and with and subject to such powers and provisions as shall be approved by the Council.
- (b) The Association will fully indemnify the elected Directors against personal liability for financial or legal commitments arising from them having acted in accordance with the instructions of the Association.
- (c) On election, the Chairman, Deputy Chairman and Honorary Treasurer shall become Directors. The remaining Directors (if required) shall be elected as specified in the Articles of Association.

3. CONSTITUTION

- (a) Refer to Articles of Association - number 34.

4. VICE PRESIDENTS

- (a) Refer to Articles of Association - number 43.

5. DIRECTORS

- (a) Council Members and Election of Members. Refer to Articles of Association, numbers 34 to 45 and 94.

6. LIFE MEMBERSHIP

- (a) Refer to Articles of Association, numbers 42 and 44.

7. MEMBERSHIP OF THE COUNCIL

- (a) Refer to Articles of Association, numbers 34, 37, 38 and 48.

8. ELECTION OF F.A. REPRESENTATIVE

- (a) Refer to Articles of Association, numbers 46 and 47.



9. COMMITTEES

- (a) The Council shall appoint such Committees as are necessary to attend to the business of the Association.
- (b) The relevant Committee Chairman shall be empowered to fill any vacancy that may occur during the year.

10. VOTING AT MEETINGS

- (a) At meetings of the Council and its Committees each member thereof shall have one vote.
- (b) The Chairman shall have a second or casting vote in any case where the votes would otherwise be equal.

11. ACCOUNTS

- (a) Refer to Articles of Association, number 98.

12. RULES AND REGULATIONS

(a) Alteration to Rules

Alteration to rules of the Association shall be made only at the Annual General Meeting, or an Extraordinary General Meeting convened as provided for in Rule 13 for that specific purpose. In the case of any alteration proposed by a Member of Council, a League or Club, written notice must be sent to the Chief Executive on or before the 31 December preceding the Annual General Meeting at which it is to be considered, together with the names of the proposer and seconder who must be eligible under rule 14 to attend and vote at the meeting. The Council shall have the power to submit proposed alterations to the Annual or Extraordinary General Meeting. Particulars of proposed alterations must be sent to each Member of the Council, and each affiliated Club at least seven days before the Annual General Meeting. Such proposed alterations must be supported by at least two-thirds (2/3) of the representatives present and voting.

(b) Forms

The Council shall settle the Forms required by these Rules and Regulations

(c) Regulations

The Council shall have the power to make such Regulations deemed necessary to provide for matters arising from or to implement these Rules in so far as any such Regulation is not in conflict with any Rule of the Association. Leagues, Competitions and Clubs in membership with the Association shall be deemed to have knowledge of and be bound by the said Regulation if the same shall have been published in the Minutes of the Council as reported to League representatives, the production of which shall constitute at all times, undisputed proof of the validity of such a Regulation.

(d) Rules and Regulations concerning Cup Competitions and Officials.

The Council is authorised to make such Rules and Regulations with reference to the Cup Competitions and Officials of the game as they deem expedient.

13. EXTRAORDINARY GENERAL MEETING

- (a) The Council may convene an Extraordinary General Meeting whenever they deem it necessary.
- (b) The Council, upon receiving an application signed by the Secretaries of not fewer than seventy affiliated Clubs shall convene an Extraordinary General Meeting, the expenses of which may, should the Council so decide, be made the equal responsibility of the Clubs signing the application.



- (c) All business shall be deemed special that is transacted at an Extraordinary General Meeting (and such business may include any proposed alterations to Rules approved or recommended by the Council) of which due notice has been given.
- (d) A notice stating the object for which the Extraordinary General Meeting has been called shall be sent to all affiliated Clubs and Members of Council within ninety days of the date of the requisition, and fourteen days before the date set for the meeting.
- (e) Those entitled to attend and vote at an Extraordinary General Meeting shall be Members of the Council and one representative from each affiliated Club.

14. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting shall be held before the end of July, at a venue within the County, as agreed by the Directors.
- (b) Those entitled to attend and vote at an Annual General Meeting shall be Members of Council and one representative from each affiliated Club.
- (c) The name of the Club and its representative shall be given to the doorkeeper on admission to the meeting.
- (d) The accounts shall be audited up to December 31 and a printed Statement of Accounts and Annual report shall be sent to each member of Council at least twenty one days before the date of the Annual General Meeting. Affiliated Clubs shall be notified that a printed Statement of Accounts and Annual report is available upon request.

15. CONTROL OF COMPETITIONS AND MATCHES

- (a) The Council shall have entire control of the Challenge Cup Competitions and arrange all inter-Association matches and select teams to represent the Association, via its elected Committees.

16. COUNTY MATCH - QUALIFICATION OF PLAYERS

- (a) A bona fide member of a Club affiliated to this Association, or a player born in the area under the jurisdiction of this Association shall be eligible to represent this Association in matches.

17. SELECTED PLAYERS

- (a) A player chosen to represent the Association in any match must play in such match, and is debarred from taking part in any other match on the date in question, or within 72 hours prior to kick-off time arranged for the Association match. Should the selected player fail to play for the Association the player may not take part in any other match within seven days of the Association match. A player infringing this rule shall be fined and suspended as set out in Appendix 1, unless permission has been granted by the County Match Committee for non compliance with this rule.
- (b) Any Club having two or more players selected to represent a Gloucestershire County XI (including Youth) shall be permitted, if it so wishes, to cancel the League, Cup or other affiliated competition fixture on the date the County match is due to be played. Such cancellation must be made within 48 hours of receipt of notice of players selected.
- (c) A player representing the Association in an Inter-County match shall be presented with a suitable memento for his/her first appearance, 4th appearance, 8th appearance (county cap), 16th and 24th appearance. A Merit Award will be presented to any player making his/her 32nd appearance.



18. CLUB CLASSIFICATION AND AFFILIATION

- (a) All clubs shall be classified by the appropriate committee of the Council.
- (b) Only clubs in membership of the FA Premier League or the Football League shall be classified 'Senior Professional'.
- (c) Clubs shall forward to the Chief Executive on or before 30 June in each year, a return in accordance with Form A together with the appropriate Affiliation and Cup fees, or be fined as set out in Appendix 1. Clubs shall not be allowed to change their name during the playing season.
- (d) All Clubs must retain their Minute Books, Cash Books, Vouchers or other documents for at least two seasons preceding the current season and be ready for production when requested to do so by the Association through its Chief Executive.
- (e) All Gloucestershire Clubs, including those playing in Competitions outside the County, having teams whose players are all Youth players must affiliate on a separate Form "A" and Competitions or Youth divisions of senior leagues must similarly affiliate on separate Forms "D" or "E".
- (f) Leagues and Competitions must forward the appropriate "D" or "E" Form, together with the appropriate fees to the Chief Executive on or before 30 June in each year.
- (g) Where a Works or other Establishment affiliates a competition which is strictly confined to teams representing different branches of that Works or Establishment the Competition shall be affiliated.
- (h) Clubs wishing to play in both Saturday and Sunday Leagues must affiliate separately for each competition.

19. CHANGES CONCERNING CLUB SECRETARY

- (a) Changes of Club Secretary or change of address of Club Secretary (temporary or permanent) and or telephone number must be advised to the Chief Executive of the Association in writing, within seven days of every change, or the Club shall be fined £10.00.

20. ANNUAL AFFILIATION FEES

- (a) The fees for Clubs, Leagues, Competitions and Associate Members are as set out in Appendix 1,
- (b) Youth Club and Youth League fees apply where all players are under the age of 18 on the 31 August at the commencement of each season).

Clubs must pay their fees before being allowed to take part in football. Any Club taking part in a match before their affiliation fee is paid will be fined as set out in Appendix 1. Leagues and Competitions must pay their subscriptions to the Chief Executive of the Association on or before 30 June in each year.

Clubs who wish to compete in a Cup Competition not organised by the Association and those who take part in a League outside of the jurisdiction of the Association must participate in the appropriate Cup Competition of the Association.

21. UNAFFILIATED CLUBS

- (a) No Clubs shall play matches with Clubs or teams not members of this Association, or of The Football Association unless permission is given by the Council.
- (b) Clubs breaking this Rule shall be liable to a fine as set out in Appendix 1 and may be further dealt with by the Association.
- (c) Any Club playing against an offending Club, after official notice of such removal or during such suspension, shall be un-affiliated.



22. CLAIMS BY LEAGUES AND COMPETITIONS

- (a) Leagues and Competitions reporting defaulting Clubs to the Association must satisfy the Council that the defaulting Club has been properly notified in writing of the decision of the League or Competition in connection with the offence or the default of the Club.
- (b) When a League or Competition asks that members of a Club shall be dealt with, it must satisfy the Council that each individual Committee member and Player has been notified in writing of the default of their Club and has been given the opportunity of sending an explanation.
- (c) Leagues and Competitions issuing Registration Forms must include a paragraph on the face of the form setting out clearly to the player(s) (this to apply from the date of signing the form) that in signing the form they are accepting their share of any liabilities which their Club may incur as far as the Association, league or Competition is concerned and that they may be called upon to meet this obligation should their Club default.

23. SERVICE PLAYERS

- (a) No Club or person shall attempt to induce any player of a Club of any branch of Her Majesty's Forces to play for another Club during the current season without at least 14 days notice - in the case of the Royal Navy, direct to the Honorary Secretary of the Royal Navy Football Association, of the Army to the Officer Commanding the Unit and in the case of the Royal Air Force to the Commanding Officer.
- (b) The notice must be forwarded by registered Post or a written acknowledgement otherwise obtained.
- (c) The rank of a Service player must be stated in League or other registration forms, and service players are required to inform civilian Clubs of their rank.
- (d) All reports of misconduct by Service players shall be sent direct to the Football Association except in matches confined to Service teams when the report shall be sent direct to the Service Association concerned.

24. PLAYERS OF SCHOOL AGE

- (a) No approach of any description without the Head teacher being informed shall be made either directly or indirectly to a player on the roll of a recognised school either to sign registration forms or to play for a Club affiliated to a County Football Association.

25. NON-CONTRACT PLAYERS

(REGISTERED FOOTBALL ACADEMIES/CENTRES OF EXCELLENCE)

- (a) Registered Football Academies/Centres of Excellence wishing to approach youth players up to the end of the season of their 16th birthday for trials shall be subject to (b) and (c) of this rule. Such trialist who shall not exceed 2 per club at any one time shall be retained for four matches after which the player shall be signed or released back to the youth club.
- (b) Subject to the provision of this Rule, Non Contract players are not restricted as to the Club for which they may play, providing they comply with the Rules and Regulations of any competitions in which their Club or Clubs may be engaged.

APPROACH

- (c) No Club or any persons shall during the playing season induce any Non-Contract player of a Club in membership of this Association, as hereinafter provided to play for another Club without at least seven days notice in writing to the Secretary of the Club for which the player was last known to have been a playing member and the negotiations with the player must cease at the expiration of 21 days from the date of such notice being given.



- (d) The notice must be forwarded by registered post, recorded delivery or a written acknowledgement otherwise obtained. A second notice shall not be given by the same Club in respect of the player during the current season.
- (e) When a player is concurrently a playing member of a Saturday Club, a Sunday Club and/or a mid week Club the following procedure shall apply.
 - (i) Formal notice of approach by a Saturday Club need only be given to a Saturday Club or Clubs for which the player is a playing member.
 - (ii) Formal notice of approach by a Sunday Club need only be given to a Sunday Club or Clubs for which the player is a playing member.
 - (iii) Formal notice of approach by a mid week Club need only be given to a mid week Club or Clubs for which the player is a playing member.
- (f) The approaching Club or person shall not give notice of intention to approach more than one player of a Club at the same time and shall not give notice of intention to approach another player of the same Club within 28 days of prior notice.
- (g) Except with the written consent of the club a minimum of seven days notice is necessary if the first approach is made by the player, but this consent shall not be unreasonably withheld where circumstances of a special character exist, i.e. Change of residence or non selection for any team of the Club for three consecutive weeks.
- (h) A player having taken part in matches for the affiliated Club will not be allowed to join another Club without first satisfying the Officials of the intended Club that all reasonable financial and other liabilities to the Club or Clubs for which they are, or were, a playing member have been discharged.
 - (i) Any dispute as to whether consent has been unreasonably withheld may be referred to this Association.
 - (j) A breach of this rule shall be dealt with in accordance with Rule 26.
- (k) Any Club referring a Case of alleged illegal approach to the Association must accompany the said complaint with a deposit as set out in Appendix 1 which may be forfeited if the allegations made are not sustained.

26. POWER OF ASSOCIATION TO DEAL WITH VIOLATIONS OF LAWS, RULES AND REGULATIONS

- (a) The Council shall have the right to fine, suspend or expel any member of Council, Official, Member or player of any affiliated Club or League who may be proved guilty of any offence connected with football or football management.
- (b) In the event of any Club being guilty of misconduct the Council may fine, disaffiliate or suspend the offending Club.
- (c) Should a meeting be called to consider the conduct of a Club the Chief Executive shall give seven days notice to the Secretary of the alleged offending Club.
- (d) All Leagues and Competitions affiliated to this Association must make provision in their rules for any Club, or for any official, member, or player of any Club to have the right of appeal to the Appeal Board appointed by this Association.
- (e) Subject to the meeting having been constitutionally established and conducted there can be no appeal against a decision of an Annual or Special General Meeting.
- (f) Every appeal under this Rule against a League or Competition decision must be lodged within 14 days with the Chief Executive of this Association and must be accompanied with a fee as set out in Appendix 1.
- (g) At the hearing of an appeal the decision of the League or Competition, if not upheld, may be varied or revised and it shall be determined by whom the expenses of the appeal shall be borne.



- (h) The appeal fee is liable to be forfeited if the appeal is not sustained.
- (i) There can be no further appeal to The Football Association against a decision of such Appeal Board.
- (j) Any League, Competition or Club affiliated to this Association, if dissatisfied with a decision of this Association, shall have the right to appeal to The Football Association as provided for in the F.A. Rules. This shall not apply to the County Cup Competitions where a decision by this Association is final, or to the Benevolent Fund, where a decision by the Board of Directors shall be final.

27. PRIORITY OF REFEREE & ASSISTANT REFEREE APPOINTMENTS

- (a) The appointment of Referee's and Assistant Referee's to Gloucestershire County Cup matches and Gloucestershire Youth Cup matches take priority over all other appointments except those made by The Football Association or the Football League or any other match agreed by the Council.

28. ADMISSION OF COUNCIL MEMBERS TO GROUNDS

- (a) Each member of Council shall be issued with a ticket (which shall not be transferable) and all affiliated clubs shall admit the holder to their grounds and stands upon production of such ticket without requiring any other authority except in occasions when the Council shall otherwise decide.
- (i) Entrance to Clubs playing at Step 2 of the National League System and above requires three days advance notification to the GFA office to arrange for tickets to be issued.

29. TRAVELLING EXPENSES

- (a) The amount of travelling expenses paid to members shall be determined by the Regulations of the Association.

30. BENEVOLENT FUND

- (a) The Council shall have the power to make a grant to the Benevolent Fund, to arrange matches for the benefit of the said fund and to invite private subscriptions or donations.

31. PUBLICATION OF PROCEEDINGS

- (a) The Association shall be entitled to publish, in the Public Press or in any other manner it shall think fit, reports of its proceedings, acts or resolutions, whether the same shall or shall not reflect on the character or conduct of any Club, Official, Player or Spectator and every such Club, Official, Player or Spectator shall be deemed to have assented to such publication.

32. CORRESPONDENCE

- (a) All replies (and/or acknowledgements) to correspondence issued by the Association must be completed in full where necessary and returned within 14 days of the date intimated on the communication. Failure to do so will result in a fine as set out in Appendix 1 being imposed. This fine will apply to all late submissions and will be per document issued.
- (b) Failure to forward any payment(s) by the due date will result in the club and player (or member) being suspended from all football activity from the date stipulated by the Association. The suspension will remain active until such time as the payment and any documentation has been received.
- (c) Further action, including but not limited to suspension of a Club from playing football may be taken by the Council or its Disciplinary Committees and/or its County Cups Committees.
- (d) Unless specifically requested receipts will not be issued for any payment made by cheque to the Association.



- (e) All charges incurred by the Association in connection with returned cheques shall be the responsibility of the appropriate League, Competition Club, Councillor or Referee and such amounts to be reimbursed within fourteen days of their notification. A charge as set out in Appendix 1 will be imposed.

33. PRODUCTION OF BALANCE SHEETS

- (a) A duly audited Balance Sheet and where necessary any accompanying Accounts shall be sent by all leagues, Competitions and specified Clubs affiliated to the Association no later than twenty eight (28) days after the Annual General Meeting at which they are approved or in default be fined as set out in Appendix 1

34. PUBLIC LIABILITY INSURANCE

- (a) All affiliated clubs shall be in possession of Public Liability Insurance and evidence of such insurance must be produced within fourteen days to the Chief Executive of the Association if requested. Failure to comply with any such request will result in the affiliation (including the playing of matches) being immediately suspended until such evidence has been produced.



REGULATIONS OF THE ASSOCIATION

1. TRAVELLING EXPENSES

- (a) The amount of travelling expenses (mileage rate) payable to members of the Association shall be determined and approved annually by the Board of Directors and set out in Appendix 1.

2. CONTROL OF CLUBS

- (a) Club colours including the goalkeeper's jersey must not be black or a very dark colour.

3. CONTROL OF PLAYERS

- (a) A player who leaves the field of play for any reason is permitted to take part in another game which is taking place at the same time, unless the Competition Rules state otherwise.

4. SMALL SIDE TOURNAMENTS, CHARITY AND BENEFIT MATCHES

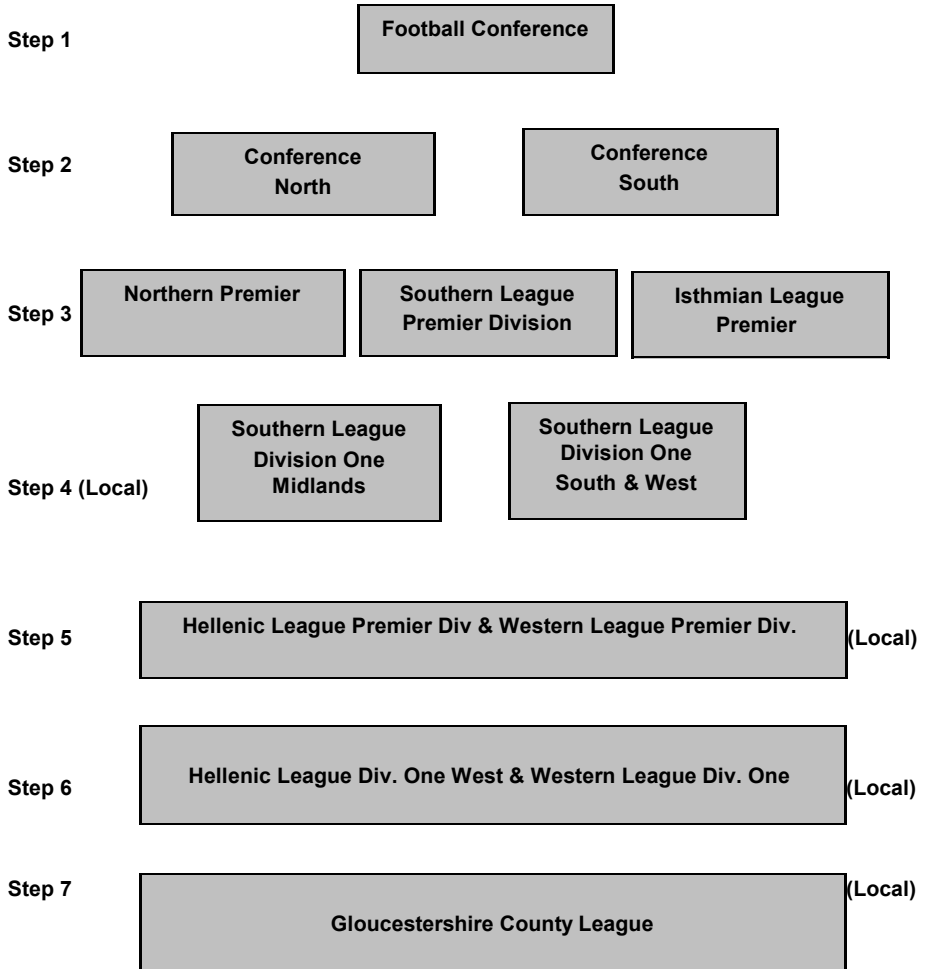
- (a) Application for sanction of Small Side tournaments (including a copy of the Competition Rules), Charity and Benefit Matches should be submitted to the Chief Executive of the Association.
- (b) No player or match official can participate in these Competitions until sanction has been received from the Association.
- (c) The names and addresses of the players participating in these Competitions must be registered with the organising Secretary of the Competition, before the commencement of the tournament.
- (d) The list of registered players shall be retained by the organising Secretary of the Competition for a period of twelve calendar months.
- (e) A fee in accordance with Rule 20(a) of the Association must be forwarded with the application for sanction. No fee is necessary for tournaments staged on a single day.
- (f) The affiliation fee for each Club not already affiliated to the Association is in accordance with Rule 20(a) which must be received before their participation in the tournament. No fee is necessary for single day tournaments
- (g) A balance sheet of all transactions connected with the tournament must be forwarded to the Chief Executive within 21 days of the date of completion of the Competition.
- (h) Officials and Players must be reported to this Association for any misconduct that may occur and this will be dealt with under the normal disciplinary procedures.
- (i) Officials or Players currently under suspension for disciplinary offences are not permitted to take part in the tournament until the period of their suspension has terminated.
- (j) The Competition Secretary will be responsible for all correspondence, collection and payment to the Association of any fines and charges arising from the one day tournament.



1. LEAGUE STRUCTURE

(a) Movement of Clubs will be by invitation in accordance with the National League System (NLS) (Steps 1- 7) and below this, the local league structure. All league sponsor names have been removed for clarity.

2. NATIONAL LEAGUE SYSTEM (NLS)





3. LOCAL STRUCTURE (South / North)

| | | |
|-----------------|---|--|
| <i>Step 8*</i> | Bristol Premier Combination Premier Div & Bristol & Suburban League Premier Div. One | Gloucestershire Northern Senior League Div. One |
| <i>Step 9*</i> | Bristol Premier Combination Div One & Bristol & Suburban League Premier Div. Two | Gloucestershire Northern Senior League Div. Two |
| <i>Step 10*</i> | Bristol & District League & Bristol & Suburban League | Cheltenham League North Gloucestershire League Stroud & District League |
| <i>Step 11*</i> | Bristol & Avon League Bristol Downs League | Cirencester & District League |

Please Note:

*Steps 8 – 11 shown on the local structure chart above are NOT part of the National League System. The Steps have been created to simply clarify the levels in the local league structure.

4. Teams will only be promoted provided:
 - (a) they satisfy the conditions necessary for entry
 - (b) they wish to be accepted.
5. Should the Champion Club of the particular part of the local structure concerned not wish promotion then the team occupying the Runners up position may be invited to take their place. This does not apply in the case of promotion to the Gloucestershire Northern Senior League. Only the Champion Clubs of the Cheltenham League, North Gloucester League and the Stroud and District League will be considered should they wish to be promoted.
6. The Champion Clubs of the Bristol & Avon League and the Bristol Downs League should they wish to progress through the local league structure to the NLS will be guaranteed a position in either the Bristol & District or Bristol & Suburban League, not lower than their existing Cup Classification in the League of their choice, providing they satisfy the conditions necessary for entry.



7. The Champion Club of the Cirencester & District League should they wish to progress through the structure will be guaranteed a position in either the Cheltenham League, North Gloucestershire League or the Stroud and District League, not lower than their existing Cup Classification in the League of their choice, providing they satisfy the conditions necessary for entry.
 8. Teams will be relegated in accordance with the scheme, but where there is more than one league involved in a particular part of the structure then the team will be relegated according to their choice, providing they satisfy the conditions necessary for entry.
 9. The Gloucestershire Football Association Limited will appoint members to any Liaison Committee meeting convened to discuss vacancies not filled under paragraphs 3(b) and 3(e) of these Regulations.
 10. No team may join the local league structure in a position higher than *Step 10* shown above
 11. Notice of intentions by Clubs for movement within the league structure or the NLS must be made to the League concerned by the 31 March in each year.
- 1. INTERNATIONAL CLEARANCE**
- a. Leagues, clubs and players must comply with the Rules and Regulations of The FA and FIFA governing the International Clearance and transfer of players who have previously played for a club affiliated to another National Football Association. This requirement applies to players who have played in Scotland, Northern Ireland, Republic of Ireland and Wales. Further details and an 'Application For International Transfer' form (which must be returned to The FA) are available on the GFA website at:
www.GloucestershireFA.com/Governance/International+Player+Clearance



Appendix 1 – Fees and Fines

| Rule | Description | Fine | Fee | Suspension |
|--------------------------------------|---|---------------------------|----------------|------------|
| 17 | Failure to play in a Representative Match when selected | £50 | | 14 Days |
| 18 | Late affiliation fine | £30 | | |
| 20 Affiliation Fees | Senior Professional | | £90 | |
| | Senior Challenge | | £80 | |
| | Challenge Trophy | | £52 | |
| | Other open age clubs | | £42 | |
| | Associate member clubs | | £12 | |
| | Open Age Leagues and competitions | | £20 | |
| | Small-sided Leagues | | £17 | |
| | Charity competitions | | £8 | |
| | Youth Clubs | | £17 | |
| | Youth Leagues | | £12 | |
| 20c | Playing a match prior to affiliation | £25 | | |
| 21 | Playing a match against an unaffiliated team | £25 | | |
| 25k | Complaint of an illegal approach | | £25 | |
| 26f | Appeal against the decision of a League or competition | | £25 | |
| 32a | Failure to reply to correspondence | £20 (per document issued) | | |
| 33a | Failure to provide audited balance sheet | £25 | | |
| 32e | Returned Cheques | £15 | | |
| Regulation | Travelling Expenses | | £0.32 per mile | |



REGULATIONS RELATING TO ADVERTISING ON THE CLOTHING OF PLAYERS, CLUB OFFICIALS AND MATCH OFFICIALS

Introduction

These Regulations are made pursuant to FA Rule J2 and The Association's Regulations for the Registration and Control of Referees.

Clubs participating in International competitions must also comply with the relevant regulations of FIFA, UEFA and other Confederations.

It is recommended that clubs and football boot and clothing manufacturers seeking clarification of any of the regulations do so by referring to the specific competition rules and The Football Association.

We would encourage clubs and football boot and clothing manufacturers to seek feedback at the earliest possible time, in relation to designs and advertising from The Football Association and their specific competition. Clubs and manufacturers are reminded to obtain the necessary permissions before commencing the manufacturing process.

The Football Association have produced an on-line version of these regulations providing a practical guide on how to apply these formal regulations. This can be found at www.TheFA.com/TheFA/RulesandRegulations/KitAdvertising

Definitions and Interpretation

"Advertising" means any designation, message, logo, trademark, name or emblem of any nature.

"Clothing" means the Match clothing of a Player, Club or Match Official and shall include without limitation shirts, shorts, socks, undershorts, t-shirts (or any other item of clothing worn under the shirt), sweat-bands, headbands, caps, tracksuits, gloves, waterproofs, sweat tops, sock tie-ups. Also, any outer garments worn by substitutes and Club Officials in the Technical Area at any time. Save where stated to the contrary, football boots are not considered as clothing.

"Clothing manufacturer" means any undertaking that carries out the business of the manufacture or licensing of football clothing and has been appointed by the Club concerned to supply the clothing.

"Club Officials" in these Regulations includes any Club Official as defined in the Rules who has team duties such as managers, coaches, physiotherapists, and doctors and includes any person who takes up a position in the Technical Area at any time during a Match

[Note: In calculating the area of any advertising referred to in these Regulations, the usual mathematical formula will be used, and any outlines or box surrounds of the relevant designation, message, name, logo, emblem or mark, and all included space, shall be considered as part of the area of advertising.]

"Football boots" means any footwear worn during the period of a Match by a Player or Match Official.

A. GENERAL

1. Save as set out in these Regulations, advertising on clothing and football boots is prohibited during the period of a Match. This applies to Players, including substitutes, any others in the Technical Area, including Club Officials and to Match Officials. The rules of an Affiliated Association or Competition may provide that for matches under their jurisdiction a Club is obliged to obtain permission for any of the advertising listed in Section C below, subject always to these Regulations.
2. Where the rules of an Affiliated Association or Competition require a Club to obtain permission under A(1), a new application for permission must be made to the appropriate body each time it is proposed to amend the advertising. Subject to the provisions of Section B2 and Section C(5) below, or any relevant provisions of the appropriate Competition, there is no restriction on the number of such applications that may be made during the course of each season.



3. Disciplinary action in accordance with the Rules may be taken against a Club, Player, Club Official or Match Official for any breach of these Regulations.
4. The appearance on, or incorporation in, any item of clothing (including football boots) of any distasteful, threatening, abusive, indecent, insulting, discriminatory or otherwise ethically or morally offensive message, or any political message, is prohibited. The advertising of tobacco products is prohibited.
5. A Club shall observe all recognised advertising standards and in particular those of the Advertising Standards Authority.
6. Advertising entailing the use of numerals is permitted only if such numerals clearly form part of the advertising and cannot in any way be confused with Players' shirt numbers.
7. No colour or design may be used in advertising that might create problems of identification for Match Officials and/or opponents. The colour and design of the clothing of opponents, goalkeepers and match officials must be taken into account.
8. Without limiting the effect of the above, in the case of a team comprising players all under the age of 18 years on 31 August in the current season, the appearance on or incorporation in any item of clothing of any reference whatsoever to a product, service or other activity which is considered by The Association as detrimental to the welfare, health or general interest of young persons, or is otherwise considered inappropriate, having regard to the age of the players, is prohibited.

It is the view of The Football Association that examples of such products, services or related activities would include, but are not limited to, alcohol and gambling.

Prior to entering into any contractual agreement with a product, activity or service that may be considered to be detrimental or inappropriate to young persons, clubs should contact The Football Association to seek approval.

9. Any issues arising in relation to the interpretation or effect of these Regulations shall be referred to The Association for its determination, which shall be final and binding (subject to provisions relating to Match Officials).
10. A Club shall supply on demand to The Association any item of clothing for consideration as to whether it complies with these Regulations.

B. PERMITTED ADVERTISING (not relating to sponsors)

The following advertising is permitted:

1. Club emblem and name

(i) On football boots

The officially designated Club emblem, name, initials, nickname or a combination of such may appear without restriction.

(ii) On all other Clothing

The officially designated Club emblem, name, initials, nickname or a combination of such may appear:

- (a) once only on the front of the shirt, and once only anywhere on the shorts providing it does not exceed an area of 100 square centimetres; and
- (b) once only on each sock providing it does not exceed an area of 50 square centimetres.

An additional officially designated Club emblem, name, initials, nickname or a combination of such may appear on each sock providing it does not exceed an area of 50 square centimetres and is covered when a football boot is worn.

- (c) once only on each sock tie-up providing it does not exceed an area of 100 square centimetres. The sock tie-up may show the Player's name, Player's squad number, Competition name, sponsor designation and date of match or



any combination of the same. Clubs must receive the approval of the Competition for the use of sock tie-ups.

The officially designated Club emblem, name, initials, nickname or web site address, may appear once only on the collar or collar zone of a shirt and/or tracksuit, provided such does not exceed an area of 12 square centimetres.

- (d) The club may incorporate one of its types of club identification or parts thereof, in jacquard weave form, as tonal print or by embossing the shirt and/or shorts. There is no limitation as to the number, size and positioning of the type of club identification chosen.

The design of such jacquard weave may also be the names of individuals (eg club supporter) providing each is limited to 20 square centimetres, with unlimited repeats being acceptable. Clubs must receive the approval of the Competition to apply the names of individuals into a jacquard weave or similar technique.

The jacquard weave must be incorporated in the main colour and/or in one of the minor colours. It must not dominate, contain a contrasting colour, or affect the distinctiveness of the kit.

2. Clothing Manufacturer

- (i) *On football boots*

The established mark, logo, name or model/style of football boots or their manufacturer, or a combination of the same, may appear without restriction.

- (ii) *On all other Clothing*

The established mark, logo or name of a clothing manufacturer, or a combination of the same, may appear once only:

- (a) on the shirt and on the shorts provided it is an area no greater than 20 square centimetres;
- (b) on each of a goalkeeper's gloves, and on a goalkeeper's cap, provided such does not exceed an area of 25 square centimetres.
- (c) on each of an outfield player's gloves provided such does not exceed an area of 20 square centimetres.
- (d) on the front and back of any t-shirt or any other item of clothing worn under the shirt provided such does not exceed an area of 20 square centimetres and this is not visible outside the playing shirts during the period of the Match.
- (e) on undershorts worn under playing shorts provided such does not exceed an area of 20 square centimetres and this is not visible outside the playing shorts during the period of the Match.
- (f) (i) The established mark, logo or name of a clothing manufacturer, or a combination of the same, may also appear up to twice on each sock between the top edge and the ankle, provided that it is an area no greater than 20 square centimetres for such mark, logo or name (or combination thereof) where it appears once on each sock or 10 square centimetres where it appears twice on each sock. It may be incorporated into the design of the socks, but must be limited to 10 square centimetres repeats and must be restricted to any turn-over on the socks.
- (ii) An additional established mark, logo or name of a clothing manufacturer, or a combination of the same, may appear once only on each sock providing it does not exceed an area of 50 square centimetres and it is not visible when wearing a football boot.



- (g) (i) An additional established mark, logo or name of the clothing manufacturer may be used once or repeatedly on either/or both sleeves as part of the design on the trim or taping of shirts, shorts and socks. Such trim or taping shall be limited to down the outer seam of the shirt (armhole to the bottom of the shirt), or the length of the sleeve (neck to cuff), or across the bottom of each sleeve (cuffs) and to the bottom edge of the shorts or down the outer seam of the shorts and across the top edge of the socks.
- (ii) The mark, logo or name of the clothing manufacturer which appears once or repeatedly, as part of the design on the trim or taping of the shirts, shorts and socks shall be restricted to a maximum width of 10cm on the shirts and shorts and to a maximum width of 5cm on brand-new (unworn) socks.
- (h) The same established mark, logo or name or combination must appear on all clothing of all Players and Club Officials wherever such advertising appears. Once submitted to and approved by a Competition, the established mark, logo or name or combination on players' and club officials' clothing may not be modified during the course of that season, without the approval of the Competition.
- (i) In addition to the club identification, the manufacturer may incorporate one of its types of identification in jacquard weave form or by embossing in the shirt and/or shorts. The type of manufacturer identification chosen must not exceed 20 cm². There is no limitation as to the number and positioning of the type of manufacturer identification chosen.
- The jacquard weave must be incorporated in the main colour and/or one of the minor colours. It must neither dominate nor affect the distinctiveness of the kit.

3. Product marks and seals of quality

(i) *On football boots*

The official licensing product mark or seal of quality is permitted on the outside of football boots without restriction.

(ii) *On all other Clothing*

An official licensing product mark or seal of quality is permitted on the outside of the clothing only if Competition rules so allow. However, it may not exceed 20 square centimetres in size. Such shall be placed only on shirts and on an area which is hidden when the shirt is tucked inside the shorts.

A second, smaller licensing mark or seal of quality is allowed on the shirt or shorts in the form of a label which must not exceed 12 square centimetres and must be placed along the torso outer seam.

4. Numbers

(i) *On football boots*

A Player's shirt number may appear on his boots without restriction.

(ii) *On all other Clothing*

Where the Competition rules require a number on the back of the shirt, it should be clearly legible and positioned in the centre of the back of the shirt.

The number should be between 20 cm and 35 cm in height with provision for each competition to set specific criteria.

A number may also appear on the front of the shorts which must correspond with the number on the shirt.



The number should be between 10 cm and 15 cm in height with provision for each competition to set specific criteria.

The officially designated logo or name of the Competition or combination of the same may appear once only on each of the player's shirt numbers providing the logo, name or combination does not exceed an area of 20 square centimetres. No other advertising or any other marking is allowed on players' shirt numbers.

5. **Players Names**

(i) *On football boots*

A Player's name, including any nickname or initials, may appear on his boots without restriction.

(ii) *On all other Clothing*

The name of a player may appear on the back of shirts or tracksuits only if Competition rules so permit. The height of the lettering must not be greater than 7.5 centimetres.

6. **Other Logos**

(i) *On football boots*

Except as permitted by paragraphs 1 – 5 above, the appearance of any logo of any description on a Player's football boots is prohibited.

(ii) *On all other Clothing*

(a) The officially designated logo or name of an Affiliated Association or Competition may appear once only on each sleeve of shirts, provided Affiliated Associations or Competition rules so permit. Such mark must appear between the shoulder seam and the elbow and must not exceed 100 square centimetres.

(b) The officially designated logo, name of any awards or titles won in previous seasons or commemorative occasions may appear on shirts, provided such does not exceed an area of 100 square centimetres and permission has been granted from the Competition in which the kit is to be worn.

(c) The national flag may appear once only on each sleeve of the playing shirt provided that Affiliated Associations and competition rules so permit and that it does not exceed an area of 25 square centimetres.

C. **SPONSOR DESIGNATIONS**

(i) *On football boots*

Except as permitted by paragraphs 1 – 5 above, the appearance of any advertising of any description on a Player's football boots is prohibited.

(ii) *On all other Clothing*

The following advertising is permitted:

1. **Playing kit**

(a) On the clothing of a Player on the field of play, the following areas shall be permitted to be used for advertising

- One single area not exceeding 200 square centimetres on the front of the shirt
- One single area not exceeding 100 square centimetres on the back of the shirt; and
- One single area not exceeding 100 square centimetres on the back of the shorts.



- Once only on each sock tie-up providing it does not exceed an area of 100 square centimetres.

In the event that a Club or Competition elects to have an area of sponsor advertising only on the front of the shirt, and on no other item of playing kit, that area may be increased to a maximum of 250 square centimetres if approved by the Competition.

No other advertising is permitted anywhere on the clothing of a Player on the field of play during a match. Such advertising can be used for advertising one or more companies and, in respect of any company, one or more of their products. The same advertising must appear in the same form on the clothing of all Players and Club Officials wherever such advertising appears, throughout the entirety of the match.

- (b) Any advertising under C(1) must be clearly separated from the items described in B above.

2. Tracksuits and other clothing in the Technical Area

- (a) Advertising may appear on tracksuits, and other items of clothing other than the clothing of a Player, on the field of play during a match in accordance with the size and locations set out in C1.

The advertising carried on the tracksuits and other clothing worn by Players and Club Officials in the Technical Area can be either:

- (i) the same sponsor(s) as worn on the playing kit (home or away strips)
- (ii) be additional to the sponsors as worn on the playing kit
- (iii) a single sponsor that is an official partner of the relevant competition

3. Clubs may conclude sponsorship arrangements with different companies in respect of advertising permitted under C(1) above for both their 'home' and 'away' strips. Where Competition rules allow for a third strip to be worn, this must carry advertising as worn on either the "home" or "away" shirt. The advertising must appear in the same form on the clothing of all Players and Club Officials wherever such advertising appears, throughout the entirety of the match.
4. Where a non-member Club wishes to include the name of a sponsor in its Club title, consent must be received in advance from the relevant Affiliated Association and where such consent is given, advertising on behalf of one company only shall be carried on the Club's match shirts, irrespective of the provisions of B (4) and C (1) above. No Full Member Club or Associate Member Club may include the name of a sponsor in its Club title without the consent of The Football Association.
5. No Club in Membership of the Football Conference, the Isthmian League, Northern Premier League or Southern Football League may include the name of a sponsor in its Club title without the consent of the competition and, in the case of a Full Member Club or Associate Member Club, the consent of The Football Association.
6. Clubs with more than one team may conclude separate shirt advertising agreements on behalf of each team.

D. MATCH OFFICIALS

No advertising of any nature, save as set out below, is permitted on Match Officials' clothing or football boots without the consent of The Association.

The following advertising is permitted:

1. The mark, logo or name of a clothing manufacturer or a combination of the same, may appear:



- (a) once only on the shirt provided it is an area no greater than 20 square centimetres.
- (b) once only on the shorts provided it is an area no greater than 12 square centimetres.
- (c) incorporated into the design of the socks, but must be limited to an area no greater than 12 square centimetres.

2. Jacquard Weave

A jacquard weave or similar technique such as embossing shall be allowed providing each is limited to 20 square centimetres, with unlimited repeats being acceptable. The design of such jacquard weave may be the manufacturer's mark, logo or name. The jacquard weave shading shall be restricted to two shades differing from the base colour, using a standard Pantone reference manual.

3. Sponsor Advertising

Sponsor Advertising in accordance with FIFA Equipment Regulations is permitted only on shirt sleeves and the total surface area of the advertising shall not exceed 200 square centimetres. Any sponsorship contract must be made between the sponsor and The Football Association. Individual Affiliated Associations or Leagues are not permitted to enter into sponsorship contracts.

4. Badges

Match kit shirts may carry the recognised badge of the appropriate Competition once only, which must be on either site of the breast pocket. This badge must not exceed an area of 20 square centimetres and, where it contains the established trademark, trade name or logo of a sponsor of the Competition, must be approved by The Association in advance.

In addition to the recognised competition badge the match kit shirt may carry once only on either site of the breast pocket an officially designated badge of FIFA, The Football Association, the relevant Affiliated Association or the Referees' Association (where relevant).

5. Sock Tie-Up

Each sock tie-up may show the name and/or badge of appropriate Affiliated Association or the Referees' Association providing it does not exceed an area of 100 square centimetres.

No advertising is allowed.



CLUB WELFARE OFFICER (CWO)

FA policy requires any Club operating one or more Youth teams to have an appropriately qualified CWO. For Clubs needing to appoint a new CWO we offer the following guidance:

It is essential that the CWO is perceived as being approachable, having a child-centred approach and the ability to maintain this perspective when carrying out their role.

Where to start

- Make it known amongst all club members, players, parents and carers that the club is seeking to appoint a new CWO and provide the relevant information about this role
- Establish if anyone involved with your club has any professional child protection expertise. You may have a committee member or parent who is, or was, a police officer, teacher or social worker who might be willing to take on the role.

Ideally

- Involve the club chairperson and committee members in making suggestions of those with the potential to take on this role
- Obtain and make it clear to prospective applicants that the CWO will have the support and backing of the club's committee
- The CWO post should be a permanent position on the club management committee

The CWO role as recommended by The FA

- To know who the Gloucestershire Football Association (GFA) County Welfare Officer (CWO) is and how to contact them
- To refer any club child protection or poor practice concerns to the CFA CWO
- To seek advice from The FA/NSPCC Helpline if the CFA CWO is unavailable or in circumstances of child protection urgency
- To seek advice from local social services or the police in an emergency
- To encourage the club to discuss and implement The FA's child protection policy
- To encourage the club to utilise The FA's child protection and best practice guidelines on recruiting volunteers and always requesting and following up references
- To encourage the club to discuss and implement The FA's child protection and best practice guidelines on the use of images and organising travel, trips and tournaments
- To advocate that CRB Disclosures are to be used as part of the club's safeguarding initiatives and encourage the club to make use of The FA CRB Unit
- To support the club in identifying those who require a CRB Disclosure
- To promote, support and encourage the benefits of the child protection and best practice education and awareness programme.

What next

- Before appointing your new CWO ensure that you have considered their appropriateness for this role by checking them against The FA's safeguarding children fit and proper person checklist.
- Follow the appointment of volunteers' guidance as provided by The FA at www.thefa.com/TheFA/WhatWeDo/FootballSafe/ClubWelfareOfficers when appointing the CWO.



- Ensure all club members know who the newly appointed CWO is and what their role is.

Safeguarding Children - fit and proper person checklist

Essential

- Willing and able to provide relevant references
- Willing to update skills and knowledge
- Previous experience of working with children
- Knowledge of, and positive attitudes to, equal opportunities
- Commitment to treat all children as individuals and with equal concern
- Physical health – appropriate to carry out tasks
- Mental stability, integrity and flexibility
- Completion of The FA CRB process and acceptance by The FA of the outcome

(Many people with a history of offending will still be considered as appropriate people to work with, and care for, children. The FA CRB Unit or FA website can advise on the current methods for checking this process has been satisfactorily completed)

- Attendance at an FA Safeguarding Children workshop
- Attendance at an FA Welfare Officers Workshop (WOW)

Desirable

- Knowledge of child protection issues*
- Knowledge of child protection legislation (as appropriate)*
- Relevant football knowledge and understanding*.

*If an interested individual does not currently have knowledge of child protection issues or child protection legislation this can be addressed initially by The FA's Safeguarding Children workshop.

If any person is considered not to be a fit and proper person to work with children, his or her application should be refused.

For further information, advice and guidance on Safeguarding matters and Club Welfare Officer training courses, please contact:

County Welfare Officer - Hugh Feltham

Tel: 01454 615 888 or Mob: 07944 122 719
E-mail: Hugh.Feltham@GloucestershireFA.com

The County Welfare Officer is a part-time employee and you may need to leave a message.

'Let's make football safe – not sorry'



WELFARE – ADVICE AND GUIDANCE

Can players wear spectacles or goggles when playing football?

Flying footballs and close physical contact make football a moderate risk sport for eye injuries. Spectacles or goggles may provide protection from injury and can also be worn with those who need to wear prescription lenses.

Polycarbonate Lenses: This is the most important property of all protective spectacles or goggles. Good polycarbonate is virtually unbreakable, and will sustain the impact of a ball or finger.

Sports Band: an elasticised band and not temple pieces should secure the frame. Players must have something that will be secured tight to the head so that the spectacles or goggles won't fall off. A frame with temples will not hold tight enough and a jab from a finger could lift the frame off and potentially damage the eye.

Although sports eyewear is intended to offer the best protection available, there is always the possibility that the wearer may sustain an eye or facial injury due to severe impact or because of the nature of the athletic activity. Referees should ensure that if a request has been made to wear glasses/goggles, that they must not be a danger to himself or to any other player.

Children and grassroots football: Whilst The FA recommends Polycarbonate lenses we recognise this may be an issue for children playing in grassroots football. Therefore we encourage referees officiating in grassroots youth football to be tolerant over glasses. However the individual referee has to show concern for all those playing in that game and if s/he feels there is something dangerous in the glasses i.e. sharp edges, etc, then in order to protect players and also the wearer him/herself s/he has the authority to say the glasses can't be worn.

Names on shirts

The FA appreciates that some players/clubs wish to emulate their football idols by having their own player's names on the backs of the team shirts. It is important that you recognise that the placing of names on the back of U18 players shirts makes a player instantly identifiable.

As such this allows anyone to be able to identify an individual within that team. This therefore provides a potential opportunity for anyone who is intent on 'grooming' a child or young person to identify a player and make contact easier. They may use this knowledge of a players name to begin to get to strike up conversation and begin to 'groom' a youngster previously unknown to them.

It should be noted that in circumstances where clubs are well run and supported by parents/carers it is unlikely that having the name on shirts will make a great difference to the safety of their youngster, however those who do seek to groom children are very clever and the more information that they can collect about an individual the easier it is for them to establish a rapport and begin their process.

If a club decides that this is something that they wish to do, then The FA's guidance and advice is that the club should inform the parents/carers and players, of the potential risks involved. Having made them aware of these risks, each parent/carer and player can make an informed decision as to whether they are happy or not for the club to proceed with displaying names on shirts. The FA recommends that written consent is obtained by the club from every player and their parent or carer to ensure that they have had the opportunity to make an informed decision.

Please note there are no rules which say that names may not be put on the back of U18's shirts but we recommend that individuals make their decisions having consulted with both players and parents/carers.



Adults playing with children whilst 'coaching' football

FA rules and regulations state that a child in age ranges Under 7, Under 8, Under 9, Under 10, Under 11, Under 12, Under 13, Under 14, and Under 15 must not play and shall not be permitted, or encouraged to play, in a match where any other is older or younger by 2 years or more than that person (for disability football the two year age band may be varied at the discretion of The Association).

The FA rules prescribe two year age banding in the interests of child development in football. This provides parameters which allow children to develop alongside their peers who are of a similar physical development. Whilst it is acknowledged that there will be varying levels of development within any one age group this ruling prevents children being placed in potentially dangerous settings playing football with and against much larger children in matches.

The FA strongly advises against adults playing within youth football settings (U16) for similar reasons to those as detailed above. The disproportionate skill level and physical size presents the potential opportunity for injury to the children involved.

It is The FA's experience that adults playing games within youth football in either training settings or so named 'friendly matches' can result in injury. It should be noted that the injury of a player in such circumstances has in the past resulted in legal action being taken by the injured party against the offending player.

Whilst coaches may deem themselves to be 'aware' and skilful enough to avoid contact the risks of injury remain high. With the best of intentions; enthusiasm and effort on behalf of either party can and does result in physical contact. The FA coaching courses make it very clear that coaches are not to join in games when working with youth teams. Indeed such activity would be deemed in conflict with the coaches' code of conduct and leaves the coach open to potential claims against them.



GOALPOST SAFETY GUIDELINES

Updated June 2008

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts.

Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future:

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground
 - Portable goalposts must be secured as per the manufacturer's instructions; this is also a requirement for the Laws of the Game.
 - Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts;
 - Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn; and
 - Regular inspections of goalposts must be carried out to check that they are properly maintained.
2. Portable goalposts should not be left in place after use. They should be either be dismantled and removed to a place of secure storage, or placed together and suitable fixings applied to prevent unauthorised use at any time.
3. The use of metal cup hooks on any part of a goal frame was banned from the commencement of season 2007-08 and match officials have been instructed not to commence matches where such net fixings are evident for safety reasons. Nets may be secured by plastic fixings, arrow head shaped plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks.
4. Goalposts which are "home made" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
5. There is no BS/CEN standard for wooden goals and it is unlikely that wooden goals will pass a load or stability test. The FA recommends that wooden goals should be replaced when necessary with compliant metal, aluminium or plastic goalposts. All wooden goals previously tested by independent consultants have failed strength and stability tests.

For reference, you should note that The FA and BSI, in conjunction with the industry, have developed two standards for goalposts – BSEN 748 (2004) and BS 8462 (2005). It is strongly recommended that you ensure that all goals purchased comply with the relevant standard. A Code of Practice BS 8461 has also been completed and copies of all of these three standards are available from the British Standards Institution.

Funding for the replacement of unsafe goals is available via the Football Foundation and eligibility criteria and further details can be obtained from their website.

The FA together with representatives from the industry, sports governing bodies and Government have prepared guidance notes for pitch users and pitch providers, which summarise the key priorities of the BSI's Code of Practice and provide further details on the information included above. These details are featured within the facilities section of The FA's website – www.TheFA.com

REMEMBER TO USE GOALPOSTS SAFELY AT ALL TIMES



FA CHARTER STANDARD BENEFITS PROGRAMME

The new **FA Charter Standard League** programme assesses the ability of leagues to provide a high quality, safe and enjoyable football experience against a standard set of criteria. It encourages leagues to continuously develop, through on-going support from County FA staff and the review and on-going development of a league development plan.

Any league that would like to work towards achieving the new standard should contact us as highlighted below.

The **FA Charter Standard Club** Programme was established in February 2001. FA Charter Standard clubs are well run, sustainable and hold child welfare and safety paramount. The Club award recognises the club's commitment to coaching, player and coach development and the raising of standards of behaviour in the game.

The Programme has three levels:

- FA Charter Standard Club (Youth, Adult);
- FA Charter Standard Development Club (Youth, Youth and Adult);
- FA Charter Standard Community Club.

The FA's National Game Strategy has set a target of 75% of teams playing in an FA Charter Standard environment by 2012. In Gloucestershire we currently have 74% of Youth teams playing in a Charter Standard environment and will offer support to any Club seeking the award.

Clubs that achieve The FA Charter Standard Award can access a range of benefits including:

FA Charter Standard Club:

- £100 Umbro voucher upon successful award
- Access to free McDonald's Coaching Courses
- Four free In-Service events per season
- Opportunity to win Regional and National FA Charter Standard Awards
- Access to Funding Workshops
- Use of The FA Charter Standard Logo
- Free entry to GFA Grassroots Conference
- Free coaching courses every year specifically for Charter Standard clubs
- Reduced rates on all other GFA courses
- Free Welfare Officer training

For more information on achieving FA Charter Standard in Gloucestershire, contact Football Development Officer, Matthew Boucher (Matthew.Boucher@GloucestershireFA.com) Tel: 01454 615888

FUNDING & FACILITY DEVELOPMENT

Playing and enjoying football should not be restricted by a lack of decent football pitches or facilities. Our aim is to increase the quality and quantity of pitches and facilities across the County, providing more opportunities and more enjoyment for all.

Help and advice on many of the funding possibilities is available from Gloucestershire FA County Development Manager, Gary Probert, on 01454 615888 (Gary.Probert@GloucestershireFA.com)

Visit www.GloucestershireFA.com/Development/Funding for additional details on all schemes.

**SOUTH & WEST COUNTIES CHAMPIONSHIP COMPETITION (SWCCC)**

Gloucestershire FA enters three representative teams into the SWCCC competition; Under-18 Women, Under-18 Youth and Under-16 Youth. Any player who is registered with a Club affiliated to Gloucestershire FA or was born within the county boundary is eligible for selection. Club Secretaries are invited to nominate players to the contact(s) listed below.

Fixture List – Season 2010-11 (subject to change)

| Home Team | Away Team | Date | Kick-off |
|-----------------------|-----------------|------------------|----------|
| Under-18 Women | | | |
| Somerset | Gloucestershire | 23 November 2010 | 7.30pm |
| Gloucestershire | Cornwall | 16 January 2011 | tba |
| Devon | Gloucestershire | 9 February 2011 | 7.30pm |
| Under-18 Youth | | | |
| * Gloucestershire | Berks & Bucks | 2 October 2010 | 2.00pm |
| ** Gloucestershire | Wiltshire | 23 October 2010 | 2.00pm |
| Gloucestershire | Somerset | 6 November 2010 | 2.30pm |
| Wiltshire | Gloucestershire | 29 January 2011 | 2.30pm |
| Gloucestershire | Berks & Bucks | 19 March 2011 | 2.30pm |
| Under-16 Youth | | | |
| Somerset | Gloucestershire | 31 October 2010 | 2.30pm |
| *** Gloucestershire | Berks & Bucks | 7 November 2010 | 2.00pm |
| Gloucestershire | Gwent | 23 January 2011 | 2.30pm |
| Gloucestershire | Wiltshire | 20 February 2011 | 2.30pm |

* FA County Youth Cup Round 1

** Mick Parry Memorial Trophy Round 1

*** Under 16 Cup Round 1

Home matches will be played at Oaklands Park, Almondsbury, Bristol, BS32 4AG.

COUNTY YOUTH TEAM HONOURS

| | | | | | | | |
|----------------------------|------|------|------|------|------|------|------|
| FA County Youth Finalists | 1954 | 1971 | 1983 | 1987 | 1996 | | |
| SWCCC U18 (male) Champions | 1975 | 1983 | 1984 | 1986 | 1987 | 1989 | 1997 |
| SWCCC U18 (male) Finalists | 1978 | 1985 | 1988 | 2000 | 2004 | 2010 | |
| SWCCC U18 Ladies Champions | 2007 | | | | | | |
| SWCCC U16 Boys Champions | 2008 | 2009 | 2010 | | | | |

For more information on the County Representative teams, please contact:

Mr Ray Bean

Chairman, County Match Committee

Tel: 01275 835 907

Or log on to

www.gloucestershirefa.com/FixturesAndResults/RepresentativeFootball/



COUNTY CUP COMPETITION DATES

Senior Challenge Cup (completion dates)

| | |
|---------------------------|---------------------|
| First (Preliminary) Round | by 31 October 2010 |
| Second Round | by 31 December 2010 |
| Semi Finals | by 28 February 2011 |
| Final | by 30 April 2011 |

Challenge Trophy

(fixtures must be played mid week
where floodlights are available)

| | |
|---------------------------|-------------------|
| First (Preliminary) Round | 11 September 2010 |
| Second Round | 16 October 2010 |
| Third Round | 04 December 2010 |
| Fourth Round | 16 January 2011 |
| Semi Finals | 05 March 2011 |
| Final | 28 April 2011 |

Senior Amateur Challenge Cup (North)

| | |
|---------------------------|-------------------|
| First (Preliminary) Round | 04 September 2010 |
| Second Round | 25 September 2010 |
| Third Round | 23 October 2010 |
| Fourth Round | 04 December 2010 |
| Fifth Round | 08 January 2011 |
| Semi Finals | 05 March 2011 |
| Final | to be confirmed |

Senior Amateur Challenge Cup (South)

| | |
|---------------------------|-------------------|
| First (Preliminary) Round | 04 September 2010 |
| Second Round | 25 September 2010 |
| Third Round | 30 October 2010 |
| Fourth Round | 04 December 2010 |
| Fifth Round | 08 January 2011 |
| Semi Finals | 19 February 2011 |
| Final | 26 April 2011 |

Junior/Intermediate Challenge Cups (North)

| | |
|---------------------------|-------------------|
| First (Preliminary) Round | 04 September 2010 |
| Second Round | 02 October 2010 |
| Third Round | 06 November 2010 |
| Fourth Round | 04 December 2010 |
| Fifth Round | 08 January 2011 |
| Semi Finals | 05 March 2011 |
| Final – Junior | to be confirmed |
| Final – Intermediate | to be confirmed |



Junior/Intermediate Challenge Cups (South)

| | |
|---------------------------|-------------------|
| First (Preliminary) Round | 04 September 2010 |
| Second Round | 02 October 2010 |
| Third Round | 06 November 2010 |
| Fourth Round | 04 December 2010 |
| Fifth Round | 08 January 2011 |
| Semi Finals | 19 February 2011 |
| Final – Intermediate | 12 April 2011 |
| Final – Junior | 19 April 2011 |

Minor/Primary Challenge Cups (North)

| | |
|---------------------------|-------------------|
| First (Preliminary) Round | 04 September 2010 |
| Second Round | 25 September 2010 |
| Third Round | 23 October 2010 |
| Fourth Round | 04 December 2010 |
| Fifth Round | 08 January 2011 |
| Semi Finals | 05 March 2011 |
| Final – Primary | to be confirmed |
| Final – Minor | to be confirmed |

Minor/Primary Challenge Cups (South)

| | |
|---------------------------|-------------------|
| First (Preliminary) Round | 04 September 2010 |
| Second Round | 25 September 2010 |
| Third Round | 30 October 2010 |
| Fourth Round | 04 December 2010 |
| Fifth Round | 08 January 2011 |
| Semi Finals | 19 February 2011 |
| Final - Primary | 22 March 2011 |
| Final – Minor | 29 March 2011 |

Sunday Challenge Cups (North)

| | |
|---------------------------|-------------------------------------|
| First (Preliminary) Round | 08 September 2010 |
| Second Round | 10 October 2010 |
| Third Round | 14 November 2010 (11.05am kick-off) |
| Fourth Round | 12 December 2010 |
| Fifth Round | 09 January 2011 |
| Semi Finals | 06 March 2011 |
| Final – Minor | to be confirmed |
| Final – Intermediate | to be confirmed |
| Final – Premier | to be confirmed |



**Sunday Challenge Cups
(South)**

| | |
|-------------------------------------|-------------------|
| First (Preliminary) Round | 05 September 2010 |
| Second Round – Premier/Intermediate | 26 September 2010 |
| Second Round – Minor | 03 October 2010 |
| Third Round | 31 October 2010 |
| Fourth Round | 05 December 2010 |
| Fifth Round | 09 January 2011 |
| Semi Finals | 13 February 2011 |
| Final – Minor | 15 March 2011 |
| Final – Intermediate | 05 April 2011 |
| Final – Premier | 21 April 2011 |

Women's Challenge Cup

| | |
|---------------------------|------------------|
| First (Preliminary) Round | 17 October 2010 |
| Second Round | 21 November 2010 |
| Third Round | 20 February 2011 |
| Semi Finals | 20 March 2011 |
| Final | 14 April 2011 |

GFA Cup Finals (South), Challenge Trophy, Women's Challenge Cup & all Youth Finals

Please note that parking facilities at Oaklands Park are limited and a parking permit system will be in operation during County Cup finals.

North Bristol Rugby Club may offer parking facilities, but please be aware that they may also charge a parking fee.

**GFA CUP FINAL RESULTS 2009/10**

| | | | |
|-----------------------------|-------------------------|-------|---------------------------|
| Senior Challenge Cup | Bristol City Reserves | 2 - 0 | Gloucester City |
| Challenge Trophy | Shortwood United | 2 - 3 | Almondsbury Town |
| Women's Challenge Cup | Forest Green Rvs Ladies | 1 - 2 | Filton College Ladies |
| Senior Amateur Cup (North) | Sharpness | 2 - 1 | Chelt. Saracens Res. |
| Senior Amateur Cup (South) | Mendip United | 0 - 1 | Southmead Athletic |
| Junior Cup (North) | Marshall Langston | 2 - 0 | Newent Town |
| Junior Cup (South) | Ashley | 3 - 1 | St Aldhelms Reserves |
| Intermediate Cup (North) | Gloucester Elmleaze | 0 - 1 | FC Barometrics Res. |
| Intermediate Cup (South) | Eden Grove | 3 - 2 | DRG Stapleton Res. |
| Minor Cup (North) | C & G | 6 - 3 | Tetbury Town 'A' |
| Minor Cup (South) | St Georges Rangers | 2 - 1 | Woodlands Rangers |
| Primary Cup (North) | Bush | 1 - 0 | FC Lakeside |
| Primary Cup (South) | Hallen 'B' | 2 - 5 | Real Thornbury |
| Sunday Premier Cup (North) | The Gladiator | 5 - 1 | CS Glass |
| Sunday Premier Cup (South) | Beaufort | 2 - 4 | Hanham Sunday |
| Sunday Intermediate Cup (N) | CT Outcast Res. | 1 - 0 | Churchdown Parish |
| Sunday Intermediate Cup (S) | Lebeq Res | 1 - 2 | Inter |
| Sunday Minor Cup (North) | Black Bear | 3 - 2 | Hop Pole Rovers |
| Sunday Minor Cup (South) | C K | 5 - 2 | Three Lions |
| Under 18 Youth Shield | Filton College | 4 - 0 | Forest Green Rovers |
| Under 16 John Kennedy Cup | Bristol Rovers Supp. | 1 - 0 | Bristol City Junior Supp. |
| Under 14 Wilf Osborne Cup | Swindon Vill. Bowmen | 2 - 6 | Bitton |
| Tesco U13 Boys Cup | Yate United | 1 - 4 | Warmley Rangers |
| Under 12 Alec Buckland Cup | AEK Boco | 6 - 0 | Bristol City Junior Supp. |
| Tesco U16 Girls Cup | Brislington Juniors | 3 - 0 | Stoke Lane Athletic |
| Tesco U13 Boys Cup | Stoke Lane Athletic | 1 - 2 | St Nicholas |



GFA YOUTH CUPS - COMPETITION DATES

U11 & U12 Boys Alec Buckland Cup

| | |
|---------------------------|------------------|
| First (Preliminary) Round | 17 October 2010 |
| Second Round | 06 November 2010 |
| Third Round | 19 December 2010 |
| Fourth Round | 23 January 2011 |
| Fifth Round | 13 February 2011 |
| Semi Finals | 20 March 2011 |
| Final | 10 April 2011 |

Tesco U13 Boys Cup

| | |
|---------------------------|-------------------|
| First (Preliminary) Round | 12 September 2010 |
| Second Round | 10 October 2010 |
| Third Round | 14 November 2010 |
| Fourth Round | 09 January 2011 |
| Fifth Round | 06 February 2011 |
| Semi Finals | 06 March 2011 |
| Final | 20 March 2011 |

U14 Boys Wilf Osborne Cup

| | |
|---------------------------|-------------------|
| First (Preliminary) Round | 26 September 2010 |
| Second Round | 24 October 2010 |
| Third Round | 28 November 2010 |
| Fourth Round | 23 January 2011 |
| Fifth Round | 13 February 2011 |
| Semi Finals | 06 March 2011 |
| Final | 27 March 2011 |

U15 & U16 Boys John Kennedy Cup

| | |
|---------------------------|------------------|
| First (Preliminary) Round | 03 October 2010 |
| Second Round | 07 November 2010 |
| Third Round | 05 December 2010 |
| Fourth Round | 09 January 2011 |
| Fifth Round | 06 February 2011 |
| Semi Finals | 06 March 2011 |
| Final | 07 April 2011 |

U18 Youth Shield

| | |
|---------------------------|------------------|
| First (Preliminary) Round | 03 October 2010 |
| Second Round | 07 November 2010 |
| Third Round | 12 December 2010 |
| Fourth Round | 09 January 2011 |
| Fifth Round | 06 February 2011 |
| Semi Finals | 06 March 2011 |
| Final | 31 March 2011 |

**Tesco U14 Girls & Tesco U16 Girls**

| | |
|-----------------------------|------------------|
| First (Preliminary) Round | 14 November 2010 |
| Second Round | 05 December 2010 |
| Third Round | 16 January 2011 |
| Semi Finals | 06 February 2011 |
| Final – Tesco U14 Girls Cup | 06 March 2011 |
| Final – Tesco U16 Girls Cup | 13 March 2011 |

All Youth Cup Finals will be held at Oaklands Park, Almondsbury.

Finals played on Sunday kick-off at 2.30pm. Mid week finals kick-off at 7.30pm

Please note that parking facilities at Oaklands Park are limited and a parking permit system may be in operation during Cup finals. North Bristol Rugby Club may also offer parking facilities, but please be aware that they may also charge a fee.



GENERAL RULES TO APPLY TO CHALLENGE CUP COMPETITIONS FOR NON-CONTRACT PLAYERS

1. GENERAL RULES

- (a) The Cups, which shall not be won outright, shall be competed for annually.
- (b) The County Cup Competitions shall be:
 - (i) Saturday - Senior Amateur, Junior, Intermediate, Minor and Primary.
 - (ii) Sunday - Premier, Intermediate and Minor.
- (c) Professional Clubs may enter teams in the Competitions subject to consent of Council.
- (d) The County shall be divided into two areas:
 - (i) That part of the County south of Thornbury.
 - (ii) The rest of the County.
- (e) Separate Competitions in each Class shall be provided in each area and the Competitions in the two areas shall be distinguished by the word 'South' in the case of (1di) and 'North' in the case of (1dii).
- (f) A Club shall only be allowed to enter the Competition or Competitions provided for the area in which its headquarters are situated, unless permission is granted by the Cups Committee.
- (g) The Council may, at their discretion, divide the areas into districts and Clubs in such districts shall be drawn amongst themselves.
- (h) Sectional draws shall be arranged so that the number of Clubs in each area shall be reduced to eight for the quarter finals.
- (i) All fees and fines relating to County Cup competitions are set out in Appendix 1

2. APPLICATION FORMS

- (a) Applications to play in all Cup Competitions must be sent to the Chief Executive, on the Form "A" provided, by the 30 June.
- (b) The Cups Committee will have sole power to include or exclude late applications for any of the Cup Competitions.
 - (i) No late application to enter any County Cup Competition will be accepted after the Draw for the first Round of the relevant competition has been made.
- (c) Affiliated Saturday or Sunday Clubs participating in sanctioned Leagues may only enter their teams in the respective Saturday or Sunday Cup Competitions. Other affiliated Clubs may make application for either Saturday or Sunday Competitions; subject to the sanction of the Cups Committee.

3. ENTRANCE FEES

- (a) Each Club must forward, to the Chief Executive, (on or before 30 June) an entrance fee according to classification: The entry fee for all adult Saturday and Sunday competitions is set out in Appendix 1.

4. PLAYERS

- (a) Subject to the following exception, Players competing in these Competitions must be non-contract as defined in the "Laws of the Game"; Apprentices (not more than three per team) are permitted to play in any one match.
- (b) The qualification of a player shall be that he is a registered playing member of the Club at least seven days previous to the original date fixed for the playing of the match, except in special circumstances sanctioned by the Committee.
- (c) To be eligible to play in any Final Tie, a player must have been registered with his club at least seven days prior to the date fixed for the Quarter Final Round. He must also have played SIX or more League or Cup games for his Club.
- (d) The committee shall have the power to accept or refuse the registration of any Player.
- (e) No Player who competes in any Association Cup Competition will be permitted to play in any other cup competition of a lower grade during the same season.



- (f) No individual shall be allowed to play for more than one competing Club in the same Competition.

5. SUNDAY CUPS

- (a) A player having competed in a Sunday Cup Competition may not compete in a lower grade Sunday Cup Competition in the same season.
- (b) Any Club entering The FA Sunday Cup competition will be placed in the GFA Sunday Premier Cup competition for that Season.

6. SUBSTITUTES

- (a) A Club shall be permitted to use three substitutes in any one game from five players nominated to the Referee prior to the commencement of the game, except to replace a player who has been suspended from the game by the Referee.

7. FINAL TIES

- (a) The Cups Committee shall take full charge of arrangements which may include playing under floodlights for the Final ties of all Cup Competitions.
- (b) The winners of either, the Junior, Intermediate, Sunday Intermediate, Minor, Sunday Minor or Primary Challenge Cup Competitions will be promoted to the next higher Competition for the following season, subject to the decision by the Cups Committee.

8. METHOD OF DRAW

- (a) Clubs, having been placed by the Committee in their appropriate Competitions, shall be drawn in couples. These couples shall compete with each other and the winning Clubs again drawn in couples and compete as in the first tie and so on until the final ties are played when the winning Clubs shall hold the Cups for the current year. The Committee shall have the power to make extra rounds, if necessary.

9. DATES OF MATCHES / FULFILMENT OF ENGAGEMENTS

- (a) Ties must be played on dates fixed by the Committee unless Clubs concerned mutually agree upon another date, which must be approved by the appropriate Cups Secretary beforehand.
- (b) No club shall be allowed to postpone a match without the consent of the relevant Cup Secretary, who may impose a fine for such postponement.
- (c) When a fixture is not fulfilled the Club responsible shall advise the appropriate Cups Secretary by telephone no later than 2 hours after the scheduled kick-off. Non-compliance shall result in a fine. The Club responsible shall also forward a statement giving reasons for non fulfilment. Such statements shall reach the appropriate Cups Secretary within 72 hours of the original date/time of the fixture, failing which a fine will be imposed. The statement must be in writing, faxed or sent by e-mail. A telephone call is not sufficient.
- (d) Any Club not fulfilling its engagement or withdrawing from a Cup competition shall be fined
- (e) The Cups Committee in all the above cases shall have the power to expel offending clubs from the competition and alter dates as deemed necessary.
- (f) Any Club having two or more players selected to represent a Gloucestershire County XI (including Youth) shall be permitted, if it so wishes, to cancel the County Cup fixture on the date the County match is due to be played. Such cancellation must be made within 48 hours of receipt of notice of players selected.

10. NOTICE OF DRAW

- (a) At least SEVEN DAYS before the date of the match, the HOME Team must inform both their opponents and the Match Officials, of the situation of the ground, dressing rooms and Club colours in which their club will be playing. Failure to do so will result in a fine.



11. VENUE OF MATCHES

- (a) Unless otherwise mutually arranged and the consent of the Cups Committee obtained the match shall be played on a ground (as defined on the County Cup Entry Form) of the Club first drawn, providing the ground requirements meet the standard of the appropriate competition. In the event of a Club not being able to play the tie on its own ground on the date fixed it must be played on the ground of its opponents, which shall be considered the Home Club for the purpose of the match. Ties postponed too late for this arrangement to be carried out shall be played the following week on the ground of the Club drawn at home. Clubs shall not play on a neutral ground without consent of the Cups Committee. Clubs found guilty of failing to comply with these requirements shall be fined.
- (b) Clubs, whose ground or changing accommodation fails to meet the requirements of the Association, may seek approval of an alternative ground for playing of their home ties with the appropriate Cups Secretary.
- (c) If the ground of any Club shall be considered unsuitable for a Cup tie, their opponents may appeal to the Cups Committee, who may order the match to be played on the ground of the appealing Club or on a neutral ground, such appeal to be made not less than seven days prior to the date fixed for the round, or within three days of playing a drawn game.
- (d) That in all fixtures the HOME club shall provide two match footballs in good order and condition and approved by the referee. Clubs failing to do so shall be fined.
- (e) Clubs drawn at home with floodlighting facilities may only play under these conditions with the consent of their opponents and the Cups Secretary.

12. DURATION OF MATCHES

- (a) The duration of each match shall be two equal periods of 45 minutes. In the event of the scores being level after 90 minutes play, a further 15 minutes each way shall be played. If at the end of that time the scores are still level, the winner shall be decided by the taking of kicks from the penalty mark in accordance with the relevant regulation as defined in the "Laws of the Game".
- (b) Should, at the end of 90 minutes play and the period of extra time, the light, in the opinion of the Referee, be insufficient for the taking of kicks from the penalty mark, in accordance with the procedures defined in the "Laws of the Game", then the match shall be replayed within seven days on the ground of the club drawn last. (No extra time in replayed fixtures.)
- (c) In postponed or replayed matches only those players shall be allowed to play who were eligible on the date fixed for the playing of the round.

13. RESULTS OF MATCHES

- (a) The Secretary of each Club must send to the appropriate Cups Secretary, to be received by him within 5 days of the date played, the result together with initials and surnames of all their players and substitutes (if used) together with their League registration numbers (in block capitals) and Referees marks (if required), on the Official Result Card or in default be fined.

14. CLUB COLOURS

- (a) Where the colours of two competing Clubs are similar, the away team must change its colours for the occasion, failing which a fine shall be imposed. In all matches under the control of the Association when the colours are similar both teams shall change.
- (b) In the event of a player not playing in the colour and pattern registered by the Club, a fine for each player will be imposed upon the Club.
- (c) In all ties players shall wear numbered shirts. Failure to do will result in a fine.

15. DIMENSIONS OF GROUND

- (a) Grounds for all Cup Ties must be within the dimensions laid down by The Football Association and marked in accordance with the Laws of the Game. Goal nets must be used in all ties.

16. KICK-OFF TIMES/TEAM SHEETS

- (a) Kick-off times shall be fixed by the Cups Committee.



- (b) Clubs responsible for a late start not exceeding 10 minutes shall be fined, plus an additional fine for every 5 minutes (or part thereof) in excess. If the Home Club is the defaulter the fine will be doubled.
- (c) Clubs must hand copies of a list of names of registered players taking part in the game (including the names of the nominated substitutes) to the Referee and a representative of the opponents in the presence of the Referee at least 30 minutes before the appointed time of kick-off. A Club failing to carry out these provisions shall be fined.

17. MATCHES UNFINISHED THROUGH LATE START OR MISCONDUCT OR OTHER CAUSE

- (a) In the event of a match (including any period of extra time or during the series of kicks from the penalty mark) being unfinished through one team being late or owing to misconduct, the Committee shall have power to award the match to the opponents of the offending Club, or order the match to be replayed and take what action the Committee deems necessary.
- (b) If both Clubs should be guilty of misconduct then the Committee may expel one or both Clubs from the Competition or order the match to be replayed, the expenses of which shall be equally shared and take what action the Committee deems necessary.
- (c) When a first match has been postponed or abandoned before the completion of ninety minutes and neither club being at fault, it must be played on the same ground, on or before the following Saturday. If extra time has not been commenced or a match has been abandoned during extra time and neither club being at fault, it must be played on the ground of the club drawn second on or before the following Saturday.
- (d) The Committee shall review all abandoned matches. In any case where it is to the Advantage of the competition and has no injustice to either club, the committee shall be empowered to order the score at the time of the abandonment to stand.
- (e) Any match abandoned through the fault of the competing clubs, the Cups Committee shall take such action as they consider necessary. Such action shall be in addition to any disciplinary action taken by the County Association.

18. DISPUTES, PROTESTS-PROCEDURE

- (a) All question of eligibility or interpretation of Rules, or any dispute or protest whatever shall be referred to the Cups Committee whose decision shall be final and binding on both Clubs. A scrutiny of the team sheets held by the Association can be made on payment of a fee. The search shall be confined to that particular match or players which may be subject of a protest. Every protest, which must be made in writing, in duplicate, must reach the appropriate Cups Secretary within TWO days of the match (Sundays not included) accompanied by a fee. If a protest is not upheld the fee will be forfeited to the funds of the Association unless otherwise ordered by the Committee. The Club losing the protest may be called upon to pay the expenses of the protest. Clubs forwarding a false team card will be fined.

19. OFFENDING CLUBS/PLAYERS

- (a) Clubs proved to have played an ineligible player or players shall be fined in respect of each player and will either be expelled from the Competition or the match ordered to be replayed. In the event of the latter, the portion of the gate due to the offending Club shall be forfeited to the Association.
- (b) Individual players found guilty of playing for a Club other than the one which holds their current League Registration, shall be fined and disqualified from all County Cup Competitions for the remainder of the current season.

20. OBJECTION TO BE LODGED WITH REFEREE

- (a) Protests relating to the state of the ground, ball, posts, bars or other accessories of the game must be made to the Referee before the commencement of the game and that to the interference by spectators or to weather conditions may be made to the Referee whilst the game is in progress. The Referee shall have sole power in the matter. When a protest has been lodged with the Referee a copy must be sent to the appropriate Cups Secretary and such protest cannot be withdrawn except by leave of the council.



- (b) Should either of the two Clubs connected with any dispute referred to the Council for consideration, have a representative on that body, the representatives shall leave the Council Chamber while the protest is being considered.

21. APPOINTMENT OF REFEREES

- (a) The appropriate Cups Secretary shall appoint Referees to act in all matches. Referees must report late starts.
- (b) Should the appointed Referee fail to attend, the Clubs may mutually agree on a substitute who shall have sole charge of the game and his decision on points of fact shall be final. This agreement to be sent to the appropriate Cups Secretary in writing with the Result Card.
- (c) In any match where the visiting team has failed to keep its engagement, the home team must pay the Referees fee and expenses as allowed by rule and make claim for this amount from the defaulting Club through the Cups Secretary. Such claims, if approved, must be paid by the defaulting Club within 14 days.
- (d) In every case where a match is postponed, it is the duty of the Home Club Secretary to notify the match officials and the appropriate Cups Secretary as soon as possible.
- (e) If these Officials are not notified and they attend for the purpose of keeping their engagement, they are entitled to full fee and expenses.
- (f) If the Referee attends at the ground and the match is not played because of ground or climatic conditions he is entitled to expenses and half fee. The same applies to Assistant Referees, if appointed and present.
- (g) Should a match be started and abandoned for any reason, the Officials are entitled to their full match fee and expenses.
- (h) If the abandonment is caused by the misconduct of the visiting team the HOME team must pay these sums and recover from the offending team through the appropriate Cups Secretary.
- (i) In all rounds preceding the Semi Final and Final Ties Clubs must provide a Club Assistant Referee, failing which a fine will be imposed.
- (j) For fees appertaining to the Referee and Assistant Referees in County Cup Matches, please refer to the "Referees" section of this Handbook.

22. MATCH EXPENSES

- (a) In all semi-final ties, the match officials fees and expenses shall be shared equally by the competing clubs and shall be paid prior to the match commencing.
- (b) All Clubs shall meet their own expenses, and shall have no claim on any gate or collection.
- (c) The Nett receipts of all matches played under the direct control of the Association shall be retained by the Association.

23. FINAL TIES, NAMES OF PLAYERS, PROTESTS

- (a) Clubs must hand copies of a list of names of registered players taking part in the game (including the names of nominated substitutes) to the Referee and a representative of their opponents in the presence of the Referee at least thirty minutes prior to kick off. A club failing to carry out these provisions shall be fined.
- (b) All protests in final matches as to the eligibility of players (or any other cause not provided for in any other rule) shall be lodged prior to the conclusion of the game with the appropriate Cups Secretary or his nominated deputy.

24. CLUBS RESPONSIBLE FOR SAFE CUSTODY OF CUP

- (a) On confirmation of the cup winners, the Cup will be handed over to such winners upon completion of a signed agreement on the official form provided.
- (b) The winning Club shall be responsible for the safe keeping of the cup and its return in good order and condition before 1st March in the ensuing season to the Association's Headquarters, Oaklands Park. Failure to do so will result in a fine plus any expenses incurred by the Association in the recovery or repair of the cup.
- (c) For the purposes of the foregoing, Clubs must insure with an approved Insurance Company or Broker.

**25. MEMENTOES**

- (a) In the Final Tie 18 mementoes will be awarded to each Team.
- (b) Mementoes instead of a match fee will be presented to the match Officials in the Final Tie. (Mileage expense payments will be paid in accordance with the Schedule of expenses).

26. ALTERATION TO RULES

- (a) The Cups Committee of the Association shall have the power to alter or add to the foregoing Rules as from time to time they deem expedient, such alteration or addition not to become operative until after one month's notice, in writing, to the competing Clubs. Any dispute occurring in this Competition shall be referred to the sole arbitration of the Cups Committee whose decision shall be final and binding upon all Clubs.

ARTIFICIAL PLAYING SURFACES

Artificial pitches will be permitted in all Gloucestershire FA County Cup competitions with the prior consent of The Association. This should be requested at the time of entry to the competition in each season.

Requirements:

1. The pitch shall be surfaced with a third generation (3G) artificial grass surface and its dimensions shall comply with the Laws of Association Football.
2. The artificial grass pitch, including run-offs, shall be one continuous playing surface and shall be green in colour. All line markings shall be white and in accordance with the Laws of Association Football.
3. The Home Club shall allow their opposition the opportunity to use the pitch and train on the surface two hours prior to the kick-off and there must not be another game or event on the pitch following the training period. If it is intended to water the pitch before the match, the pitch shall be watered prior to the training period.
4. The Club using the artificial grass pitch shall advise their opposition at least 10 days before the match of limitations or recommendations on the types of boot or stud that may be used on the surface.



APPENDIX 1

Open Age County Cup Competitions - Fees and Fines

| Rule | Description | Fee | Fine |
|-------------|--|------------|----------------|
| 3a | Cup Entry Fees | | |
| | Senior Challenge | £42 | |
| | Challenge Trophy | £37 | |
| | All other competitions | £17 | |
| 9b | Postponing a match without consent | | £25 |
| 9c | Failure to advise the Cups secretary | | £10 |
| 9c | Failure to provide written reasons for non-fulfilment | | £25 |
| 9d | Failure to fulfil a fixture or withdrawing from a competition. | | |
| | Preliminary / Round 1 | | £15 |
| | Other Rounds | | £25 |
| | Semi-final / Final Tie | | £100 |
| 10a | Failure to contact opponents / match officials | | £10 |
| 11a | Unauthorised use of a neutral Ground | | £25 |
| 11d | Failure to provide two match balls in good condition | | £10 |
| 13a | Late result sheet / card | | £10 |
| 14a | Failure to provide a change of colours | | £30 |
| 14b | Playing in unregistered colours | | £5 per player |
| 14c | Failure to wear numbered shirts | | £20 |
| 16b | Late Kick off | | |
| | First 10 minutes | | £10 |
| | Each additional 5 minute period (or part) | | £5 |
| 16c | Failure or Late presentation of team sheet | | £10 |
| 18a | Scrutiny of team sheets | £20 | |
| | Protest fee | £30 | |
| | Submitting false team card | | £30 |
| 19a | Playing an ineligible player | | £20 per player |
| 19b | Playing whilst ineligible | | £20 |
| 21i | Failure to provide an Assistant Referee | | £10 |
| 23a | Late/failure to provide a team sheet in Final Tie | | £10 |
| 24b | Failure to return Cup by due date | | £30 |



RULES OF THE SENIOR CHALLENGE CUP COMPETITION

1. General

- (a) The Senior Challenge Cup, which shall not be won outright, shall be competed for annually by clubs in the membership of the Association and are nominated by the County Cups Committee (the Committee)
- (b) Fees and fines for this competition are as set out in the General Rules of the Gloucestershire FA Challenge Cup Competitions. Exceptions are listed in Appendix 1 of this document.

2. PLAYERS

- (a) Contract and Non Contract Players, as defined in the Rules of the Football Association, shall be eligible to compete.
- (b) The qualification of a player shall be that he is a registered playing member of the Club or player subject to contract under a Temporary or Long Term Temporary Transfer to the Club, at least seven days previous to the original date fixed for the playing of the match, except in special circumstances sanctioned by the Committee.
- (c) The Committee shall have the power to accept or refuse the registration of any player.
- (d) No individual shall be allowed to play for more than one competing Club in the Competition, but members of each competing team may be changed during a series of matches. A player on trial is ineligible to compete in this competition except in special circumstances sanctioned by the Committee.

3. SUBSTITUTES

- (a) A Club shall be permitted to use three substitutes in any one game from five players nominated to the Referee prior to the commencement of the game, except to replace a player who has been suspended from the game by the Referee.

4. ENTRANCE FEES AND CONDITIONS OF ENTRY

- (a) Each Club must forward to the Chief Executive (on or before the 30 June) an entrance fee as set out in appendix 1. Each Club shall play its full strength team in all ties or be dealt with as the Committee may decide. (Senior Professional Clubs excepted.)

5. NOTICE OF DRAW

- (a) At least SEVEN DAYS before the date of the match, the HOME Team must inform both their opponents and the Match Officials, of the situation of the ground, dressing rooms and Club colours in which their club will be playing. Failure to do so will result in a fine.

6. FINAL TIES

- (a) The Committee shall take full charge of arrangements for the final tie, which may include playing under floodlights.

7. KICK-OFF TIMES/TEAM SHEETS

- (a) Kick-off times shall be agreed by the Committee.
- (b) Clubs responsible for a late start not exceeding 10 minutes shall be fined, plus an additional fine for every 5 minutes (or part thereof) in excess. If the home Club is the defaulter then the fine will be doubled.
- (c) Clubs must hand copies of a list of names of registered players taking part in the game (including the names of nominated substitutes) to the Referee and a representative of their opponents in the presence of the Referee at least 30 minutes before the appointed time of kick off. A Club failing to carry out these provisions shall be fined.



8. DURATION OF MATCHES

- (a) The duration of each match shall be two equal periods of 45 minutes. In the event of the scores being level after 90 minutes play, a further 15 minutes each way shall be played. If at the end of that time the scores are still level, the winner shall be decided by the taking of kicks from the penalty mark in accordance with the relevant regulation as defined in the "Laws of the Game".
- (b) Should, at the end of 90 minutes play and the period of extra time, the light, in the opinion of the Referee, be insufficient for the taking of kicks from the penalty mark, in accordance with the procedures defined in the "Laws of the Game", then the match shall be replayed within seven days on the ground of the club drawn last (no extra time in replayed fixtures).

9. APPOINTMENT OF REFEREES AND ASSISTANT REFEREES.

- (a) The Hon. Referees' Secretary shall appoint Referee and Assistant Referees to act at all matches.
- (b) In any match where the visiting team has failed to keep its engagement the home team must pay the Referee and Assistant Referees their fee and expenses as allowed by Rule and make claim for this amount from the defaulting Club through the Chief Executive which, if approved, must be paid by the defaulting Club within 14 days.
- (c) In every case where a match is postponed the Home Club Secretary must notify the Match Officials and the Chief Executive as early as possible. If these Officials are not notified and they attend for the purpose of keeping their engagement they are entitled to full fee and expenses.
- (d) If the Referee and Assistant Referees attend at the ground and the match be not played because of ground or climatic conditions, they are entitled to half fee and expenses.
- (e) Should the match be started and abandoned for any reason, the Officials are entitled to full fee and expenses, payable by the Home Club and recoverable if approved by the Committee.
- (f) The fees for the Referee and his assistants are outlined in the "Referees" section of this Handbook.

10. DATES OF MATCHES / FULFILMENT OF ENGAGEMENTS

- (a) Ties must be played by the dates fixed by the Cups Committee unless Clubs concerned mutually agree upon another date, which must be approved by the Chief Executive beforehand. Clubs drawn "home" with a floodlight facility shall play ties mid-week, unless informed by the Chief Executive to the contrary.
- (b) No Club shall be allowed to postpone a match without the consent of the Chief Executive, who may impose a fine for such postponement.
 - (i) When a fixture is not fulfilled the Club responsible shall forward a written statement giving reasons for non fulfilment. Such statements shall reach the Chief Executive within 72 hours of the original date of the fixture, failing which a fine will be imposed.
- (c) Any Club not fulfilling its engagement and/or failing to schedule a fixture in line with competition requirements shall be fined and may be expelled from the competition.
- (d) The Committee in all the above cases shall also have the power to expel offending Clubs from the Competition and alter dates as deemed necessary.
- (e) Any Club having two or more players selected to represent a Gloucestershire County XI (including Youth) shall be permitted, if it so wishes, to cancel the County Cup fixture on the date the County match is due to be played. Such cancellation must be made within 48 hours of notice of players selected.

11. MATCH EXPENSES

- (a) The Home Club shall be responsible for paying the match fee and expenses to the Referee and Assistant Referees.
- (b) In all ties Clubs shall meet their own travelling expenses
- (c) The Nett receipts of all matches played under the direct control of the Association shall be retained by the Association.

**12. CLUB COLOURS**

- (a) Where the colours of two competing Clubs are similar, the away team must change its colours for the occasion, failing which a fine shall be imposed.
- (b) In all matches under the control of the Association when the colours are similar both teams shall change.
- (c) In the event of a player not playing in the colour and pattern registered by the Club, a fine for each player will be imposed upon the Club.
- (d) In all ties players shall wear numbered shirts. Failure to do so will result in a fine

13. DIMENSIONS OF FIELD OF PLAY AND GROUND FACILITIES

- (a) Maximum length: 110 metres. Minimum Length: 100 metres
- (b) Maximum breadth: 75 metres. Minimum breadth: 64 metres
- (c) Dressing and washing accommodation must be separate for each team and Match Officials. They must have heating and hot water and be cleaned and maintained to a satisfactory standard.
- (d) The playing area must be enclosed by a permanent fixed barrier on all four sides and may be in-filled with advertisement hoardings or other barriers. Wire may not be used in rope form to connect the posts.

14. PLAYING CONDITION OF THE GROUND

- (a) Each Club must take every precaution to ensure that its ground is in a fit playing condition.
- (b) A Referee shall whenever possible examine the ground and decide as to its fitness for play in sufficient time to save the expense of unnecessary journeys being incurred by Clubs. The pitch inspection must be made by the Match Referee or a Referee agreed by the Chief Executive. Details following the inspection must be advised to the Chief Executive.
- (c) Subject to this Rule, the Referee shall have the power to decide as to the fitness of the ground in all matches.
- (d) The Referee must report to the ground 90 minutes before the time of kick-off. If necessary, the Home Club or The Association may, by notice, require the Referee to visit the ground more than 90 minutes before the time of kick-off any time during the season.

15. DISPUTES - PROCEDURE CONCERNING PROTESTS

- (a) All issues relating to the interpretation of the Competition Rules, shall be referred to the Council, whose decision shall be final and binding. The Council shall consider any such matter in such manner and following such procedures as it considers appropriate. The Council shall not be bound by any enactment of Rule or Law relating to the admissibility of evidence in proceedings before a Court of Law.
- (b) Where a Club wishes to protest that there has been a breach of the Competition Rules, such protest must be made in writing and must contain the particulars of the grounds upon which it is made. The protest must be received by The Association, accompanied by the appropriate fee within two days of the match to which it relates (Sundays not included). The fee may be forfeited to The Association in the event of the protest not being sustained.
- (c) The Council may make such orders as it considers appropriate in relation to any issue or protest referred to it. The Council may make such orders as it considers appropriate as to the costs incurred by the parties or The Association.
- (d) Any protest relating to the ground, goal posts or bars or other appurtenances of the game shall not be considered by the Council unless an objection has been lodged with the Referee and the Home Club at least one hour before the official time of the kick-off. The Referee shall require the Home Club to correct the cause of the objection, if this is possible without unduly delaying the progress of the match.
- (e) Clubs forwarding a false team card will be fined.
- (f) Clubs proved to have played an ineligible player or players shall be fined in respect of each player and will either be expelled from the Competition or the match ordered to be replayed. In the event of the latter, the portion of the gate due to the offending Club shall be forfeited to the Association.



- (g) Individual players found guilty of playing for a Club whilst ineligible under Rule 2, shall be fined and disqualified from all County Cup Competitions for the remainder of the current season.
- (h) Protests relating to the state of the ground, ball, posts, bars or other accessories of the game must be made to the Referee before the commencement of the game and that to the interference by spectators or to weather conditions may be made to the Referee whilst the game is in progress. The Referee shall have sole power in the matter. When a protest has been lodged with the Referee a copy must be sent to the appropriate Cups Secretary and such protest cannot be withdrawn except by leave of the council.
- (i) Should either of the two Clubs connected with any dispute referred to the Council for consideration, have a representative on that body, the representatives shall leave the Council Chamber while the protest is being considered.

16. CLUB RESPONSIBLE FOR SAFE CUSTODY OF CUP

- (a) On confirmation of the Cup winners the appropriate Cups Secretary shall hand over the Cup to such winners upon their completion of a signed agreement, on the official form provided.
- (b) The winning Club shall be responsible for the safe keeping of the cup and its return in good order and condition before 1st March in the ensuing season to the Association's Headquarters. Failure to do so will result in a fine plus any expenses incurred by the Association in the recovery or repair of the cup.
- (c) For the purposes of the foregoing, Clubs must insure with an approved Insurance Company or Broker.

17. MEMENTOES

- (a) In the Final Tie 18 mementoes will be awarded to each team.
- (b) Mementoes instead of a match fee will be presented to the match Officials in the Final Tie. (Mileage expense payments will be paid in accordance with the Schedule of expenses.)

18. RESULTS OF MATCHES

- (a) The Secretary of each Club must send to the appropriate Cups Secretary, to be received by him within 3 days of the date played, the result together with the forenames and surnames of all their players and substitutes (if used) together with their League registration numbers (in block capitals) and Referees marks on the Official Result Card or in default be fined.

19. ALTERATION TO RULES

- (a) The Cups Committee of the Association shall have power to alter or add to the foregoing Rules as from time to time they deem expedient, such alteration or addition not to become operative until after one month's notice, in writing, to the competing Clubs. Any dispute occurring in this Competition shall be referred to the sole arbitration of the Cups Committee whose decision shall be final and binding upon all Clubs.

**APPENDIX 1**

Senior Challenge Cup Competition - Fees and fines for this competition are as set out in the General Rules of the Gloucestershire FA Challenge Cup Competitions. Exceptions are listed below

| Rule | Description | Fine | Fee |
|-------------|--|----------------|------------|
| 4a | Entry Fee - Senior Challenge Cup | | £42 |
| 5a | Failure to contact opponents and match officials | £25 | |
| 7b | Late Kick off | | |
| | First 10 minutes | £10 | |
| | Each extra 5 minutes | £5 | |
| 7c | Late/failure to provide a team sheet prior to the kick off | £15 | |
| 10b | Postponing a match without consent | £250 | |
| 10bi | Failure to provide written reasons for non fulfilment | £50 | |
| 10c | Failure to fulfil a fixture / withdraw from the competition. | up to £500 | |
| 12a | Failure to provide a change of colours | £50 | |
| 12c | Playing in unregistered colours | £10 per player | |
| 12d | Failure to wear numbered shirts | £50 | |
| 15b | Protest fee | | £50 |
| 15e | Submitting false team card | £50 | |
| 15f | Playing an ineligible player | £25 per player | |
| 15g | Playing whilst ineligible | £50 | |
| 16b | Failure to return Cup by due date | £100 | |
| 18a | Late or incomplete result sheet / result card | £25 | |



RULES OF THE CHALLENGE TROPHY COMPETITION

1. General

- (a) The Challenge Trophy, which shall not be won outright, shall be competed for annually by clubs in the membership of the Association and nominated by the Cups Committee.
- (b) This competition is the Senior County Cup competition for Match Officials.
- (c) County Cup ties take precedence over all League fixtures below Step 4 of the National League System.
- (d) Fees and fines for this competition are as set out in the General Rules of the Gloucestershire FA Challenge Cup Competitions. Exceptions are listed in Appendix 1 of this document.

2. PLAYERS

- (a) Contract and Non Contract Players, as defined in the Rules of the Football Association, shall be eligible to compete.
- (b) The qualification of a player shall be that he is a registered playing member of the Club at least seven days previous to the original date fixed for the playing of the match, except in special circumstances sanctioned by the Committee.
- (c) To be eligible to play in any Final Tie, a player must have been registered with his club at least seven days prior to the date fixed for the Quarter Final Round. He must also have played SIX or more League or Cup games for his Club.
- (d) The Cups Committee shall have the power to accept or refuse the registration of any player.
- (e) A player who has competed in a Senior Professional or Senior Challenge tie shall not take part in the Challenge Trophy Competition this season.
- (f) No individual shall be allowed to play for more than one competing Club in the Competition, but members of each competing team may be changed during a series of matches. A player on trial is ineligible to compete in this competition.

3. SUBSTITUTES

- (a) A Club shall be permitted to use three substitutes in any one game from five players nominated to the Referee prior to the commencement of the game, except to replace a player who has been suspended from the game by the Referee.

4. ENTRANCE FEES AND CONDITIONS OF ENTRY

- (a) Each Club must forward to the Chief Executive (on or before the 30 June) an entrance fee as set out in Appendix 1. Each Club shall play its full strength team in all ties or be dealt with as the Committee may decide. (Senior Professional Clubs excepted.)

5. NOTICE OF DRAW

- (a) At least SEVEN DAYS before the date of the match, the HOME Team must inform both their opponents and the Match Officials, of the situation of the ground, dressing rooms and Club colours in which their club will be playing. Failure to do so will result in a fine.

6. FINAL TIES

- (a) The Cups Committee shall take full charge of arrangements for the final tie, which may include playing under floodlights.

7. KICK-OFF TIMES/TEAM SHEETS

- (a) Kick-off times shall be agreed by the Cups Committee.
- (b) Clubs responsible for a late start not exceeding 10 minutes shall be fined plus an additional fine for every 5 minutes (or part thereof) in excess. If the home Club is the defaulter then the fine will be doubled.
- (c) Clubs must hand copies of a list of names of registered players taking part in the game (including the names of nominated substitutes) to the Referee and a representative of their



opponents in the presence of the Referee at least 30 minutes before the appointed time of kick off. A Club failing to carry out these provisions shall be fined.

8. DURATION OF MATCHES

- (a) The duration of each match shall be two equal periods of 45 minutes. In the event of the scores being level after 90 minutes play, a further 15 minutes each way shall be played. If at the end of that time the scores are still level, the winner shall be decided by the taking of kicks from the penalty mark in accordance with the relevant procedures in the "Laws of the Game".
- (b) Should, at the end of 90 minutes play and the period of extra time, the light, in the opinion of the Referee, be insufficient for the taking of kicks from the penalty mark, in accordance with the procedures defined in the "Laws of the Game", then the match shall be replayed within seven days on the ground of the club drawn last (no extra time in replayed fixtures).

9. APPOINTMENT OF REFEREES AND ASSISTANT REFEREES

- (a) The Hon. Referees' Secretary shall appoint Referee and Assistant Referees to act at all matches.
- (b) In any match where the visiting team has failed to keep its engagement the home team must pay the Referee and Assistant Referees their fee and expenses as allowed by Rule and make claim for this amount from the defaulting Club through the Chief Executive which, if approved, must be paid by the defaulting Club within 14 days.
- (c) In every case where a match is postponed the Home Club Secretary must notify the Match Officials and the Chief Executive as early as possible. If these Officials are not notified and they attend for the purpose of keeping their engagement they are entitled to full fee and expenses.
- (d) If the Referee and Assistant Referees attend at the ground and the match be not played because of ground or climatic conditions, they are entitled to half fee and expenses.
- (e) Should the match be started and abandoned for any reason, the Officials are entitled to full fee and expenses, payable by the Home Club and recoverable if approved by the Cups Committee.
- (f) The fees for the Referee and his assistants are outlined in the "Referees" section of this Handbook.

10. DATES OF MATCHES - FULFILMENT OF ENGAGEMENTS

- (a) Ties must be played on dates fixed by the Cups Committee unless the Clubs concerned mutually agree upon another date, which must be approved by the Chief Executive beforehand. Clubs drawn "home" that have floodlight facilities shall play ties in the mid-week either before or after the original date fixed, unless informed by the Chief Executive to the contrary.
- (b) In the event of a Club not being able to play the tie on its own ground on the agreed date, it must be played on the ground of its opponents, which shall be considered the Home Club for the purpose of the match. Ties postponed too late for this arrangement to be carried out shall be played the following week on the ground of the Club drawn at home. Clubs shall not play on a neutral ground without consent of the Cups Committee. Clubs found guilty of failing to comply with these requirements shall be fined.
- (c) No Club shall be allowed to postpone a match without the consent of the Chief Executive, who may impose a fine for such postponement.
- (d) When a fixture is not fulfilled the Club responsible shall forward a written statement giving reasons for non fulfilment. Such statements shall reach the Chief Executive within 72 hours of the original date of the fixture, failing which a fine will be imposed.
- (e) Any Club not fulfilling its engagement or withdrawing from the competition in any round up to the semi-finals will be fined. Any Club not fulfilling its obligations to the semi-final or final tie will be heavily fined.
- (f) The Cups Committee shall have the power to disqualify the offending Club(s) from the Competition and order them to pay any expenses incurred by their opponents that the Committee believe to be acceptable.



- (g) The Cups Committee should also have the power to alter dates and kick-off times for any tie(s) in the competition.
- (h) Any Club having two or more players selected to represent a Gloucestershire County XI (including Youth) shall be permitted, if it so wishes, to cancel the County Cup fixture on the date the County match is due to be played. Such cancellation must be made within 48 hours of notice of players selected.

11. MATCH EXPENSES

- (a) The Home Club shall be responsible for paying the match fee and expenses to the Referee and Assistant Referees.
- (b) In all ties Clubs shall meet their own travelling expenses.
- (c) The Nett receipts of all matches played under the direct control of the Association shall be retained by the Association.

12. CLUB COLOURS

- (a) Where the colours of two competing Clubs are similar, the away team must change its colours for the occasion, failing which a fine shall be imposed.
- (b) In all matches under the control of the Association when the colours are similar both teams shall change.
- (c) In the event of a player not playing in the colour and pattern registered by the Club, a fine for each player will be imposed upon the Club.
- (d) In all ties players shall wear numbered shirts. Failure to do so will result in a fine

13. DIMENSIONS OF FIELD OF PLAY AND GROUND FACILITIES

- (a) Maximum length: 110 metres. Minimum Length: 100 metres
Maximum breadth: 75 metres Minimum breadth: 64 metres
- (b) Dressing and washing accommodation must be separate for each team and Match Officials. They must have heating and hot water and be cleaned and maintained to a satisfactory standard.
- (c) The playing area must be enclosed by a permanent fixed barrier on all four sides and may be infilled with advertisement hoardings or other barriers.

14. PLAYING CONDITION OF THE GROUND

- (a) Each Club must take every precaution to ensure that its ground is in a fit playing condition.
- (b) A Referee shall whenever possible examine the ground and decide as to its fitness for play in sufficient time to save the expense of unnecessary journeys being incurred by Clubs. The pitch inspection must be made by the Match Referee or a Referee agreed by the Chief Executive. Details following the inspection must be advised to the Chief Executive.
- (c) Subject to this Rule, the Referee shall have the power to decide as to the fitness of the ground in all matches.
- (d) The Referee must report to the ground 90 minutes before the time of kick-off. If necessary, the Home Club or The Association may, by notice, require the Referee to visit the ground more than 90 minutes before the time of kick-off any time during the season.

15. MATCHES UNFINISHED THROUGH LATE START OR MISCONDUCT OR OTHER CAUSE

- (a) In the event of a match (including any period of extra time or during the series of kicks from the penalty mark) being unfinished through one team being late or owing to misconduct, the Committee shall have power to award the match to the opponents of the offending Club, or order the match to be replayed and take what action the Committee deems necessary.
- (b) If both Clubs should be guilty of misconduct then the Committee may expel one or both Clubs from the Competition or order the match to be replayed, the expenses of which shall be equally shared and take what action the Committee deems necessary.
- (c) When a first match has been postponed or abandoned before the completion of ninety minutes and neither club being at fault, it must be played on the same ground, on or before the following Saturday. If extra time has not been commenced or a match has been



abandoned during extra time and neither club being at fault, it must be played on the ground of the club drawn second on or before the following Saturday.

- (d) The Committee shall review all abandoned matches and in a case where it is to the advantage of the Competition and does no injustice to either Club, shall be empowered to order the score at the time of the abandonment to stand.
- (e) Any match abandoned through the fault of the competing clubs, the Cups Committee shall take such action as they consider necessary. Such action shall be in addition to any disciplinary action taken by the County Association.

16. DISPUTES - PROCEDURE CONCERNING PROTESTS

- (a) All issues relating to the interpretation of the Competition Rules shall be referred to the Council, whose decision shall be final and binding. The Council shall consider any such matter in such manner and following such procedures as it considers appropriate. The Council shall not be bound by any enactment of Rule or Law relating to the admissibility of evidence in proceedings before a Court of Law.
- (b) Where a Club wishes to protest that there has been a breach of the Competition Rules, such protest must be made in writing and must contain the particulars of the grounds upon which it is made. The protest must be received by The Association, accompanied by the fee, within two days of the match to which it relates (Sundays not included).
 - (i) Should a protest need a scrutiny of the Team cards held by the Association then the fee must be accompanied by an additional fee. The fees may be forfeited to The Association in the event of the protest not being sustained.
- (c) The Council may make such orders as it considers appropriate in relation to any issue or protest referred to it. The Council may make such orders as it considers appropriate as to the costs incurred by the parties or The Association.
- (d) Any protest relating to the ground, goal posts or bars or other appurtenances of the game shall not be considered by the Council unless an objection has been lodged with the Referee and the Home Club at least one hour before the official time of the kick-off. The Referee shall require the Home Club to correct the cause of the objection, if this is possible without unduly delaying the progress of the match.
- (e) Clubs forwarding a false team card will be fined.
- (f) Clubs proved to have played an ineligible player or players shall be fined in respect of each player and will either be expelled from the Competition or the match ordered to be replayed. In the event of the latter, the portion of the gate due to the offending Club shall be forfeited to the Association.
- (g) Individual players found guilty of playing for a Club other than the one which holds their current League Registration, shall be fined and disqualified from all County Cup Competitions for the remainder of the current season.
- (h) Protests relating to the state of the ground, ball, posts, bars or other accessories of the game must be made to the Referee before the commencement of the game and that to the interference by spectators or to weather conditions may be made to the Referee whilst the game is in progress. The Referee shall have sole power in the matter. When a protest has been lodged with the Referee a copy must be sent to the appropriate Cups Secretary and such protest cannot be withdrawn except by leave of the council.
- (i) Should either of the two Clubs connected with any dispute referred to the Council for consideration, have a representative on that body, the representatives shall leave the Council Chamber while the protest is being considered.

17. CLUB RESPONSIBLE FOR SAFE CUSTODY OF CUP

- (a) On confirmation of the Cup winners the Cup will be handed to such winners upon their completion of a signed agreement, on the official form provided.
- (b) The winning Club shall be responsible for the safe keeping of the cup and its return in good order and condition before 1st March in the ensuing season to the Association's Headquarters, Oaklands Park. Failure to do so will result in a fine plus any expenses incurred by the Association in the recovery or repair of the cup.



- (c) For the purposes of the foregoing, Clubs must insure with an approved Insurance Company or Broker.

18. MEMENTOES

- (a) In the Final Tie 18 mementoes will be awarded to each Team.
- (b) Mementoes instead of a match fee will be presented to the match Officials in the Final Tie. (Mileage expense payments will be paid in accordance with the Schedule of expenses).

19. RESULTS OF MATCHES

- (a) The Secretary of each Club must send to the Chief Executive, to be received by him within 5 days of the date played, the result together with initials and surnames of all their players and substitutes (if used) together with their League registration numbers (in block capitals) and Referees marks (in accordance with "Referees – A Guide to Marking"), on the Official Result Card or in default be fined.
- (b) The "Home" club will be responsible for telephoning the result of each tie

20. ALTERATION TO RULES

- (a) The County Cups Committee of the Association shall have power to alter or add to the foregoing Rules as from time to time they deem expedient, such alteration or addition not to become operative until after one month's notice, in writing, to the competing Clubs. Any dispute occurring in this Competition shall be referred to the sole arbitration of the Cups Committee whose decision shall be final and binding upon all Clubs.

ARTIFICIAL PLAYING SURFACES

Artificial pitches will be permitted in all Gloucestershire FA County Cup competitions with the prior consent of The Association. This should be requested at the time of entry to the competition in each season.

Requirements:

1. The pitch shall be surfaced with a third generation (3G) artificial grass surface and its dimensions shall comply with the Laws of Association Football.
2. The artificial grass pitch, including run-offs, shall be one continuous playing surface and shall be green in colour. All line markings shall be white and in accordance with the Laws of Association Football.
3. The Home Club shall allow their opposition the opportunity to use the pitch and train on the surface two hours prior to the kick-off and there must not be another game or event on the pitch following the training period. If it is intended to water the pitch before the match, the pitch shall be watered prior to the training period.
4. The Club using the artificial grass pitch shall advise their opposition at least 10 days before the match of limitations or recommendations on the types of boot or stud that may be used on the surface.

**APPENDIX 1**

Challenge Trophy Competition - Fees and fines for this competition are as set out in the General Rules of the Gloucestershire FA Challenge Cup Competitions. Exceptions are listed below:

| Rule | Description | Fine | Fee |
|-------------|---|----------------|------------|
| 1b | Cup Entry Fee - Challenge Trophy | | £37 |
| 5a | Failure to contact opponents and match officials | £10 | |
| 7b | Late Kick off | | |
| | First 10 minutes | £10 | |
| | Each extra 5 minutes | £5 | |
| 7c | Late/failure to provide a team sheet prior to the kick off | £10 | |
| 10b | Unauthorised use of a neutral Ground | £25 | |
| 10c | Postponing a match without consent | £25 | |
| 10d | Failure to provide written reasons for non fulfilment | £25 | |
| 10e | Failure to fulfil a fixture/ withdraw from the competition. | | |
| | Initial Rounds | £35 | |
| | Semi-final / Final Tie | £100 | |
| 12a | Failure to provide a change of colours | £30 | |
| 12c | Playing in unregistered colours | £5 per player | |
| 12d | Failure to wear numbered shirts | £20 | |
| 16b | Protest fee | | £30 |
| 16bi | Scrutiny of team sheets | | £20 |
| 16e | Submitting false team card | £30 | |
| 16f | Playing an ineligible player | £20 per player | |
| 16g | Playing whilst ineligible | £20 | |
| 17b | Failure to return Cup by due date | £30 | |
| 19a | Late or incomplete result sheet / result card | £10 | |



RULES OF THE WOMEN'S CHALLENGE CUP COMPETITION

1. General

- (a) The Women's Challenge Cup, which shall not be won outright, shall be competed for annually by clubs in the membership of the Association and are nominated by the County Cups Committee.
- (b) All fees and fines for this competition are as set out in the General Rules of the Gloucestershire FA Challenge Cup Competitions. Exceptions are listed in Appendix 1 of this document.

2. PLAYERS

- (a) Contract and Non Contract Players, as defined in the Rules of the Football Association, shall be eligible to compete.
- (b) The qualification of a player shall be that she is a registered playing member of the Club at least seven days previous to the original date fixed for the playing of the match, except in special circumstances sanctioned by the Committee.
- (c) To be eligible to play in any Final Tie, a player must have been registered with her club at least seven days prior to the date fixed for the Quarter Final Round. She must also have played FOUR or more League or Cup games for her Club.
- (d) The Committee shall have the power to accept or refuse the registration of any player.
- (e) No individual shall be allowed to play for more than one competing Club in the Competition, but members of each competing team may be changed during a series of matches.

3. SUBSTITUTES

- (a) A Club shall be permitted to use three substitutes in any one game from five players nominated to the Referee prior to the commencement of the game, except to replace a player who has been suspended from the game by the Referee.

4. ENTRANCE FEES AND CONDITIONS OF ENTRY

- (a) Each Club must forward to the Chief Executive (on or before the 30 June) the entrance fee, together with their application form. The Cups Committee will have the sole power to include or exclude late applications for the competition.
- (b) No late application to enter this County Cup Competition will be accepted after the Draw for the first Round of the competition has been made.

5. NOTICE OF DRAW

- (a) At least SEVEN DAYS before the date of the match, the HOME Team must inform both their opponents and the Match Officials, of the situation of the ground, dressing rooms and Club colours in which their club will be playing. Failure to do so will result in a fine.

6. FINAL TIES

- (a) The Committee shall take full charge of arrangements for the final tie, which may include playing under floodlights.

7. KICK-OFF TIMES

- (a) Kick-off times shall be agreed by the Committee.
- (b) Clubs responsible for a late start not exceeding 10 minutes shall be fined with an additional fine applied for every 5 minutes (or part thereof) in excess. If the home Club is the defaulter then the fine will be doubled.
- (c) Clubs must hand copies of a list of names of registered players taking part in the game (including the names of nominated substitutes) to the Referee and a representative of their opponents in the presence of the Referee at least 30 minutes before the appointed time of kick-off. A Club failing to carry out these provisions shall be fined.



8. DURATION OF MATCHES

- (a) The duration of each match shall be two equal periods of 45 minutes. In the event of the scores being level after 90 minutes play, a further 15 minutes each way shall be played. If at the end of that time the scores are still level, the winner shall be decided by the taking of kicks from the penalty mark in accordance with the procedures as defined in the "Laws of the Game".
- (b) Should, at the end of 90 minutes play and the period of extra time, the light, in the opinion of the Referee, be insufficient for the taking of kicks from the penalty mark, in accordance with the procedures defined in the "Laws of the Game", then the match shall be replayed within seven days on the ground of the club drawn last (no extra time in replayed fixtures).

9. APPOINTMENT OF REFEREES

- (a) The Hon. Referees' Secretary shall appoint Referees to act at all matches. Referees must report all late starts.
- (b) Should the appointed Referee fail to attend, the Clubs may mutually agree on a substitute who shall have sole charge of the game and his decision on points of fact shall be final.
- (c) In any match where the visiting team has failed to keep its engagement the home team must pay the Referee their fee and expenses as allowed by Rule and make claim for this amount from the defaulting Club through the Chief Executive which, if approved, must be paid by the defaulting Club within 14 days.
- (d) In every case where a match is postponed the Home Club Secretary must notify the Match Referee and the Chief Executive as early as possible.
- (e) If the Referee is not notified and attends for the purpose of keeping the engagement he/she is entitled to the full match fee and expenses.
- (f) If the Referee is not notified and attends the ground and the match is not played because of ground or climatic conditions, he/she is entitled to half the match fee and expenses.
- (g) Should the match be started and abandoned for any reason, the Referee is entitled to the full match fee and expenses.
- (h) If the abandonment is caused by the misconduct of the visiting team, the HOME team must pay this sum and recover it from the offending team through the Chief Executive.
- (i) In all rounds preceding the Semi-Final and Final Ties, Clubs must provide a Club Assistant Referee, failing which a fine will be imposed.
- (j) For fees appertaining to the Referee, please refer to the "Referees" section of this Handbook.

10. FULFILMENT OF ENGAGEMENTS

- (a) Ties must be played on dates fixed by the Cups Committee unless Clubs concerned mutually agree upon another date, which must be approved by the Chief Executive beforehand.
- (b) No Club shall be allowed to postpone a match without the consent of the Chief Executive, who may impose a fine for such postponement.
- (c) When a fixture is not fulfilled the Club responsible shall forward a written statement giving reasons for non fulfilment. Such statements shall reach the Chief Executive within 72 hours of the original date of the fixture, failing which a fine will be imposed.
- (d) In the event of a Club not being able to play the tie on its own ground on the agreed date, it must be played on the ground of its opponents, which shall be considered the Home Club for the purpose of the match. Ties postponed too late for this arrangement to be carried out shall be played the following week on the ground of the Club drawn at home. Clubs shall not play on a neutral ground without consent of the Cups Committee. Clubs found guilty of failing to comply with these requirements shall be fined.
- (e) Any Club not fulfilling its engagement or withdrawing from the competition in any round up to the semi-finals will be fined. Any Club not fulfilling its obligations or withdrawing from the competition in the semi-final or final tie will be further fined as set out in appendix 1.
- (f) The Cups Committee shall, in all cases, have the power to disqualify the offending Club(s) from the Competition and order them to pay any expenses incurred by their opponents that the Committee believe to be acceptable.



- (g) The Committee shall also have the power to alter dates and kick-off times for any tie(s) in the competition.
- (h) Any Club having two or more players selected to represent a Gloucestershire County XI (including under 18's) shall be permitted, if it so wishes, to cancel the County Cup fixture on the date the County match is due to be played. Such cancellation must be made within 48 hours of notice of players selected.

11. MATCH EXPENSES

- (a) The Home Club shall be responsible for paying the match fee and expenses to the Referee.
- (b) In all semi-final ties, the match officials fees and expenses shall be shared equally by the competing clubs and shall be paid prior to the match commencing.
- (c) All Clubs shall meet their own expenses and shall have no claim on any gate or collection.
- (d) The Nett receipts of all matches played under the direct control of the Association shall be retained by the Association.

12. CLUB COLOURS

- (a) Where the colours of two competing Clubs are similar, the away team must change its colours for the occasion, failing which a fine shall be imposed.
- (b) In all matches under the control of the Association when the colours are similar both teams shall change.
- (c) In the event of a player not playing in the colour and pattern registered by the Club, a fine for each player will be imposed upon the Club.
- (d) In all ties players shall wear numbered shirts. Failure to do so will result in a fine.

13. DIMENSIONS OF FIELD OF PLAY AND GROUND FACILITIES

- (a) Grounds for all Cup Ties must be within the dimensions laid down by the Football Association and marked in accordance with the Laws of the Game. Goal nets must be used in all ties.

14. PLAYING CONDITION OF THE GROUND

- (a) Each Club must take every precaution to ensure that its ground is in a fit playing condition.
- (b) A Referee shall whenever possible examine the ground and decide as to its fitness for play in sufficient time to save the expense of unnecessary journeys being incurred by Clubs. The pitch inspection must be made by the Match Referee or a Referee agreed by the Chief Executive. Details following the inspection must be advised to the Chief Executive.
- (c) Subject to this Rule, the Referee shall have the power to decide as to the fitness of the ground in all matches.

15. MATCHES UNFINISHED THROUGH LATE START, MISCONDUCT OR OTHER CAUSE

- (a) In the event of a match (including any period of extra time or during the series of kicks from the penalty mark) being unfinished through one team being late or owing to misconduct, the Committee shall have power to award the match to the opponents of the offending Club, or order the match to be replayed and take what action the Committee deems necessary.
- (b) If both Clubs should be guilty of misconduct then the Committee may expel one or both Clubs from the Competition or order the match to be replayed, the expenses of which shall be equally shared and take what action the Committee deems necessary.
- (c) When a first match has been postponed or abandoned before the completion of ninety minutes and neither club being at fault, it must be played on the same ground, on or before the following Sunday. If extra time has not been commenced or a match has been abandoned during extra time and neither club being at fault, it must be played on the ground of the club drawn second on or before the following Sunday.
- (d) The Committee shall review all abandoned matches and in a case where it is to the advantage of the Competition and does no injustice to either Club, shall be empowered to order the score at the time of the abandonment to stand.



- (e) Any match abandoned through the fault of the competing clubs, the Cups Committee shall take such action as they consider necessary. Such action shall be in addition to any disciplinary action taken by the County Association.

16. DISPUTES - PROCEDURE CONCERNING PROTESTS

- (a) All issues relating to the interpretation of the Competition Rules shall be referred to the Council, whose decision shall be final and binding. The Council shall consider any such matter in such manner and following such procedures as it considers appropriate. The Council shall not be bound by any enactment of Rule or Law relating to the admissibility of evidence in proceedings before a Court of Law.
- (b) Where a Club wishes to protest that there has been a breach of the Competition Rules, such protest must be made in writing and must contain the particulars of the grounds upon which it is made. The protest must be received by the Association, accompanied by the appropriate fee within two days of the match to which it relates (Sundays not included).
- (i) Should the protest require a scrutiny of the Team cards held by the Association (Rule 18a General Cup Rules) then the protest must be accompanied by the appropriate additional fee. The fees may be forfeited to the Association in the event of the protest not being sustained.
- (c) The Council may make such orders as it considers appropriate in relation to any issue or protest referred to it. The Council may make such orders as it considers appropriate as to the costs incurred by the parties or The Association.
- (d) Any protest relating to the ground, goal posts or bars or other appurtenances of the game shall not be considered by the Council unless an objection has been lodged with the Referee and the Home Club at least one hour before the official time of the kick-off. The Referee shall require the Home Club to correct the cause of the objection, if this is possible without unduly delaying the progress of the match.
- (e) Clubs forwarding a false team card will be fined .
- (f) Clubs proved to have played an ineligible player or players shall be fined in respect of each player and will either be expelled from the Competition or the match ordered to be replayed. In the event of the latter, the portion of the gate due to the offending Club shall be forfeited to the Association.
- (g) Individual players found guilty of playing for a Club other than the one which holds their current League Registration, shall be fined and disqualified from all County Cup Competitions for the remainder of the current season.
- (h) Protests relating to the state of the ground, ball, posts, bars or other accessories of the game must be made to the Referee before the commencement of the game and that to the interference by spectators or to weather conditions may be made to the Referee whilst the game is in progress. The Referee shall have sole power in the matter. When a protest has been lodged with the Referee a copy must be sent to the appropriate Cups Secretary and such protest cannot be withdrawn except by leave of the council.
- (i) Should either of the two Clubs connected with any dispute referred to the Council for consideration, have a representative on that body, the representatives shall leave the Council Chamber while the protest is being considered.
- (j)

17. CLUB RESPONSIBLE FOR SAFE CUSTODY OF CUP

- (a) On confirmation of the Cup winners, the Cup will be handed to such winners upon their completion of a signed agreement, on the official form provided.
- (b) The winning Club shall be responsible for the safe keeping of the cup and its return in good order and condition before 1st March in the ensuing season to the Association's Headquarters, Oaklands Park. Failure to do so will result in a fine plus any expenses incurred by the Association in the recovery or repair of the cup.
- (c) For the purposes of the foregoing, Clubs must insure with an approved Insurance Company or Broker.



18. MEMENTOES

- (a) In the Final Tie 18 mementoes will be awarded to each team.
- (b) Mementoes instead of a match fee will be presented to the match Officials in the Final Tie. (Mileage expense payments will be paid in accordance with the Schedule of expenses).

19. RESULTS OF MATCHES

- (a) The Secretary of each Club must send to the Chief Executive, to be received by him within 5 days of the date played, the result together with initials and surnames of all their players and substitutes (if used) together with their League registration numbers (in block capitals) and Referees marks (if required), on the Official Result Card or in default be fined.
- (b) The "Home" club will be responsible for telephoning the result of each tie to the appropriate County Cups Secretary

20. ALTERATION TO RULES

- (a) The County Cups Committee of the Association shall have power to alter or add to the foregoing Rules as from time to time they deem expedient, such alteration or addition not to become operative until after one month's notice, in writing, to the competing Clubs. Any dispute occurring in this Competition shall be referred to the sole arbitration of the Cups Committee whose decision shall be final and binding upon all Clubs.

ARTIFICIAL PLAYING SURFACES

Artificial pitches will be permitted in all Gloucestershire FA County Cup competitions with the prior consent of The Association. This should be requested at the time of entry to the competition in each season.

Requirements:

1. The pitch shall be surfaced with a third generation (3G) artificial grass surface and its dimensions shall comply with the Laws of Association Football.
2. The artificial grass pitch, including run-offs, shall be one continuous playing surface and shall be green in colour. All line markings shall be white and in accordance with the Laws of Association Football.
3. The Home Club shall allow their opposition the opportunity to use the pitch and train on the surface two hours prior to the kick-off and there must not be another game or event on the pitch following the training period. If it is intended to water the pitch before the match, the pitch shall be watered prior to the training period.
4. The Club using the artificial grass pitch shall advise their opposition at least 10 days before the match of limitations or recommendations on the types of boot or stud that may be used on the surface.

**APPENDIX 1**

Women's Challenge Cup Competition - All fees and fines for this competition are as set out in the General Rules of the Gloucestershire FA Challenge Cup Competitions. Exceptions are listed below:

| Rule | Description | Fine | Fee |
|-------------|--|----------------|------------|
| 4a | Entry fee - Women's Challenge Cup | | £17 |
| 5a | Failure to contact opponents and match officials | £10 | |
| 7b | Late Kick off | | |
| | First 10 minutes | £10 | |
| | Each additional 5 minute period (or part) | £5 | |
| 7c | Failure or Late presentation of team sheet | £10 | |
| 9i | Failure to provide a Club Assistant Referee | £10 | |
| 10b | Postponing a match without consent | £25 | |
| 10c | Failure to provide written reasons for non fulfilment | £25 | |
| 10e | Failure to fulfil a fixture or withdrawing from the competition. | | |
| | Initial Rounds | £35 | |
| | Semi-final / Final Tie | £100 | |
| 12a | Failure to provide a change of colours | £30 | |
| 12c | Playing in unregistered colours | £5 per player | |
| 12d | Failure to wear numbered shirts | £20 | |
| 16b | Protest fee | | £30 |
| 16bi | Scrutiny of team sheets | | £20 |
| 16e | Submitting false team card | £30 | |
| 16f | Playing an ineligible player | £20 per player | |
| 16g | Playing whilst ineligible | £20 | |
| 17b | Failure to return Cup by due date | £30 | |
| 19a | Late or incomplete result sheet / result card | £10 | |



GLOUCESTERSHIRE FA - YOUTH CUP COMPETITIONS

1. General

- (a) The General Rules of the Gloucestershire FA Challenge Cup Competitions shall apply to all matters not provided for in these Rules
- (b) The Youth competitions shall be the responsibility of the County Cups Committee and may be managed by a Youth Cups Secretary.
- (c) Competitions for clubs affiliated to the Association, may be organised from Under 18 through to Under 12 levels. Matches should be played on Sundays. Saturday games or midweek matches under floodlights shall be by mutual consent only.
- (d) A size 4 ball shall be used in the Under 12, Under 13 and Under 14 competitions
- (e) Fees and fines for Youth Cup competitions are as set out in the General Rules of the Gloucestershire FA Challenge Cup Competitions. Exceptions are listed in Appendix 1
- (f) A trophy will be awarded to the winners of each competition, which shall not be won outright and shall be competed for annually. The trophy must be returned to the GFA office, on or before the 28th February in each season. Clubs who fail to return a trophy on the date stated shall be fined as set out in Appendix 1
 - (i) Sponsored competitions are excluded under Rule 1f if the sponsor provides a new trophy each season.

2. Entrance Fees and Conditions of Entry

- (a) Applications to play in Youth Cup Competitions must be sent to the Chief Executive, on the Form "A" provided, together with the appropriate fee, by the 30 June.
- (b) The Cups Committee will have sole power to include or exclude late applications for any of the Cup Competitions and may accept entries up to 20 August relevant to each season
 - (i) No late entries will be accepted to any competition after the Draw for the first Round of the relevant competition has been made.
- (c) Any Club not fulfilling its engagement or withdrawing from a Cup competition after the 1st Round draw has been made shall be fined.
- (d) Any Club not fulfilling its engagement or withdrawing from the Regional and/or National finals of a sponsored competition shall be fined.

3. Eligibility

- (a) Players must be under the stipulated age as at midnight on 31 August relevant to the season to be eligible for any competition.
- (b) Players must be amateurs and registered members of the Club for which they play. No trainee player under contract or registered with an FA Centre of Excellence, shall be eligible to compete.
- (c) Eligibility of players in the Under 12 to Under 16 competitions shall be verified prior to the commencement of the match by the production of the player's League Registration Identity Card.
- (d) A player may only play for one Club in such competitions, and must be a registered member of that Club for at least 7 days previous to the original date fixed for the playing of the match. If the team is playing in a League affiliated to the Association the date of the player's registration with the League will be accepted as the date the player became a registered member of the Club. If the Club is not playing in such a League then players must be registered with the Youth Cups Secretary.



- (e) No player registered with his/her Club after the original date set for the quarter-final tie may take part in the competition. Club Secretaries may apply to the County Cups Secretary for special dispensation, but this will only be granted when the County Cups Committee are satisfied that exceptional circumstances have arisen that warrant such action.

4. Substitutes

- (a) At Under 12 to Under 16 age levels FIVE rolling substitutes may be used from FIVE nominated to the referee prior to the start of the match.
- (b) Rolling substitutes are not permitted at Under 18 age level. THREE substitutes may be used from FIVE nominated to the referee prior to the start of the match.

5. Duration of Matches

- (a) In all ties, the conditions of the GFA Challenge Cup Competitions for Non-Contract players Rule 12 shall apply, in that, all ties shall be played on a single game format. If at the end of normal time the match remains tied, then the regulation amount of extra time shall be played, and if the game is still tied then the winner will be determined by the taking of penalty kicks from the penalty mark in accordance with the recommendations of the International Board
- (b) Duration of matches and extra time if scores are level after normal time will be:

| (i) Playing times (each way) | Normal time | Extra-time |
|-------------------------------------|--------------------|-------------------|
| Under 18 | 45 minutes | 15 minutes |
| Under 16 | 40 minutes | 15 minutes |
| Under 14 | 35 minutes | 10 minutes |
| Under 13 | 35 minutes | 10 minutes |
| Under 12 | 30 minutes | 10 minutes |

6. Match Officials:

- (a) The Youth Cups Secretary shall ensure Referees are appointed to all matches.
- (b) Should the appointed Referee fail to attend, the competing Clubs shall mutually agree on a substitute Referee. A Referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee.
- (c) Match Officials fees and expenses will be paid by the Home club. Referees fees for all rounds prior to the final will be as set out in Appendix 1 plus travel expenses at the current GFA rate
- (d) If Assistant Referee appointments are made by the Youth Cups Secretary prior to the final, the fee will be as set out in Appendix 1 plus travel expenses at the current GFA rate. The match officials fees and expenses shall be shared equally by the competing clubs and shall be paid prior to the match commencing

7. Venue of Matches

- (a) Unless otherwise mutually arranged and the consent of the Cups Committee obtained, the match shall be played on the ground (as defined on the County Cup Entry Form) of the Club first drawn, providing the ground requirements meet the standard of the appropriate competition. In the event of a Club not being able to play the tie on its own ground on the date fixed, it must be played on the ground of its opponents, which shall be considered the Home Club for the purpose of the match. Ties postponed too late for this arrangement to be carried out shall be played the following week on the ground of the Club drawn at home. Clubs shall not play on a neutral ground without consent of the Cups Committee. Clubs found guilty of failing to comply with these requirements shall be fined.
- (i) In order that Clubs have adequate time to make arrangements to play on the ground of their opponents when a ground is declared unfit for use, the Home Club must advise both its opponents and the Match Official, no later than 9.00am on the date fixed for the tie. Failure to comply will result in a fine being imposed on the defaulting Club.



8. Facilities and Equipment

- (a) Clubs must provide goal nets and adequate changing facilities. Failure to comply will result in the Home Club being fined. Clubs whose ground or changing accommodation fails to meet the requirements of the Association, may seek approval of an alternative ground for playing of their Home ties with the Cups Secretary

9. Results of Matches

- (a) The Home Club in each tie shall telephone the result of the match to the nominated telephone number not later than 5.30pm on the day of the match. The result of games played under floodlights shall be telephoned by the Home Club or League to the nominated telephone number not later than 10.30pm on the night of the match. Failure to comply will result in a fine being imposed on the defaulting Club.

10. Disputes / Protests - Procedure

- (a) Disputes occurring between Clubs in these Competitions shall be referred to the sole arbitration of the County Cups Committee whose decision shall be final and binding upon all Clubs. The appropriate fee must accompany every protest, which must be in writing, and be in the hands of the Youth Cups Secretary within THREE days (Sundays not included) after the match is played. If a protest is not upheld the fee will be forfeited to the funds of the Association unless otherwise ordered by the County Cups Committee. The Club losing the protest may be called upon to pay the expenses of the protest.

11. Mementos

- (a) In the Final Tie 18 mementoes will be awarded to each team.
- (b) Mementoes instead of a match fee will be presented to the Match Officials in the Final Tie. (Mileage expense payments will be paid in accordance with the current County mileage rate).

12. Alteration to Rules

- (a) The Youth Committee may propose alterations or additions to Youth Cup competition Rules to the County Cups Committee.

ARTIFICIAL PLAYING SURFACES

Artificial pitches will be permitted in all Gloucestershire FA County Cup competitions with the prior consent of The Association. This should be requested at the time of entry to the competition in each season.

Requirements:

1. The pitch shall be surfaced with a third generation (3G) artificial grass surface and its dimensions shall comply with the Laws of Association Football.
2. The artificial grass pitch, including run-offs, shall be one continuous playing surface and shall be green in colour. All line markings shall be white and in accordance with the Laws of Association Football.
3. The Home Club shall allow their opposition the opportunity to use the pitch and train on the surface two hours prior to the kick-off and there must not be another game or event on the pitch following the training period. If it is intended to water the pitch before the match, the pitch shall be watered prior to the training period.
4. The Club using the artificial grass pitch shall advise their opposition at least 10 days before the match of limitations or recommendations on the types of boot or stud that may be used on the surface



Appendix 1 - Fees and Fines

| Rule | Description | Fine | Fee |
|------|--|------|----------------|
| 1f | Failure to return trophy by 28 February | £30 | |
| 2a | County Cup Entry Fees | | |
| | U18 | | £8 |
| | U16 Boys | | £8 |
| | U16 Girls (Tesco Cup) | | Free |
| | U14 Boys | | £8 |
| | U14 Girls (Tesco Cup) | | Free |
| | U13 Boys (Tesco Cup) | | Free |
| | U12 Boys | | £8 |
| 2d | Failure to fulfil a fixture in, or withdrawing from, the Regional or National finals of a sponsored competition. | £100 | |
| 6c | Match Officials Fee | | £20 |
| 6d | Assistant Referees Fee | | £17 |
| 6c | Travel expenses for Match Officials | | £0.32 per mile |
| 7a | Failure to provide changing rooms or goal nets | £25 | |
| 7bi | Failure to notify postponement by 9.00am | £10 | |
| 8 | Failure to telephone County Cup tie result | £5 | |
| 11 | County Cup Protest fee | | £30 |



MEMORANDUM OF PROCEDURES

DISCIPLINARY PROCEDURES CONCERNING FIELD OFFENCES

As set out in the Schedule hereto for Players associated with teams in all divisions of Leagues at Steps 5 to 7 of the National League System.

These procedures also apply to a Reserve Team who play at Step 5 to 7 of the National League System of a Club whose First Team compete at Steps 2 to 4, The FA Women's Premier League, County FA Representative Football and the National League System Cup.

These procedures also apply as a pilot from the 2010/11 season for the following Leagues (all Divisions), which will be known as "The Pilot Leagues":

Bedford and District Sunday League, Cambridgeshire County Football League, Cambridgeshire Sunday League, Herefordshire Saturday League, St. Neot's Sunday League, Suburban Football League and West Riding Amateur League.

This Memorandum cites procedures as they apply exclusively to Participants who are acting as Players when reported.

Save for serious or repeated proved misconduct, Participants offending in a capacity other than as Players in a match (at all levels) should not be suspended but be subject to any of a reprimand, a warning as to future conduct, a written undertaking not to repeat, a touch-line ban for a period of time, and a Fine (active or suspended for a given period), together with costs in proved guilty cases.

Subject to paragraph 11.5(g) below, concerning Players Moving Between Clubs, for the purposes of these Procedures any reference to a player's Club means the Club for which the Player was playing when he was cautioned, dismissed or reported for misconduct.

1. DEFINITIONS

- 1.1 In this Memorandum the words "**the Association**" refer to the appropriate County or other Affiliated Association, and the words "**the Association secretary**" mean and include any person nominated to discharge a part of the regulatory and disciplinary administration of the Association as well as its actual secretary and Disciplinary Commission means a commission established by the appropriate Association.
- 1.2 Wherever gender is referred to in this Memorandum, either shall be inferred, as relevant.
- 1.3 All written communications from a player to the Association secretary must be sent by the secretary of the player's club unless the player is no longer registered with that club.
- 1.4 Every Association must set out in its rules or regulations a copy of these procedures, which are to be followed after a player has been cautioned or dismissed from the Field of Play while playing in a match for a club or a particular team of a club not dealt with by The Football Association.
- 1.5
 - (a) A "**child**" means a person who at the date of the relevant match was under the statutory school-leaving age and throughout these regulations full-time education refers to a child who is of compulsory school age or who is over the school-leaving age but is under the age of 18 and is for the time being attending a school or in full-time education in an establishment of further education.
 - (b) Financial penalties for misconduct must not be imposed on a child (Sections 5.2, 6.3 & 7.2 and 13.3). Where an Automatic Punishment or Disciplinary Commission decision includes any financial element then the player's club is liable for the sum imposed.
- 1.6 Wherever "**written**" or "**letter**" is referred to in this Memorandum this is deemed to include communication by fax or e-mail. Where an Association chooses to communicate by fax or e-mail it must take all reasonable steps to ensure that the address or fax number used is current.



- 1.7 This Memorandum is effective from 1st July 2006 until further notice.
- 1.8 The term “**suspension**” in this Memorandum means the suspension is from playing football ONLY and any other sanction required for the period of suspension must be specified in the decision letter.
- 1.9 Any reference to cautions in this Memorandum refers only to those received playing for teams subject to this Memorandum. Cautions received playing for teams not subject to this Memorandum will be separate and not added to the total received pursuant to this Memorandum (see also paragraph 11.3).
- 1.10 Permanent Suspension means no review to be considered under a period of 10 years.

2. TIMING

Disciplinary procedures shall commence no later than 90 days, and the outcome determined no later than 180 days from receipt of the report of alleged misconduct, or otherwise be void. If deemed reasonable, any period of delay requested or caused by the Participant will not count towards the 90/180 days. The Association must use due diligence to charge and/or finalise cases within that period of time and must conform with the requirements set out in this Memorandum, subject to the effects of the adoption by the Association of any of the alternative and optional powers set out in paragraph 20.

3. ADMINISTRATIVE PROCEDURES – MATCH OFFICIAL REPORTS

An Association may reserve the right not to process a caution if the report is deemed to be invalid for any reason.

4. GENERAL

- 4.1 Without prejudice to the foregoing provisions of this Memorandum, an Association shall have the power to delegate to The Football Association or to another Affiliated Association its powers and duties to investigate and/or adjudicate in cases where it may be advantageous so to do.
- 4.2 If a referee omits to show the appropriate card when taking action against a player, this does not nullify the caution or sending-off offence. However, the attention of the referee should be drawn to the correct procedure.
- 4.3 A Participant consents to abide by the Laws of the Game, the Rules and Regulations of The Football Association or an affiliated Association and to reasonable proportionate disciplinary action when playing the game. The issue of a caution is a decision based on a question of fact on the Field of Play upon which the Referee’s decision is final. The recording of the caution and the consequences that follow are both reasonable and proportionate. Cautions, not being the subject of appeal, do not breach the Human Rights Act 1998.
- 4.4 When a player is dealt with by a Disciplinary Commission cases must be dealt with on their merits and a punishment awarded consistent with the overall nature and effect of the offence(s); also the player’s record of misconduct over the current and previous five seasons.
- 4.5 Associations will impose split suspension periods where matches have to be carried over to the following season. The last day of the first suspension period shall be the Player’s team’s last competitive match of the season. The suspension will recommence with that same team’s start of the following season. Competitive matches are defined in paragraph 11.3.

5. REPORTING OFFENCES BY MATCH OFFICIALS

(a) Caution Offences

Referees must submit to the relevant Association within two days of the match (Sundays not included) a Report stating the offence. Referee reports for all County representative football must be sent to The Football Association. All FA County Youth Cup matches will be dealt with by The Football Association. All other reports will be returned to the relevant County Football association to administer.



(b) *Sending Off Offences*

Referees and Assistant Referees must submit to the relevant Association within two days of the match (Sundays not included) a Report stating the offence(s) and giving a description of the incident(s). Referee reports for all County representative football must be sent to The Football Association. All FA County Youth Cup matches will be dealt with by The Football Association. All other reports will be returned to the relevant County Football Association to administer.

- (c) If a Referee omits to show the appropriate card when taking action against a player this does not nullify the caution or the sending off offence. However, the attention of the Referee should be drawn to the correct procedure.

6. CAUTION OFFENCES

A player who has been cautioned in a match, will be notified through his Club by the Association of the offence reported by the Referee. At the same time he will be advised of the total number of cautions recorded during the current season and, any punishment resulting from their accumulation. An administration fee of £10.00 will be charged for the processing of each report. For each caution received a player will be subject to one penalty point.

Any such punishment will take effect regardless of whether or not the notification of it from The Association is received before it is due to take effect in accordance with these Disciplinary Procedures.

7. SENDING OFF OFFENCES

A player who has been sent off in a match under the provisions of Law 12 will be notified through his Club by the Association of the offence reported by the Referee, and at the same time advised that he will be subject to the agreed automatic punishment (see paragraph 11). An administration fee of £10.00 will be charged for the processing of each report.

Any such punishment will take effect regardless of whether or not the notification of it from The Association is received before it is due to take effect in accordance with these Disciplinary Procedures.

8. CLAIMS OF MISTAKEN IDENTITY

In the case of a claim of alleged mistaken identity concerning a player cautioned or sent off in a match, the PLAYERS concerned and the CLUB must within three working days of the match submit in writing to the Association particulars upon which the claim is founded, including the right to claim Wrongful Dismissal. If the Chief Executive of the Association, or his nominees, are satisfied that the claim warrants further investigation, a Disciplinary Commission shall be convened and will meet within the 21 days before any automatic penalty is due to take effect. If the members of the appointed Disciplinary Commission are satisfied that mistaken identity has been proved in a case, the record of the offence will be transferred to the appropriate offender, who will be subject to disciplinary action in accordance with the provisions of the current Procedures.

The relevant fee which MUST be included with the evidence is £100 (£25 for Pilot Leagues), which may be retained if the claim is deemed to be unfounded and be used in full or in part to cover any costs incurred by a Disciplinary Commission. In the event of the fee not covering the amount of costs charged, an additional amount may be charged by the Disciplinary Commission.

9. CLAIMS OF WRONGFUL DISMISSAL

In the case of a claim of wrongful dismissal for offences with a penalty imposed under the Laws of the Game of an immediate dismissal (excluding Law S6, the use of offensive or insulting or abusive language / gestures), evidence upon which the claim is founded, which must include a video cassette recording/DVD showing the incident, must be submitted by the



player concerned and his Club, together with the relevant fee and MUST be received by The Association by the close of business of the third working day following the match (as below*). An indication by fax or e-mail to discipline@gloucestershirefa.com on the first working day following the game is required to alert the Disciplinary Departments of the Association that a claim is to be submitted.

*** Saturday or Sunday game by Wednesday**

| | | |
|------------------|---|------------------|
| Monday | - | Thursday |
| Tuesday | - | Friday |
| Wednesday | - | Monday |
| Thursday | - | Tuesday |
| Friday | - | Wednesday |

(If Bank Holidays fall within the period, the appropriate number of extra days will be made available.)

Once the claim is lodged with the Association and it is confirmed that the video shows the incident as reported by the Referee/Assistant Referee and the claim has conformed with the criteria, the Club will then be advised whether the claim has been accepted or not.

An accepted claim will be placed before a Disciplinary Commission within the 21 days before an automatic penalty is due to take effect. The Club, the player and Match Officials will NOT be invited to attend. The Disciplinary Commission will be dealing with the level of punishment only. The dismissal from the Field of Play will always remain on the record of the Club and the player and be the subject of the administration fee and the appropriate number of penalty points for a sending off.

The only decisions available to the Members of the Disciplinary Commission are:-

- (i) The punishment will remain with the fee being retained;
- (ii) The punishment will be withdrawn, the fee returned and that paragraph 11.5(e) of the procedure will not be invoked if the player is sent off again following the offence.

The relevant fee is £100 (£25 for Pilot Leagues) and will be retained if the case is deemed to be unfounded and returned if any alterations are made to the offence or punishment.

10. NON-FIRST TEAM MATCHES

A player who has been sent off or is to be the subject of a charge under the provisions of Rule E3 of The Football Association will be dealt with by the Association to which the Club is affiliated in accordance with the Disciplinary Procedures relating to Clubs dealt with by the Associations. A Player will have the right of Appeal against the decision reached by the Association, in accordance with the provisions of the Regulations for Football Association Appeals.

11. PUNISHMENTS

- 11.1 Any period of suspension automatically imposed for a dismissal from the field of play will commence 21 days from the date of the offence irrespective of whether paperwork has been received from the relevant Association. The suspension will be complete once the Player's team has completed the appropriate number of matches, in approved competitions, according to the suspension as defined below under 11.3. In respect to County FA representative football, any suspensions will be from representative football only and not any other level of football.
- 11.2 Any period of suspension automatically imposed as a result of cautions under 11.4 will commence 21 days from the date of the last offence irrespective of whether paperwork has been received from the relevant Association. The suspension will be complete once the Player's team has completed the appropriate number of matches, in approved competitions, according to the suspension as defined below under 11.3.



- 11.3 The matches that can be used to clear a player of suspension are those to be played in a domestic competition organised by the Football Association (including The FA Challenge Cup, and The FA Vase and FA Sunday Cup), the League in which the team play (including their League Cup(s)) and the Team's Parent County senior cup Competition (not necessarily The County "Senior Cup").

Except for the pilot Leagues, during the whole period of suspension the player is suspended from playing all football (including friendly matches and other Cup Competitions).

For Pilot Leagues only - during periods of automatic suspension the player is suspended from playing only for the days of the week that team normally plays (including friendly matches and other Cup Competitions). If the suspension is for a Saturday team, the suspension is from Saturday team football only and if a Sunday team, for Sunday team football only. If the suspension is as a result of a misconduct charge, during the whole period of suspension the player is suspended from playing all football (including friendly matches and other Cup Competitions).

Where a player has to serve more than one suspension at the same time the following criteria will apply:

- (i) Any suspensions awarded under the provisions of these procedures and due to commence on the same date will result in the total number of matches involved running consecutively.
- (ii) Any suspensions that overlap, in that the next one starts before the previous one ends will also run consecutively as above.
- (iii) Matches cannot be used more than once to cover two or more suspensions.
- (iv) Any suspension imposed under the provisions of these procedures that is or will be affected by a period based suspension will automatically commence 21 days from the date of the offence. The matches to be used in relation to this suspension may be before and/or after the period based suspension. The two suspensions cannot run concurrently.

11.4 Cautions Administered On The Field Of Play

- (a)
 - (i) If a player accumulates five cautions in any Competition, but receives the 5th caution between the opening day of the Playing Season and the 31st December in the same Season, he will be suspended automatically for a period covering **One match plus a fine of £15**.
 - (ii) If a player accumulates five cautions in any Competition between the opening day of the Playing Season and the last day of the same Season, he will be Warned as to his Future Conduct.
 - (iii) A player who has already been subject to disciplinary action as a result of five cautions and then goes on to receive a further five cautions during the same Season, will be subject to the following punishments: -
 - (iv) If a player accumulates ten cautions in any Competition between the opening day of the Playing Season and the second Sunday of April in the same Season, he will be suspended automatically for a period covering **Two matches plus a fine of £15**.
 - (v) If a player accumulates ten cautions in any Competition between the opening day of the Playing Season and the last day of the same Season, he will be **Severely Censured and Warned as to his future Conduct**.
 - (vi) If a player accumulates fifteen cautions in any Competition between the opening date of the Playing Season and the last day of the same Season, he will be suspended automatically for a period covering **Three matches plus a fine of £15**.



- (vii) A player who has already been subject to disciplinary action as a result of receiving five, ten and fifteen cautions, and who goes on to receive 20 cautions in the same Season, shall be required to attend a meeting of a Disciplinary Commission, within 21 days of the date of the last caution. The members of a Disciplinary Commission shall have the power to deal with the player in such manner as they deem fit. The same procedure will apply for every further five cautions received by a player.
- (viii) Any period of suspension or part that remains outstanding at the end of a Season must be served at the commencement of the following Season.

11.5 (a) PLAYERS SENT OFF UNDER LAW 12 (7)

A player who is dismissed from the Field of Play for receiving a second caution in the same match will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Team has completed one match in an approved competition, as per 11.3, **fined the sum of £20 and be subject to 2 penalty points.**

(b) PLAYERS SENT OFF UNDER LAW 12 (4) and (5)

A player who is dismissed from the Field of Play for denying a goal or an obvious goal-scoring opportunity by physical means or by handling the ball, will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Team has completed one match in an approved competition, as per 11.3, **fined the sum of £20 and be subject to 2 penalty points.**

(c) PLAYERS SENT OFF UNDER LAW 12 (6)

A player who is dismissed from the Field of Play for using offensive or insulting or abusive language/gestures whether he has previously been cautioned in the match or not, will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Team has completed two matches in an approved competition, as per 11.3, **fined the sum of £30 and be subject to 2 penalty points.**

(d) PLAYERS SENT OFF UNDER LAW 12 (1), (2) and (3)

A player who is dismissed from the Field of Play for Violent Conduct, Serious Foul Play or spitting at an opponent or any other person whether he has previously been cautioned in the match or not, will be suspended automatically commencing on the 21st day following the match in which he was sent off, until such time as his Team has completed **three matches** (six matches for spitting) in an approved competition, as per 11.3, **fined the sum of £40 and be subject to 4 penalty points.**

(e) ADDITIONAL SENDINGS OFF.

Players dismissed from the Field of Play for a second time in the same Season, in addition to the automatic suspension applicable to the offence, will be suspended for one extra match. A player dismissed for a third time in the same Season will be suspended for an extra two matches, and so on. A Disciplinary Commission, when dealing with a Claim of Wrongful Dismissal (paragraph 9) has the power not to invoke a further one match suspension if it so desires.

(f) OUTSTANDING SUSPENSIONS

Any suspension or part thereof which remains outstanding at the end of a season, must be served at the commencement of the following season.

(g) PLAYERS MOVING BETWEEN CLUBS

Where a Player moves between Clubs at a time when he is subject to a suspension from playing resulting from either these Disciplinary Procedures or any charge of Misconduct, the following shall apply –



- (a) Until the Player moves, the suspension shall be served by reference to matches completed by the Club that the Player moves from;
- (b) Where the Club that the player moves to competes at the same level as the Club that the player moves from, any remaining period of suspension at the time that the Player moves shall be served by reference to matches completed by the Club that the Player moves to;
- (c) Where the Club that the player moves to competes at a different level from the Club that the player moves from, any remaining period of suspension at the time that the Player moves shall continue to be served by reference to matches completed by the Club that the Player moves from.

For the purposes of this section, Clubs compete at three different levels. Each level is comprised as follows –

- (i) The Premier League, Football League and Football Conference (National);
- (ii) The Football Conference (North and South Divisions), the Isthmian League, the Northern Premier League and the Southern League;
- (iii) Steps 5 to 7 of the National League System, or any other league outside of the National League System which operates a match-based disciplinary system.

This section applies to all moves by Players between Clubs which are completed and evidenced to the satisfaction of the Association, however they occur.

This includes, but is not limited to, all transfers, loans and the expiration of loans, and Players whose registration is cancelled by the Club that the Player moves from, where that Player is subsequently registered by the Club that the Player moves to.

Players who are otherwise eligible (i.e. but for any suspension) to play for two or more Clubs competing in any league at level (iii) above will not be taken to have moved between those Clubs for the purposes of this regulation by virtue only of the fact that they are so eligible to play for them.

(h) **RULE E3 OF THE FOOTBALL ASSOCIATION**

A charge of Misconduct (as defined in and) pursuant to Rule E3 of the Rules of the Football Association may be brought against a player in relation to an incident, notwithstanding that the same incident has been dealt with pursuant to this Memorandum. A Disciplinary Commission considering a charge under Rule E3 of the Football Association in such circumstances, shall have regard to any punishment imposed under this Memorandum when considering any punishment under paragraph 18 of the Disciplinary Procedures to be used at Personal Hearings before Commissions requested by Participants of Clubs and Clubs dealt with by the Associations.

(i) **PAYMENT TO PLAYERS UNDER SUSPENSION**

Clubs must not pay a player more than his basic wage during the period of a suspension.

(j) **RE-ARRANGED MATCHES**

A Disciplinary Commission shall have discretionary power to rule that a match shall not count towards the completion of a suspension if it is satisfied that the game has been arranged by the Club with a view to enabling a player to complete his suspension and thus qualify him to play in a specific match.

12. AGGREGATE MISCONDUCT (CLUBS)

- 12.1 Associations may, at their option, use a penalty points based system to punish clubs whose misconduct is deemed excessive. If the Association chooses to punish clubs or Aggregate Misconduct they must use a system that conforms to these regulations.



- 12.2 Penalty points for cautions and dismissals from the Field of Play are listed against the relevant offences in these Regulations.
- 12.3 These points are effective once the offence:
- is reported for cautions or dismissals;
 - has had a hearing for cases having hearings (unless an appeal is requested);
 - has had an appeal for cases going to appeal.

Penalty points must not be awarded to charges found not proved.

- 12.4 Penalty points work on a seasonal basis, with points being included in clubs' totals for offences committed between the first and last days of the season, on an inclusive basis. Points must not be carried forward from one season to the next.
- 12.5 Misconduct dealt with by The Football Association must not be included in the penalty points totals.
- 12.6 Sanctions should be imposed at three stages, each incurring an Administration Charge, currently set at £10.
- 12.7 The number of points allowed for each stage (the Threshold), must be related to the number of teams that each club possesses.
- 12.8 Associations may make allowances in the number of teams that a club is deemed to have for Aggregate Misconduct, to reflect clubs whose disciplinary cases are handled by The Football Association. This is to prevent such clubs gaining an unfair advantage.
- 12.9 Recommended Points Allowances per Club per Season

| <i>No of teams</i> | | | | | | <i>Each Additional Team</i> |
|--------------------|----------|----------|----------|----------|----------|-------------------------------------|
| | <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | |
| Stage I | 25 | 45 | 65 | 85 | 105 | 20 |
| Stage II | 50 | 90 | 130 | 170 | 210 | 40 |
| Stage III | 75 | 135 | 195 | 255 | 315 | 60 |

- 12.10 Recommended Fines for Exceeding a Threshold
- For exceeding Stage I £35 plus £10 Administration Fee
 - For exceeding Stage II £70 plus £10 Administration Fee
 - For exceeding Stage III £105 plus £10 Administration Fee

The final fine of the season imposed will be proportionate to the amount by which a Club has exceeded a threshold.

Associations may vary Fines and Thresholds at their Discretion.

- 12.11 Clubs that significantly exceed Stage III should be subject to further disciplinary action.
- 12.12 The Disciplinary Commission shall have the power to impose, or recommend as appropriate, any one or more of the following penalties on the Offending Club:
- a reprimand and/or final warning as to future conduct;
 - a further fine;
 - suspension from all or any specified football activity from a date that the Disciplinary Commission shall order, permanently or for a stated period or number of matches;
 - expulsion from a competition of the Association;
 - expulsion from membership of the Association;
 - such further or other penalty or order as the Disciplinary Commission considers appropriate.



13. DISCIPLINARY ACTION ON CLUBS FOR MISCONDUCT BY THEIR PLAYERS

- 13.1 Any Club (excluding any team competing in one of The Pilot Leagues) who has six or more individual Players cautioned or Dismissed from the Field of Play in the same match will be automatically fined the sum of £150 (£75 for Step 7) for the first occasion during the Season. For a second/third/fourth etc. occasion in the same Season, the fine on the Club will be £300/£450/£600 etc. (£150/£225/£300 for Step 7).
- 13.2 Any Club who in respect of any team competing in one of The Pilot Leagues has six or more individual Players cautioned or Dismissed from the Field of Play in the same match will be charged and warned as to their future conduct for the first occasion during the Season. For a second/third/fourth etc. occasion in the same Season, the fine on the Club will be £25/£50/£75 etc.

14. ABANDONED MATCHES

When a referee's report indicates that a match has been abandoned due to misconduct of either team, The Football Association or appropriate Affiliated Association shall without delay investigate the official's report. If after such investigation, the chairman and secretary of the Association, or their nominees, are satisfied that a prima facie case can be made out against the Club/participants, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of the date of the charge letter.

15. ASSAULTS ON MATCH OFFICIALS

The following Regulations shall apply at all levels of the game (excluding the 6 designated Leagues):

- 15.1 In addition to assisting a match official who has reported an assault against him, The Football Association or appropriate Association shall without delay investigate the match official's report and if, after such investigation, the chairman and secretary of the Association or their nominees are satisfied that a prima facie case can be made out against the alleged offender they shall take such steps as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of (the date of) the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge, until a Disciplinary Commission has heard and adjudicated on the matter.
- 15.2 There shall be three categories of assaults:
- (a) COMMON ASSAULT
 - (b) ASSAULT CAUSING BODILY HARM
 - (c) ASSAULT CAUSING SERIOUS BODILY HARM
- 15.3 The Participant Charged will be instructed to attend before a Disciplinary Commission to answer the charge. Should he accept the charge, the match officials may not be required. Should the charge be denied, the appropriate match officials may be required to attend the Commission.
- 15.4 All assaults on match officials in the above three categories must be reported to The Football Association within 14 days of the completion of a case that has been proved, giving the decision of the Disciplinary Commission together with any reason for variation of the recommended punishments set out in 15.5 below. (If a match official who has reported a participant for an assault upon his person makes a written request for the decision and punishment awarded such must be made available to him at the earliest opportunity).



- 15.5 Recommended punishments for a person found guilty of an assault upon a match official are as follows (and cover football at all levels of the game):
- (a) (i) Common Assault 182 days suspension plus a £150 fine
 - (ii) Common Assault by way of spitting at or on a Match Official 1 year suspension plus £150 fine
 - (b) Assault causing or attempting to cause bodily harm *Sine die* suspension with no review to be considered under a period of 5 years plus £250 fine
 - (c) Assault causing serious bodily harm Permanent suspension – no review to be considered under a period of 10 years.

16. ASSAULTS BY PARTICIPANTS ON OTHER PARTICIPANTS

- 16.1 When a referee's report indicates that a Participant has perpetrated an assault on another Participant causing serious bodily harm before, during or after a match, The Football Association or appropriate Affiliated Association may, as in cases of assaults on match officials, without delay investigate the official's report. If after such investigation, the chairman and secretary of the Association, or their nominees, are satisfied that a prima facie case can be made out against the alleged offender, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of the date of the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge until a Disciplinary Commission has heard and adjudicated on the matter.
- 16.2 The recommended punishments for such offences are set out below: -

| <i>Offender</i> | |
|--------------------|---|
| (a) Player | A suspension for a minimum of 140 days plus £150 fine for a first offence but, depending on severity, <i>sine die</i> with no review for five years. |
| (b) Club official | As for (a) above but: <ul style="list-style-type: none"> (i) If on a player or other official but not a match official; suspension from all football and football activities (ii) If on a Match Official – section 10 above will apply. |
| (c) Match official | As for Match Officials assaulted by a Player. But a recommendation will be made to the relevant Referees' Committee that the registration be removed and no request for reinstatement will be allowed until the suspension has been completed or removed. |

17. FAILURE TO COMPLY

- 17.1 When the provisions above are not complied with, the player's right to a Personal Hearing or to make a plea for leniency is forfeited and the Disciplinary Commission may deal with the reported misconduct on such evidence as is available.
- 17.2 Failure on the part of the player or his club secretary to discharge any of the requirements set out in this Memorandum may constitute misconduct, which may result in a further charge against the player, his club, or both. (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further seven days given to respond to the charge. Failure to respond within the seven days will result in a further Late Fine of £20 and the Club and Player being suspended after a further seven days until the provisions above have been complied with). Any punishment imposed for failure to comply will be limited to a financial penalty if the fault of the club, but may include suspension of the player where it is the player's fault.



- 17.3 When dealing with compliance issues the Association must consider the following:-
- (a) whether the player has responded to his club;
 - (b) whether the club has failed to pass on his reply;
 - (c) whether the club has informed the Association that the player has failed to respond;
 - (d) whether the player has left the club.

18. SUSPENSION PENDING MISCONDUCT HEARING

- 18.1 The appropriate Affiliated Association shall have the power, in consultation with The Football Regulatory Authority to order that an Official of a Club affiliated to or a Player registered with that Association, and not one associated with the 6 designated Leagues, shall be suspended from all or any specific activity for such period and on such terms and conditions as agreed by The Football Association and the Association considers appropriate (an "Interim Suspension Order").
- 18.2 The Interim Suspension Order shall apply when the Club Official or Player has been charged by the Affiliated Association in relation to an alleged act of serious misconduct, or with a criminal offence, or by a League sanctioned by the Affiliated Association or the Football Association in connection with disciplinary action pursuant to relevant regulations of the League.
- 18.3 As soon as reasonably practicable notification of an Interim Suspension Order shall be advised to the Player and/or the Club and will be lifted when the charge of misconduct is dealt with by a Disciplinary Commission or the criminal charges are withdrawn or found not to have been proved.

19. PERSONAL HEARING

(See also: General Provisions relating to Inquiries, Commissions of Inquiry, Regulatory Commissions of The Association, Other Disciplinary Commissions and Appeal Boards; and Disciplinary Procedures to be used at Personal Hearings before Commissions requested by Participants of Clubs and Clubs dealt with by County and Other Affiliated Associations).

- 19.1 The notification indicating a misconduct charge must inform the player of the right to request a Personal Hearing in respect of the alleged offence and must also indicate that in the event of the charge being proved there will be a liability to be ordered to pay all or part of the costs of the Personal Hearing, which costs may include a part of the overhead expenses of the Association attributable to the hearing. Similarly, in cases where the rules or regulations of the Association require the deposit of a fee for a Personal Hearing, (as determined by the Council - currently £100 for Participants in the National League System and £25 for Participants in The Pilot Leagues), at the time of such request the player must be informed that the fee is liable to be forfeited in full or in part if the charge is proved, in addition to any fine which may be imposed. In an unproved case neither a fee may be retained, nor may Disciplinary Commission costs be levied, either for a Personal Hearing or for any other "non-Personal Hearing" case. (Disciplinary Commission costs cannot be levied in cases where a player has been instructed to appear before a Disciplinary Commission).
- 19.2 Upon receiving a request for a Personal Hearing in respect of an alleged offence, the Association will appoint a Disciplinary Commission of not less than three nor more than five members to hear and adjudicate upon the charge. In the case of a player under the age of 18 years of age on the date fixed for the hearing, it shall take place either in the presence of a parent or guardian of the player or another appropriate adult.
- 19.3 Fines must not be imposed on children [Section 1.5(b)]. Any fine and administration charges arising out of misconduct by a child must be levied on the club.



- 19.4 The player, through his club secretary, must be given the date, time and venue fixed for the Personal Hearing and arrangements made for the attendance before the Disciplinary Commission of any witnesses in support of the charge, in particular the match official(s) on whose report the charge has been brought. At a Personal Hearing of a charge a Disciplinary Commission may adopt such procedures as it considers appropriate and expedient for the just determination of the charge brought before it. A Disciplinary Commission shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.
- 19.5 The person charged and the match official(s) concerned should be given a minimum 14 days' notice of details of the Personal Hearing. Any written request to the Commission for a postponement of the hearing should be given consideration.
If the reason submitted is considered valid, then a postponement should be granted, and in such circumstances costs may be charged. A request for a second postponement by the same party should not be granted.
- 19.6 If the charge is found not proved, any record of it will be expunged. If the charge is found proved the Disciplinary Commission will decide what punishment, if any, is to be imposed. In so doing, members of the Disciplinary Commission must consider the overall nature and effect of the offence(s) and the player's previous record and any plea for leniency. If charging costs the Personal Hearing fee must be taken into account.
- 19.7 Except when an Appeal has been lodged, any fines or costs that are ordered must be paid before the expiry of 14 days from the date of the order. Failure to pay within such period is deemed to be misconduct punishable by censure, a further late fine and/or suspension as determined by a Disciplinary Commission. This second Disciplinary Commission shall have the power to consider the matter on 48 hours notice and the power to suspend for continuing non-payment. (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further seven days given to respond to the charge. Failure to respond within the seven days will result in a further late fine of £20 and, after a further seven days, the Club and Player being suspended until the provisions above have been complied with.) The Player and his club are jointly and severally responsible for payment of the fine and costs. The club shall take such action as may be necessary to recover any sum paid on the player's behalf. The rules or regulations of an Association must provide for disciplinary action to be taken against a player who fails to reimburse his club in accordance with the Football Debt Recovery (Section 20) regulations approved by Council.
- 19.8 A Disciplinary Commission shall comprise members appointed by the Association.
The appointed members of such Disciplinary Commissions shall have no previous personal knowledge of the events or any involvement with any of the participants concerned.
- 19.9 Participants shall have the right to appeal decisions of Disciplinary Commissions to an Appeal Board of The Football Association. The player and/or the club for which the player was playing at the time may appeal within 14 days of the sending of the decision notification. There shall be no further right of challenge in respect of decisions of Disciplinary Commissions, which are otherwise final and binding.
- 19.10 The decision of the Association will be sent by first-class post or by e-mail to the secretaries of all clubs for whom the player is known to be currently playing and to the player's home address if known. Each of these secretaries is responsible for informing the player of the decision.
- 19.11 The commencement date of any suspension imposed on a player is at the discretion of the adjudicating Disciplinary Commission, subject to the suspension starting on a Monday. Such date must allow for the 14-day period permitted for an appeal.
- 19.12 Referees and Assistant Referees may be told the result of a hearing on the next working day, should they request to be told, subject to the participant being aware of the decision.



20. FOOTBALL DEBT RECOVERY

Limited to £50 minimum total claim, except for the recovery of Disciplinary Monies.

- 20.1 Associations are required to operate a system to collect football debts on behalf of Affiliated Clubs, Affiliated Leagues and Other Associations. Associations cannot use their football debt recovery system in respect of under 18 players of teams participating in under 18 competitions, but may do so in respect of any adult Club Official of any such team's Club.
- 20.2 Save for disciplinary fines and costs, football debts are defined as those costs where actual monies have been expended arising directly from football activity, and as such would include (but not be limited to), match costs (e.g. Match Fees), playing expenses (e.g. pitch hire) and League costs (repair to Cups etc). Incidental costs (e.g. fund raising activities, Club Subscriptions) do not fall within the scope of Football Debt Recovery.
League fines do not fall within the scope of Football Debt Recovery where a Club remains in membership of the League to which they owe money, or disbands without having played a competitive fixture in that League in the season that any fine accrues.
- 20.3 Associations may take action against individuals or groups of individuals. Individuals may be pursued where they are refusing to reimburse an individual club for a qualifying debt. Where a club has folded its qualifying debts may be apportioned against its registered members and officers, and action taken against them individually to recover the club's debt.
- 20.4 Where a club's debts are apportioned to individuals they must then be treated as individuals, and any disciplinary action must not be linked to the recovery of the total debt.
- 20.5 It is incumbent on the creditor to take reasonable steps to recover the debt before asking their parent Association to take action. This would normally include approaching the debtor personally as well as contacting them in writing to seek payment.
- 20.6 The Parent Association should be approached as soon as it is clear there is a problem. In all cases this should be within 28 days of formal payment being requested, and 112 days of the debt being incurred.
- 20.7 The creditor, on presenting a claim for recovery, must pay on advance an administration fee of £25 per debt to be recovered. This figure is added to the total debt to be recovered and forms part of the £50 minimum limit. In addition, the creditor must supply the Full Name, Date of Birth and last known address of the individuals responsible for the debt. The County Football Association must not place a participant under suspension under the Football Debt Recovery scheme without this information.
- 20.8 Upon receipt the Association must immediately take steps to verify whether the debt is valid and notify the creditor and debtor of its decision.
- 20.9 Upon being satisfied that a Qualifying debt exists the Association must apportion the debt on a pro-rata basis and notify the individual or individuals concerned. The Association may add an additional Administration Fee of £1 to each individual's pro-rata debt.
- 20.10 Upon being notified, an individual must pay the debt within 21 days of the issue of the notification letter or appeal in accordance with the appeal procedures. If payment or appeal is not received the individual will be suspended sine die until the debt is paid and he is notified that the suspension has been lifted. This suspension will commence from (and include) the 22nd day after the date the notification was issued.

21. FURTHER DISCIPLINARY ACTION

An Affiliated Association in formulating its rules and regulations for misconduct may adopt and include some or all of the following powers: -

- 21.1. To make an order that a club whose players are persistently found guilty of misconduct
 - (a) Be censured and/or fined in accordance with the approved penalty point process
 - (b) May have its affiliation suspended or cancelled



- 21.2. (a) Any other power approved in writing by The Football Association
- (b) Any optional or alternative power granted to an Affiliated Association in accordance with Section 2(a) shall continue from year to year until such time as the approval is withdrawn. Such approval may be withdrawn by notice in writing from The Football Association given before 30th April, in any year.



MEMORANDUM OF PROCEDURES

FOR DEALING WITH MISCONDUCT OCCURRING BEFORE, DURING OR AFTER MATCHES AND COMMITTED BY PLAYERS OF CLUBS DEALT WITH BY COUNTY AND OTHER AFFILIATED ASSOCIATIONS BUT NOT BY THE FOOTBALL ASSOCIATION

(Except for Teams playing in any Division of Leagues at Step 5 to 7 of the National League System, The FA Women's Premier League, County Representative teams, National League System Cup and the 7 Leagues on The FA pilot outside the NLS)

This Memorandum cites procedures as they apply exclusively to Participants who are acting as Players when reported. For offered Standard Punishments, accepted allegations or for Personal Hearings found proved, the outcome will normally entail a Fine and a total or conditional suspension from playing.

Save for serious or repeated proved misconduct, Participants offending in a capacity other than as Players in a match should not be suspended but be subject to any of a reprimand, a warning as to future conduct, a written undertaking not to repeat, a touch-line ban for a period of time, and a Fine (active or suspended for a given period), together with costs in proved guilty cases.

PART I

1. DEFINITIONS

- 1.1 In this Memorandum the words **“the Association”** refer to the appropriate County or other Affiliated Association, the words **“the Association Secretary”** mean and include any person nominated to discharge a part of the regulatory and disciplinary administration of the Association as well as its actual secretary and Disciplinary Commission means a commission established by the appropriate Affiliated Association.
- 1.2 Wherever gender is referred to in this Memorandum, either shall be inferred, as relevant.
- 1.3 All written communications from a player to the Association Secretary must be sent by the secretary of the player's club unless the player is no longer registered with the club.
- 1.4 Every Association must set out in its rules or regulations a copy of these procedures, which are to be followed after a player has been cautioned or dismissed from the Field of Play while playing in a match for a club or a particular team of a club not dealt with by The Football Association.
- 1.5
 - (a) A **“child”** means a person who at the date of the relevant match was under the statutory school-leaving age and throughout these regulations full-time education refers to a child who is of compulsory school age or who is over the school-leaving age but is under the age of 18 and is for the time being attending a school or in full-time education in an establishment of further education.
 - (b) Financial penalties for misconduct must not be imposed on a child (Sections 5.2, 6.3 & 7.2 and 13.3). Where a Standard Punishment or Regulatory Commission decision includes any financial element then the player's club is liable for the sum imposed.
- 1.6 Wherever **“written”** or **“letter”** is referred to in this Memorandum this is deemed to include communication by fax or e-mail. Where an Association chooses to communicate by fax or e-mail it must take all reasonable steps to ensure that the address or fax number used is current.
- 1.7 This Memorandum supersedes all previous versions and is effective from 1st July 2004 until further notice.



1.8 The term “**suspension**” in this Memorandum means the suspension is from playing football ONLY and any other sanction required for the period of suspension must be specified in the decision letter forwarded to the Participant.

1.9 Permanent Suspension means no review to be considered under a period of 10 years.

2. TIMING

Disciplinary procedures shall commence no later than 90 days, and the outcome determined no later than 180 days from receipt of the report of alleged misconduct, or otherwise be void. If deemed reasonable, any period of delay requested or caused by the Participant will not count towards the 90/180 days. The Association must use due diligence to charge and/or finalise cases within that period of time and must conform with the requirements set out in Part I of this Memorandum, subject to the effects of the adoption by the Association of any of the alternative and optional powers set out in Part II.

3. ADMINISTRATIVE PROCEDURES

An Association may reserve the right not to process a caution if the report is deemed to be invalid for any reason.

4. GENERAL

4.1 Without prejudice to the foregoing provisions of Part I of this Memorandum, an Association shall have the power to delegate to The Football Association or to another Affiliated Association its powers and duties to investigate and/or adjudicate in cases where it may be advantageous so to do.

4.2 If a referee omits to show the appropriate card when taking action against a player, this does not nullify the caution or sending-off offence. However, the attention of the referee should be drawn to the correct procedure.

4.3 A Participant consents to abide by the Laws of the Game, the Rules and Regulations of The Football Association or an affiliated Association and to reasonable proportionate disciplinary action when playing the game. The issue of a caution is a decision based on a question of fact on the Field of Play upon which the Referee's decision is final.

The recording of the caution and the consequences that flow are both reasonable and proportionate. Cautions not being the subject of appeal do not breach the Human Rights Act 1998.

4.4 Recommended punishments are to be used in Sections (5 and 6) below when offering a punishment and as a guide only when dealing with cases under Section 7. When a player is dealt with by a Disciplinary Commission cases must be dealt with on their merits and a punishment awarded consistent with the overall nature and effect of the offence(s); also the player's record of misconduct over the current and previous five seasons.

4.5 Associations may, at their discretion, offer suspension periods that are split to avoid suspending players over the summer months. The start and end dates of the time period where players will not be suspended will be the second Sunday in May and the last Monday in August. This clause shall not apply to *sine die* suspensions.

In any case where a Disciplinary Commission requires any part of a suspension to be served between these dates due to an extension of the season, e.g. due to a fixture postponement, that requirement must be specifically expressed as part of the Commission's decision.

5. CAUTION OFFENCES

5.1 Subject to the provisions of Part I Section 3, upon receiving a report from a referee that he has cautioned a player for a violation of the Laws of the Game, the Association Secretary must:-



- 5.2 Send an acknowledgement to the referee and send to the secretary of the club for which the player was playing at the time a written notification that the caution has been recorded. An order must be made for the player or his club to pay an administration charge of £10.00 within 14 days of the date on the written notification.

Where a child is concerned the club for which he is playing at the time of the offence must pay the £10.00 charge.

- 5.3 It is the duty of the club secretary and the player, within 14 days of the date stated on the notification, to ensure that the Association Secretary receives the completed player reply form with such information that includes: -
- The full name and address of the player.
 - His date of birth (and other personal identification data requested).
 - The name of each club for which he is currently registered and was registered in the previous two seasons.
 - The signature of the player concerned.
 - The names of any school, college or other educational establishment currently attended.

If the player is not available to sign the pro-forma document, the club should complete and return it indicating the reason for the non-completion together with the administration fee and confirmation as to whether or not the player has been made aware of the contents. Any suspension order resulting from failure to comply with 5.3 (a)–(e) above shall be on the club and the individual player, subject to Section 11 below.

- 5.4 A player will not be permitted to request a “**Review**” in respect of an individual caution except in the case of a claim of mistaken identity. Any such claim must be lodged in writing with the Association Secretary within 14 days of the match - by both the club and the player alleging mistaken identity - giving particulars upon which the Claim is founded. The player admitting the offence must agree to the club submitting the claim. If the chairman of the Disciplinary Committee and/or the Association Secretary are satisfied that the claim warrants further investigation, a Disciplinary Commission of not less than three nor more than five members must be appointed to deal with the matter. If the members of the Disciplinary Commission are satisfied that mistaken identity has been proved, the record of the offence will be transferred to the appropriate offender, who may be subject to disciplinary action in accordance with the provisions of the current procedures, if applicable. If the Disciplinary Commission is not satisfied that mistaken identity has been proved the caution will be recorded on the original player’s record.

- 5.5 Recommended Punishments (**Law 12 Caution Offences**)

| | <i>Penalty Points</i> |
|--|-----------------------|
| Unsporting behaviour | 1 |
| Dissent by word or action | 1 |
| Persistently infringe the Laws of the Game | 1 |
| Delay the restart of play | 1 |
| Fail to respect the required distance when play is restarted with a corner kick or free kick or throw in | 1 |
| Enter or re-enter the field of play without the permission of the Referee | 1 |
| Deliberately leave the field of play without the permission of the referee | 1 |



6. SENDING OFF OFFENCES

- 6.1 Subject as provided by Part I Section 3 of this Memorandum, upon receiving a report from the referee that he has dismissed a player from the Field of Play for misconduct, the Association Secretary must: -
- 6.2 Send an acknowledgement to the referee and send to the secretary of the player's club a copy of the referee's report together with a letter offering a punishment in accordance with section 6.6 (below) and the appropriate fine and the suspension period. Copies of assistant referees' reports need not be sent unless either was a direct witness of the incident concerned.
- 6.3 An order must be made for the player or his club to pay an administration charge of £10.00, within 14 days of the date on the letter informing him of the offered punishment.
Where a child is concerned the club for which he is playing at the time of the offence must pay the £10.00 charge.
- 6.4 Upon receiving from the Association Secretary a notification that a player of his club has been offered a punishment for an alleged offence the club secretary must convey it with the referee's report to the player concerned. It is the duty of the club secretary and the player to acknowledge receipt of the notification within 14 days of the date stated on it, and to ensure that the Association Secretary receives the acknowledgement form fully completed with such information (that includes):
- (a) The full name and address of the player;
 - (b) His date of birth (and other personal identification data);
 - (c) The name of each club for which he is currently registered and was registered in the previous two seasons;
 - (d) The signature of the player concerned;
 - (e) The names of any school, college or other educational establishment currently attended.
- 6.5 In the event that a player does not accept the offer of the recommended punishment, as determined from time to time by The Football Association, he can (except for cases of a second caution in the same match) :-
- (a) Request a Personal Hearing to rebut the charge. An application for a personal hearing must include written reasons for the personal hearing together with the estimated number of witnesses to attend the hearing for time management purposes. A personal hearing cannot be declined because of the reasons submitted in this instance (see Section 13).
 - (b) Rebut the charge and submit written evidence to be considered by a Disciplinary Commission at a hearing not attended by the player.
 - (c) Admit the charge and submit an application, with the appropriate fee to attend a Disciplinary Commission to make a plea in mitigation.
 - (d) Submit a written plea for leniency, setting out any mitigating factors that the player wishes to be considered by a Disciplinary Commission at a hearing not attended by the player.
- Options (c) and (d) entail an acceptance of the report(s) on which the charge is based, and a Commission of not less than three nor more than five members will be appointed to consider the plea for leniency made by the player.



6.6 Recommended Punishments

| | | <i>Suspension (days)</i> | <i>Fine (£)</i> | <i>Penalty Points</i> |
|-----|--|------------------------------|---------------------|---------------------------|
| (a) | Serious foul play | 21 | 15 | 3 |
| (b) | Violent Conduct | 35 | 25 | 4 |
| (c) | Attempting to kick or strike another player | 21 | 15 | 3 |
| (d) | Kicking or striking another player | 35 | 25 | 4 |
| (e) | Violent head to head butting | 112 | 75 | 7 |
| (f) | Attempting to head butt | 21 | 15 | 3 |
| (g) | Head to head contact | 42 | 30 | 4 |
| (h) | Spitting or similar unseemly behaviour directed at an opponent or any other person (not at a match official) | 112 | 50 | 4 |
| (i) | Denying a goal or an obvious goal scoring opportunity by physical means or by deliberately handling the ball | 7 | 15 | 2 |
| (j) | Use of offensive or insulting or abusive language or gestures | 14 | 15 | 2 |
| (k) | Use of offensive or insulting or abusive language or gestures directed at match officials | 35 | 25 | 4 |
| (l) | Receiving a second caution in the same match | 7 | 15 | 2 |

7. BREACHES OF RULES E3 OR E4 OF THE RULES OF THE FOOTBALL ASSOCIATION

- 7.1 Upon receiving a referee's report that he has dismissed a player from the Field of Play for misconduct (that is outside the scope of Sections 6.6) for which no recommended punishment is available or is misconduct deemed by the Association to be of a serious nature, and committed before, during or after a match, the Association Secretary must:-
- 7.2 Send an acknowledgement to the referee and send to the secretary of the club for which the player was playing at the time, a copy of the referee's report accompanied by a written notification detailing the offence(s) that the player is alleged to have committed. Copies of assistant referees' reports need not be sent unless either official was a direct witness of the incident concerned. An order must be made for the player or his club to pay an administration charge of £10.00 within 14 days of the date on the written notification of a charge. Where a child is concerned the club for which he is playing at the time of the offence must pay the £10.00 charge. ***(The administration charge is not applicable in cases of misconduct that have been raised in addition to a standard offer of punishment from a single Referee report.)***
- 7.3 Upon receiving the notification from the Association Secretary that one of the players of his club has been charged with misconduct for an alleged offence the club secretary must convey it with the referee's report to the player concerned. It is the duty of the club secretary and the player to acknowledge receipt of the notification within 14 days of the date stated on it and to ensure that the Association Secretary receives the acknowledgement form fully completed with such information (that includes):
- The full name and address of the player;
 - His date of birth (and other personal identification data);
 - The name of each club for which he is currently registered and was registered in the previous two seasons;



- (d) The signature of the player concerned;
- (e) The names of any school, college or other educational establishment currently attended.

7.4 In the event that a player does not accept his guilt of an offence as charged by the Association, he can:-

- (a) Request a Personal Hearing to rebut the charge. An application for a personal hearing must include written reasons for the personal hearing together with the estimated number of witnesses to attend the hearing for time management purposes. A personal hearing cannot be declined because of the reasons submitted in this instance (see Section 13).
- (b) Submit a written plea for leniency, setting out any mitigating factors the player wishes to be considered. Option (b) entails acceptance of the report(s) on which the charge is based, and (in either case) a Disciplinary Commission of not less than three nor more than five members will be appointed to consider the plea for leniency made by the player.

7.5 Recommended Punishments

Guide to other recommended punishments for further same game offences following charges under Rules E3 and/or E4 of The Rules of The Football Association.

Offences under Rule E3 of The Association

| | <i>Suspension (days)</i> | <i>Fine (£)</i> | <i>Penalty Points</i> |
|---|------------------------------|---------------------|---------------------------|
| (a) Refusing to give name to the referee when ordered to do so or giving a false name | 21 | £30 | 4 |
| (b) Refusing to leave the Field of Play when ordered to do so | 42 | £30 | 4 |
| (c) and/or causing the match to be abandoned | 112 | £75 | 5 |
| (d) causing the match to be abandoned (Club Charge) | Minimum | £50 | 5 |
| (e) Improper or insulting behaviour towards match officials | 112 | £75 | 5 |

7.6 Offences under Rules E3 or E4 of The Rules of The Football Association

Disciplinary Commissions' Guide to recommended ranges of additional punishments following Charges under Rules E3 and E4 of the Rules of The Football Association.

| | |
|--|---|
| (a) Not acting in the best interests of the game | Punishment at the discretion of a Disciplinary Commission |
| (b) Acting in a manner that is deemed to be improper | |
| (c) Bringing the game into disrepute | |



| | |
|---|--|
| <p>(d) Violent conduct or serious foul play – considered to be of a serious nature</p> <p>(e) Use of threatening words/gestures</p> <p>(f) Threatening and insulting behaviour</p> | <p>Each a minimum of 35 days up to a maximum of 84 days suspension and also a fine of up to £75. <i>Penalty Points to be decided by the Disciplinary Commission</i></p> |
| <p>(g) Use of abusive words/gestures – considered to be mid-range</p> <p>(h) Abusive behaviour</p> <p>(i) Use of indecent words/gestures</p> <p>(j) Indecent behaviour</p> | <p>Each a minimum of 21 days up to a maximum of 56 days suspension and also a fine of up to £50. <i>Penalty Points to be decided by the Disciplinary Commission</i></p> |
| <p>(k) Use of insulting words/gestures – considered to be less serious</p> | <p>Each a minimum of 7 days up to a maximum of 28 days suspension and also a fine of up to £30. <i>Penalty Points to be decided by the Disciplinary Commission</i></p> |
| <p>(l) For any offence under 7.6 where a Aggravating Factor* has been accepted or proved.</p> <p>*An Aggravating Factor is defined in Rule E3(2) as where a breach of Rule E3(1) includes a reference to any one or more of a person's:</p> <ul style="list-style-type: none"> (a) ethnic origin (b) colour (c) race (d) nationality (e) faith (f) gender (g) sexual orientation (h) disability | <p>For a first offence – the suspension and fine to be at least doubled, and for a second offence to be at least trebled, so that in all cases the minimum suspension period shall be 35 days. Any subsequent offence proved should result in a substantial period of suspension from all football and football activities together with a fine of not less than £200.</p> |



7.7 Offences under Rule E4 of The Football Association

Proved guilty of an act of discrimination by reason of:

| | |
|---|--|
| <ul style="list-style-type: none"> (a) ethnic origin (b) colour (c) race (d) nationality (e) faith (f) gender (g) sexual orientation (h) disability | <p>Any punishment to be imposed for an action that is proved to be one of discrimination must be at the discretion of the Commission dealing with the matter and based on Section 4.4 above.</p> |
|---|--|

8. CONTINUING (AND CLUB AGGREGATE) MISCONDUCT

8.1 Continuing Misconduct

8.2 An Association will bring a charge under Rule E3 of The Football Association if a Participant is not acting in the best interests of the game when he has been disciplined for a sending off offence and/or a breach of Rules E3 and/or E4 of The Rules of The Football Association on more than one occasion in the same season (in different matches). The Participant will receive the automatic punishments applicable for the offence as determined by The Football Association. There is no right of appeal or entitlement to enter a plea for leniency for these charges. When dealing with such cases of continuing misconduct a Disciplinary Commission considering what penalty to impose must take into account the punishments that were imposed for the offences.

- 8.3 (a) A player who has five or ten cautions recorded against him in the same season will receive the automatic punishment applicable for the offence as determined from time to time by The Football Association. There is no right of appeal or entitlement to enter a plea for leniency for these charges.
- (b) A player who has already been the subject of disciplinary action as a result of accumulating five and then ten cautions in the season will be subject to a charge under Rule E3 of The Football Association for every additional five cautions recorded in the season, in that he is not acting in the best interests of the game.

8.4 Prior to any punishment imposed in 8.3(b) above, a player has the right to submit a WRITTEN PLEA for leniency to be presented to a Disciplinary Commission.

| 8.5 Automatic Punishments | <i>Suspension (days)</i> | <i>Fine (£)</i> | <i>Penalty Points</i> |
|---|--|---------------------|---------------------------|
| (a) 5 Cautions in a season – between the opening and last day of the season | 7 | 10 | 0 |
| (b) 10 Cautions in a season – between the opening and last day of the season | 7 | 10 | 0 |
| (c) After each further 5 Cautions | Charge with Continuing Misconduct | | |
| (d) 2 sending offs and/or breach of FA Rules (E3 and/or E4) in same season in different matches | 7 | 15 | 0 |
| (e) 3 sending offs and/or breach of FA Rules (E3 and/or E4) in same season in different matches | Charge with Continuing Misconduct and instruct to appear before a commission | | |
| (f) 4 or more sending offs and/or breach of FA Rules (E3 and/or E4) in same season in different matches | Charge with Continuing Misconduct and instruct to appear before a commission | | |



8.6 Aggregate Misconduct (Clubs)

- 8.7 Associations may, at their option, use a penalty points based system to punish clubs whose misconduct is deemed excessive. If the Association chooses to punish clubs for Aggregate Misconduct they must use a system that conforms to these Regulations.
- 8.8 Penalty points for Cautions and Standard Punishments are listed against the relevant offences in these Regulations. Disciplinary Commissions must, if they find the charge proved, allocate an appropriate number of disciplinary points to the case in addition to any fine, costs and suspension.

- 8.9 These points are effective once the case:

- (a) is reported for Cautions;
- (b) is accepted or out of time to request a hearing for standard punishments (unless a hearing has been requested);
- (c) has had a hearing for cases having hearings (unless an appeal is requested);
- (d) has had an appeal for cases going to appeal;

Penalty points must not be awarded to charges found not proved.

- 8.10 Penalty points work on a seasonal basis, with points being included in clubs' totals for offences committed between the first and last days of the season, on an inclusive basis. Points must not be carried forward from one season to the next.
- 8.11 Misconduct dealt with by The Football Association must not be included in the penalty points totals.
- 8.12 Sanctions should be imposed at three stages, each incurring an Administration Charge, currently set at £10.
- 8.13 The number of points allowed for each stage (the Threshold), must be related to the number of teams that each club possesses.
- 8.14 Associations may make allowances in the number of teams that a club is deemed to have for Aggregate Misconduct, to reflect clubs whose disciplinary cases are handled by The Football Association. This is to prevent such clubs gaining an unfair advantage.

- 8.15 Recommended Points Allowances per Club per Season

| <i>No of teams</i> | <i>1</i> | <i>2</i> | <i>3</i> | <i>4</i> | <i>5</i> | <i>Each Additional Team</i> |
|--------------------|----------|----------|----------|----------|----------|-------------------------------------|
| Stage I | 25 | 45 | 65 | 85 | 105 | 20 |
| Stage II | 50 | 90 | 130 | 170 | 210 | 40 |
| Stage III | 75 | 135 | 195 | 255 | 315 | 60 |

- 8.16 Recommended Fines for Exceeding a Threshold

- (a) For exceeding Stage I £35 plus £10 Administration Fee
- (b) For exceeding Stage II £70 plus £10 Administration Fee
- (c) For exceeding Stage III £105 plus £10 Administration Fee

The final fine of the season imposed will be proportionate to the amount by which a Club has exceeded a threshold.

Associations may vary Fines and Thresholds at their Discretion.

- 8.17 Clubs that significantly exceed Stage III should be subject to further disciplinary action.



- 8.18 The Disciplinary Commission shall have the power to impose or recommend as appropriate, any one or more of the following penalties on the offending club:
- (a) a reprimand and/or final warning as to future conduct;
 - (b) a further fine;
 - (c) suspension from all or any specified football activity from a date that the Disciplinary Commission shall order, permanently or for a stated period or number of matches;
 - (d) expulsion from a competition of the appropriate Association;
 - (e) expulsion from membership of the appropriate Association;
 - (f) such further or other penalty or order as the Disciplinary Commission considers appropriate.

9. ABANDONED MATCHES

When a referee's report indicates that a match has been abandoned due to misconduct of either team, The Football Association or appropriate Affiliated Association shall without delay investigate the official's report. If after such investigation, the chairman and secretary of the Association, or their nominees, are satisfied that a prima facie case can be made out against the Club/participants, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of the date of the charge letter.

10. ASSAULTS ON MATCH OFFICIALS

The following Regulations shall apply at all levels of the game (excluding the 6 designated Leagues):

- 10.1 In addition to assisting a match official who has reported an assault against him, The Football Association or appropriate Association shall without delay investigate the match official's report and if, after such investigation, the chairman and secretary of the Association or their nominees are satisfied that a prima facie case can be made out against the alleged offender they shall take such steps as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of (the date of) the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge, until a Disciplinary Commission has heard and adjudicated on the matter.
- 10.2 There shall be three categories of assaults:
- (a) COMMON ASSAULT
 - (b) ASSAULT CAUSING BODILY HARM
 - (c) ASSAULT CAUSING SERIOUS BODILY HARM
- 10.3 The Participant Charged will be instructed to attend before a Disciplinary Commission to answer the charge. Should he accept the charge, the match officials may not be required. Should the charge be denied, the appropriate match officials may be required to attend the Commission.
- 10.4 All assaults on match officials in the above three categories must be reported to The Football Association within 14 days of the completion of a case that has been proved, giving the decision of the Disciplinary Commission together with any reason for variation of the recommended punishments set out in 10.5 below. (If a match official who has reported a participant for an assault upon his person makes a written request for the decision and punishment awarded such must be made available to him at the earliest opportunity).



10.5 Recommended punishments for a person found guilty of an assault upon a match official are as follows (and cover football at all levels of the game):

- | | | |
|-----|--|---|
| (a) | (i) Common Assault | 182 days suspension plus a £150 fine |
| | (ii) Common Assault by way of spitting at or on a Match Official | 1 year suspension plus £150 fine |
| (b) | Assault causing or attempting to cause bodily harm | <i>Sine die</i> suspension with no review to be considered under a period of 5 years plus £250 fine |
| (c) | Assault causing serious bodily harm | Permanent suspension (see Section 1.9) |

11. ASSAULTS BY PARTICIPANTS ON OTHER PARTICIPANTS

11.1 When a referee's report indicates that a Participant has perpetrated an assault on another Participant causing serious bodily harm before, during or after a match, The Football Association or appropriate Affiliated Association may, as in cases of assaults on match officials, without delay investigate the official's report. If after such investigation, the chairman and secretary of the Association, or their nominees, are satisfied that a prima facie case can be made out against the alleged offender, such steps shall be taken as are necessary to ensure that a charge is preferred and that a Disciplinary Commission meets to consider the charge within 28 days of the date of the charge letter. The alleged offender shall not participate in any football activity from the date when he is notified of the charge until a Disciplinary Commission has heard and adjudicated on the matter.

11.2 The recommended punishments for such offences are set out below: -

| <u>Offender</u> | | |
|-----------------|----------------|---|
| (a) | Player | A suspension for a minimum of 140 days plus £150 fine for a first offence but, depending on severity, <i>sine die</i> with no review for five years. |
| (b) | Club official | As for (a) above but: (i) If on a player or other official but not a match official; suspension from all football and football activities (ii) If on a Match Official – section 10 above will apply. |
| (c) | Match official | As for Match Officials assaulted by a Player. But a recommendation will be made to the relevant Referees' Committee that the registration be removed and no request for reinstatement will be allowed until the suspension has been completed or removed. |

12. FAILURE TO COMPLY

12.1 When the provisions above are not complied with, the player's right to a Personal Hearing or to make a plea for leniency is forfeited and the Disciplinary Commission may deal with the reported misconduct on such evidence as is available.

12.2 Failure on the part of the player or his club secretary to discharge any of the requirements set out at clauses in Sections 5, 6 and 7 above may constitute misconduct, which may result in a further charge against the player, his club, or both. (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further 7 days given to respond to the charge. Failure to respond within the 7 days will result in a further Late Fine of £20 and the Club and Player being suspended after a further 7 days until the provisions above have been complied with). Any punishment imposed for failure to comply will be limited to a financial penalty if the fault of the club, but may include suspension of the player where it is the player's fault.



- 12.3 When dealing with compliance issues the Association must consider the following:-
- (a) whether the player has responded to his club;
 - (b) whether the club has failed to pass on his reply;
 - (c) whether the club has informed the Association that the player has failed to respond;
 - (d) whether the player has left the club.

13. SUSPENSION PENDING MISCONDUCT HEARING

- 13.1 The appropriate (Affiliated) Association shall have the power, in consultation with The Football Regulatory Authority, to order that an Official of a Club affiliated to or a Player registered with that Association, and not one associated with the 6 designated Leagues, shall be suspended from all or any specific activity for such period and on such terms and conditions as agreed by The Football Association and the Association considers appropriate (an "Interim Suspension Order").
- 13.2 The Interim Suspension Order shall apply when the Club Official or Player has been charged by the Affiliated Association in relation to an alleged act of serious misconduct, or with a criminal offence, or by a League sanctioned by the Affiliated Association or The Football Association in connection with disciplinary action pursuant to relevant regulations of the League.
- 13.3 As soon as reasonably practicable notification of an Interim Suspension Order shall be advised to the Player and/or the Club and will be lifted when the charge of misconduct is dealt with by a Disciplinary Commission or the criminal charges are withdrawn or found not to have been proved.

14. PERSONAL HEARING

(See also: General Provisions relating to Inquiries, Commissions of Inquiry, Regulatory Commissions of The Association and Other Disciplinary Commissions and Appeal Boards; and Disciplinary Procedures to be used at Personal Hearings before Disciplinary Commissions requested by Participants of Clubs and Clubs dealt with by County and Other Affiliated Associations).

- 14.1 The notification indicating a charge must inform the player of the right to request a Personal Hearing in respect of the alleged offence and must also indicate that in the event of the charge being proved there will be a liability to be ordered to pay all or part of the costs of the Personal Hearing, which costs may include a part of the overhead expenses of the Association attributable to the hearing. Similarly, in cases where the rules or regulations of the Association require the deposit of a fee for a Personal Hearing, (as determined by the Council - currently £25) at the time of such request the player must be informed that the fee is liable to be forfeited in full or in part if the charge is proved, in addition to any fine which may be imposed. In an unproved case neither a fee may be retained, nor may Disciplinary Commission costs be levied, either for a Personal Hearing or for any other "non-Personal Hearing" case. (Disciplinary Commission costs cannot be levied in cases where a player has been instructed to appear before a Disciplinary Commission).
- 14.2 Upon receiving a request for a Personal Hearing in respect of an alleged offence, the Association will appoint a Disciplinary Commission of not less than three nor more than five members to hear and adjudicate upon the charge. In the case of a player under the age of 18 years of age on the date fixed for the hearing, it shall take place either in the presence of a parent or guardian of the player or another appropriate adult.
- 14.3 Fines must not be imposed on children (Section 1.5(b)). Any fine and administration charges arising out of misconduct by a child must be levied on the club.
- 14.4 The player, through his club secretary, must be given the date, time and venue fixed for the Personal Hearing and arrangements made for the attendance before the Disciplinary Commission of any witnesses in support of the charge, in particular the match official(s) on whose report the charge has been brought. At a Personal Hearing of a charge a Disciplinary



Commission may adopt such procedures as it considers appropriate and expedient for the just determination of the charge brought before it. A Disciplinary Commission shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

- 14.5 The person charged and the match official(s) concerned should be given a minimum 14 days' notice of details of the Personal Hearing. Any written request to the Disciplinary Commission for a postponement of the hearing should be given consideration. If the reason submitted is considered valid, then a postponement should be granted, and in such circumstances costs may be charged. A request for a second postponement by the same party should not be granted.
- 14.6 If the charge is found not proved, any record of it will be expunged. If the charge is found proved the Disciplinary Commission will decide what punishment, if any, is to be imposed. In so doing, members of the Disciplinary Commission must consider the overall nature and effect of the offence(s) and the player's previous record and any plea for leniency.
- 14.7 Except when an Appeal has been lodged, any fines or costs that are ordered must be paid before the expiry of 14 days from the date of the order. Failure to pay within such period is deemed to be misconduct punishable by censure, a further late fine and/or suspension as determined by a Disciplinary Commission. (This second Disciplinary Commission shall have the power to consider the matter on 48 hours notice and the power to suspend for continuing non-payment.) (In any case, a late fine, currently £20, will be levied in addition to the original charge and a further 7 days given to respond to the charge. Failure to respond within the 7 days will result in a further late fine of £20 and, after a further 7 days, the Club and Player being suspended until the provisions above have been complied with.) The player and his club are jointly and severally responsible for payment of the fine and costs. The club shall take such action as may be necessary to recover any sum paid on the player's behalf. The rules or regulations of an Association must provide for disciplinary action to be taken against a player who fails to reimburse his club in accordance with the Football Debt Recovery (Section 15) regulations approved by Council.
- 14.8 A Disciplinary Commission shall comprise members appointed by the appropriate Association. The appointed members of such Disciplinary Commissions shall have no previous personal knowledge of the events or any involvement with any of the participants concerned.
- 14.9 Participants shall have the right to appeal decisions of Disciplinary Commissions to an Appeal Board of The Football Association. This right of appeal is limited to punishments in excess of 21 days suspension and/or a fine of £15.

The player and/or the club for which the player was playing at the time may appeal within 14 days of the sending of the decision notification. There shall be no further right of challenge in respect of decisions of Disciplinary Commissions, which are otherwise final and binding.
- 14.10 The decision of the Association will be sent within 5 working days of the hearing by first-class post or by e-mail to the secretaries of all clubs for whom the player is known to be currently playing and to the player's home address if known. Each of these secretaries is responsible for informing the player of the decision.
- 14.11 The commencement date of any suspension imposed on a player is at the discretion of the adjudicating Disciplinary Commission, subject to the suspension starting on a Monday. Such date must allow for the 14-day period permitted for an appeal.
- 14.12 Referees and Assistant Referees may be told the result of a hearing on the next working day, should they request to be told, subject to the participant being aware of the decision.



15. FOOTBALL DEBT RECOVERY

Limited to £50 minimum total claim, except for the recovery of Disciplinary Monies.

- 15.1 Associations are required to operate a system to collect football debts on behalf of Affiliated Clubs, Affiliated Leagues and Other Associations. Associations cannot use their football debt recovery system in respect of under 18 players of teams participating in under 18 competitions, but may do so in respect of any adult Club Official of any such team's Club.
- 15.2 Save for disciplinary fines and costs, football debts are defined as those costs where actual monies have been expended arising directly from football activity, and as such would include (but not be limited to) match costs (e.g. Match Fees), playing expenses (e.g. pitch hire) and League costs (repair to Cups etc). Incidental costs (e.g. fund raising activities, Club Subscriptions) do not fall within the scope of Football Debt Recovery.
- League fines do not fall within the scope of Football Debt Recovery where a Club remains in membership of the League to which they owe money, or disbands without having played a competitive fixture in that League in the season that any fine accrues.
- 15.3 Associations may take action against individuals or groups of individuals. Individuals may be pursued where they are refusing to reimburse an individual club for a qualifying debt. Where a club has folded its qualifying debts may be apportioned against its registered members and officers, and action taken against them individually to recover the club's debt.
- 15.4 Where a club's debts are apportioned to individuals they must then be treated as individuals, and any disciplinary action must not be linked to the recovery of the total debt.
- 15.5 It is incumbent on the creditor to take reasonable steps to recover the debt before asking their parent Association to take action. This would normally include approaching the debtor personally as well as contacting them in writing to seek payment.
- 15.6 The Parent Association should be approached as soon as it is clear there is a problem.
In all cases this should be within 28 days of formal payment being requested, and 112 days of the debt being incurred.
- 15.7 The creditor, on presenting a claim for recovery, must pay on advance an administration fee of £25 per debt to be recovered. This figure is added to the total debt to be recovered and forms part of the £50 minimum limit. In addition, the creditor must supply the Full Name, Date of Birth and last known address of the individuals responsible for the debt. The County Football Association must not place a participant under suspension under the Football Debt Recovery scheme without this information.
- 15.8 Upon receipt the Association must immediately take steps to verify whether the debt is valid and notify the creditor and debtor of its decision.
- 15.9 Upon being satisfied that a Qualifying debt exists the Association must apportion the debt on a pro-rata basis and notify the individual or individuals concerned.
The Association may add an additional Administration Fee of £1 to each individual's pro-rata debt.
- 15.10 Upon being notified, an individual must pay the debt within 21 days of the issue of the notification letter or appeal in accordance with the appeal procedures. If payment or appeal is not received the individual will be suspended sine die until the debt is paid and he is notified that the suspension has been lifted. This suspension will commence from (and include) the 22nd day after the date the notification was issued.



PART II

An Affiliated Association in formulating its rules and regulations for misconduct may adopt and include some or all of the following powers: -

1. To make an order that a club whose players are persistently found guilty of misconduct
 - (a) Be censured and/or fined in accordance with the approved penalty point process
 - (b) May have its affiliation suspended or cancelled
2.
 - (a) Any other power approved in writing by The Football Association.
 - (b) Any optional or alternative power granted to an Affiliated Association in accordance with Section 2(a) shall continue from year to year until such time as the approval is withdrawn. Such approval may be withdrawn by notice in writing from The Football Association given before 30th April, in any year.



THE FOOTBALL ASSOCIATION DISCIPLINE PROCESS FOR SMALL-SIDED FOOTBALL

Introduction

Implementing an effective disciplinary process is an important factor for all formats of football, helping to establish a quality, organised, safe and enjoyable football experience for all players and officials. The issue of discipline is of equal importance in Small-Sided Football as it is in 11v11 football, and subsequently should be shown proper attention and regard by Small-Sided Football providers when organising their competitions; particularly if the competitions wish to be appropriately sanctioned and affiliated to The Football Association.

The FA have developed this disciplinary process to accommodate the varied and different needs of Small-Sided Football. The FA recognises that applying the same disciplinary processes to Small-Sided Football as it does in 11v11 football does not satisfactorily meet the differing demands of this version of the game. However, this does not mean that The FA takes ill-discipline in Small-Sided Football any less seriously.

It is important to note for all Small-Sided Football providers, that failure or disregard in establishing and effectively implementing these FA disciplinary processes can and will lead to The FA removing affiliation and classifying providers competitions as being unsanctioned by The FA.

For all Small-Sided Football providers that affiliate to The FA nationally it is a condition of affiliation to agree to abide by the 'Heads of Agreement' that clearly state that the provider will manage disciplinary issues in accordance with The FA disciplinary process.

It is recommended that County FA's that affiliate local Small-Sided Football providers establish similar agreements.

The implementation of this disciplinary process will help create a safer and more enjoyable football environment for Small-Sided Football players and officials, but also importantly for the providers it can assist in retaining participants playing in their competition.

FA DISCIPLINARY SYSTEM FOR SMALL-SIDED FOOTBALL

1. Discipline Ownership & Control

All issues of discipline that occur at an FA affiliated Small-Sided Football provider fall under the jurisdiction of the local County FA.

The ability for Small-Sided Football providers to manage discipline in their competitions for incidents that would normally carry a suspension of less than 35 days is a responsibility that has been delegated to the provider by the local County FA.

It is at the discretion of The FA to remove this delegated responsibility from a Small-Sided Football provider if the provider is unable to demonstrate competence in handling and managing disciplinary issues. In such cases the responsibility for all discipline in that competition will be returned to the local County FA.

2. Issuing of Cautions and Introduction of 'Timed Suspensions'

In Small-Sided Football yellow cards and associated cautions are no longer employed. Referees should instead employ a blue card for a cautionable offence. The issuing of a blue card indicates that the recipient will serve an immediate 'timed suspension' ('sin bin').

The options for disciplining offenders are therefore as follows:

- Player shown a blue card and temporarily suspended from play
- Player issued with a discretionary second blue card and temporarily excluded from play
- Player issued with a red card and permanently excluded from play.

A blue card offence should always be accompanied by a temporary suspension from play.



The period of timed suspension in Small-Sided Football is a recommended two minutes. The release of players from a temporary suspension should be at the direction of the Referee.

2.1. *Recording of Blue Cards*

In Small-Sided Football cautionable offences that result in a blue card and a timed suspension from the match shall not be recorded and reported by the match official or Small-Sided Football provider.

Blue card offences should not be reported back to the County FA, and no disciplinary fine shall be incurred by the player.

3. **Disciplinary Procedures for Red Card Offences**

All red card offences, regardless of the severity of the offence, shall be reported by the match official to the local County FA and the Small-Sided Football provider using the 'Disciplinary Report' in Appendix A.

It is the responsibility of the Small-Sided Football provider to ensure that their referees complete and despatch these disciplinary reports to the relevant County FA.

3.1. *'Serious' Red Card Offences (more than 35 days)*

Offences classified as 'serious' that will carry a thirty-five day suspension or above in accordance with current FA Memorandum and Procedures will be the responsibility of the local County FA. Once the County FA has reviewed the case the Small-Sided Football provider along with the player will be informed of the outcome and any disciplinary action.

Offences that carry a thirty-five day suspension are defined in The FA Memorandum of Procedures.

3.2. *'Less Serious' Red Card Offences (fewer than 35 days)*

Offences classified as 'less serious' that would normally carry a suspension of less than thirty-five days should be dealt with by the Small-Sided Football provider under the delegated-authority of the County FA.

The match official should complete a 'Disciplinary Report' (Appendix A) and ensure that it is sent to the Small-Sided Football.

The Small-Sided Football provider should employ the following disciplinary tariff of suspensions for less serious offences that would normally carry a suspension of less than 35 days. The provider shall not fine the player.

Match Suspension Tariff

| <u>Offence</u> | <u>Penalty (to be administered by Small-Sided Operator)</u> |
|---|---|
| Receiving a second 'blue card' in the same match | 1 Match suspension |
| Denying a goal or an obvious goal scoring opportunity | 1 Match suspension |
| Use of offensive, insulting or abusive gestures | 2 Match suspension |
| Attempting to kick or strike another player | 3 Match suspension |

4. **Remit of Disciplinary Action**

County FA disciplinary action arising from offences that receive a suspension of 35 days or above apply to both 11 a side and Small-Sided Football.

Red cards administered in Small-Sided Football for offences, which would normally carry a suspension of less than 35 days are the responsibility of the organiser to deal with according to The FA's recommended tariff of suspensions. Suspension for offences of less than 35 days would only apply to Small-Sided Football.



If a player is suspended from 11-a-side football this suspension applies to all formats of football, including Small-Sided Football.

5. Personal Liability for 'Serious' Disciplinary Offences

Initial responsibility for a disciplinary issue will be with the individual who committed the offence. If this individual leaves the team but can be accurately identified, this individual shall remain responsible for the payment of a fine and should be suspended from all forms of football until the fine is paid.

If the individual responsible for the offence cannot be accurately identified, the responsibility for the payment of this fine will be with (in order of responsibility):

- 1) The small-sided team that the individual played for when committing the offence.
- 2) The team captain of the team that the individual played for.
- 3) The competition (i.e. the Small-Sided Football provider).

6. Implementation of Disciplinary Procedures

A robust disciplinary process can only operate if a record is kept of the identity of participating teams and players.

All Small-Sided Football providers should maintain details of participating teams, and team contacts prior to the beginning of a competition. Providers should ensure that these details remain updated as ultimate responsibility for identifying individuals that commit serious disciplinary offences lies with the provider.

In addition Organisers should identify a system whereby the identity of participating players is recorded prior to a game commencing. These records should be retained by the Organisers and referred to in the event of a serious incident or on suspicion that a player is playing whilst under suspension.

The existence of these systems shall be a requirement before a County FA will provide sanction to a competition taking place.

In order for an effective discipline, affiliation and referees appointment procedure to exist a good working relationship should exist between the Competition Organiser and the County FA. County FA's and Competition Organisers should establish a 'Heads of Agreement' document which identifies the responsibilities of each party in relation to maintenance of discipline and affiliation processes.



GENERAL PROVISIONS RELATING TO INQUIRIES, COMMISSIONS OF INQUIRY, REGULATORY COMMISSIONS OF THE ASSOCIATION, OTHER DISCIPLINARY COMMISSIONS AND APPEAL BOARDS

EVIDENCE

- 1.1 A Commission of Inquiry, Regulatory Commission, a Disciplinary Commission and an Appeal Board shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.
- 1.2 A Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission and an Appeal Board may draw such inference from the failure of a Participant or an Alleged Offender or a witness to give evidence or answer a question as it considers appropriate.

REPRESENTATION

- 2.1 A Participant may be represented by one individual. (For instance, a Player may be represented by a Club Official of a Club with which he is associated or by a representative of the Professional Footballers' Association, and a Referee may be represented by a representative of the Referees' Association).
- 2.2 An Alleged Offender appearing before a Regulatory Commission or an Appellant before an Appeal Board, and any individual or body assisting in any way an inquiry of The Association or a Commission of Inquiry, may be legally represented only with the prior consent of such Commission or Appeal Board, The Association or Commission of Inquiry respectively.
Request for consent must be made with at least 7 days' notice.
- 2.3 An individual acting as representative for an Alleged Offender shall not be allowed to give evidence.

CONFIDENTIALITY/PUBLICATION OF PROCEEDINGS

- 3.1 The proceedings of a Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission and an Appeal Board shall take place in private.
- 3.2 Subject to Rule 3.3 below, all oral or written representations and documents created in the course of any proceedings are confidential between The Association and the individual or body concerned. All evidence and representations shall be privileged.
- 3.3 The Association shall have the power to publish in the public press, on a web site or in any other manner considered appropriate, reports of any hearing, order, requirement, instruction, decision, proceedings, acts, resolution, finding and penalty and any transcript or document prepared in the course of proceedings, or evidence, whether or not this reflects on the character or conduct of a Participant. Each Participant shall be deemed to have consented to any inquiry or Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission or an Appeal Board and to the publication of any report.

SERVICE OF DOCUMENTS

- 4.1 A document may be served by giving it to the person to whom it is addressed or by leaving it at, or sending it by first class post, e-mail or by fax to, the last known address of the addressee or, in the case of an individual, the Club with which he is associated.

DAYS

- 5.1 Any reference to a day or days in the Regulations shall mean a calendar day or days. Bank Holidays shall not be counted.



FEES

- 6.1 An Appeal fee of £100 is required when a participant requests an appeal against a decision of a Regulatory Commission and £50 for an appeal against a decision of a Disciplinary Commission of an Affiliated Association.

CONCURRENT HEARINGS

- 7.1 For offences alleged to have been committed in the same match, where there is common Association or defence evidence, the relevant Commission shall hear all parties at the same hearing. Evidence adduced in the defence of a participant shall be capable of constituting evidence against another participant. The relevant Commission shall give appropriate weight to such evidence. Participants or their representatives shall be entitled to cross-examine other participants and their witnesses.

The relevant Commission shall generally hear defence cases in chronological order of the alleged events but shall have complete discretion to take parties and witnesses out of order for timely, efficient and appropriate disposal of the proceedings.



DISCIPLINARY PROCEDURES AT A PERSONAL HEARING

This guidance should be read in conjunction with 'The FA Discipline Handbook'.

These procedures are used at Personal Hearings before disciplinary commissions requested by participants over age 18. Different procedures apply to Personal Hearings involving minors. Please review the 'Discipline – Safeguarding Children' section in this handbook for further guidance.

Personal Hearings before a Commission

A:

Subject to the Rules of the Association, a Commission may adopt such procedures at a Personal Hearing of a charge as it considers appropriate and expedient for the just determination of the charge brought before it.

This does not mean that a Commission can ignore the procedures but it allows the opportunity to take witnesses out of order, or release a witness before all the evidence is presented. Any alteration must be agreed by all parties.

B:

A Commission shall not be bound by any enactment or Rule of Law relating to the admissibility of evidence in proceedings before a Court of Law.

Any evidence, such as written letters, video or audio recordings, or photographs can be presented to a Commission, who will attach what weight and significance to the evidence as they see fit. They will ask why the author of a letter is not present to give verbal evidence and what relationship there is between the author and the participant.

1. The Commission, having assembled, shall appoint one of its number as Chairman. The Commission may appoint a person to act as Secretary to the Commission whose duty it shall be to call the evidence to be submitted in support of the charge and generally assist the Commission in its determination of the charge.

When you enter the meeting room all of this will have been done and you will be introduced to all Members of the Commission and their role in the Affiliated Association and/or a League. This is the only time you can object to the make-up of the Commission, if you consider that a Member could possibly be aware of your case prior to the Commission.

2. A participant may be represented by one individual (for instance, a player may be represented by a Club Official of a Club with which he is associated or by a representative of the Professional Footballers' Association, and a Referee may be represented by a representative of the Referees Association except when he is acting as a witness.

2.1 A participant appearing before a Commission may be legally represented only with the prior consent of the Commission. Request for consent must be made with at least 7 days notice. An individual acting as representative for a participant shall not be allowed to give evidence at a Commission.

You can represent yourself at a Hearing. You will have the opportunity to ask questions of the match officials present and of your own witnesses. If you feel that somebody else can do a better job you are entitled to use an alternative person to represent you. A Commission must be informed and permission requested if you wish to be legally represented. This permission is normally granted, but it



may be that then the Commission may want to have a legal advisor present leading to higher costs awarded if you are found guilty of the charge. If you choose to have a representative presenting your case he cannot give evidence on your behalf, even if he was present at the game. He must make sure that all the evidence you wish to present to the Commission is brought out. You or your representative will always have the last word by being invited to sum up before the Commission adjourns to decide if the charge is proved or not. At this stage you will not be able to introduce anything not mentioned before.

3. The person charged and any representative shall be admitted to the hearing. The Commission shall satisfy itself that the person charged has had details of the charge.

Either a Member of, or the Secretary to the Commission will read the charge to confirm that you are aware of the allegations against you. If you are unsure about anything, this is the time to query it. If something unusual has happened in relation to the paper work, or the absence of witnesses listed to attend not being in attendance, an adjournment may be ordered.

4. Evidence (including witness evidence) in support of the Charge shall be received by the Commission. In cases concerning a report from a Match Official, that report shall be received in evidence first and shall be read out to the hearing. This report may have been submitted by email or through a web-site, in accordance with accepted FA procedures.

The Referee and Assistant Referee or other witnesses from the County will be called to give evidence (based on their reports issued to you with the charge). The reports can be read or taken as read if all parties have received them prior to the Hearing.

5. The person charged, or his representative shall have the right to ask questions relevant to the matters in issue of any witness in support of the charge.

The witnesses will be called, one at a time, and will remain in the room until all the evidence has been presented from both sides. This will be your only chance to question the witnesses. The Members of the Commission will almost certainly ask questions. The normal procedure is to let the defendant question first, followed by the Commission. You will need to ask questions relevant to your defence - only you know what your defence is. Possible questions to be asked are to get confirmation of things that happened or are related to the incident. Such as; pitch conditions / weather / visibility / distance from incident / view of incident / timing of incident / position of other witnesses called.

6. After evidence in support of the charge has been received by the Commission, any written statement made by the person charged shall be read out to the Commission. The person charged may then give evidence on his own behalf and in such event he may have questions asked of him by the Commission. The person charged or his representative may then submit evidence and call witnesses.

If you have given your version of the incident when replying to the charge this will be read out or taken as read if the Commission Members have received the papers prior to the day of the hearing. Otherwise you can give your evidence first or call your witnesses, in order of your choosing. Witnesses can give their version of the incident or answer questions asked by you. The Commission may also question your witnesses.

7. At any time the Chairman and through him, Members of the Commission, may ask questions of any witness or any representative. The Commission may draw such inferences as it considers appropriate from the failure of the person charged to give evidence or answer a question put to him.

Normally the person charged will give evidence on their own behalf. This is the best way of getting your point(s) over to the Commission and to convince them that your case is not proved.



8. In the event of the evidence submitted in answer to the charge, disclosing a point which the Commission considers was not covered in the evidence, or not put to any witness in support of the charge, the Commission may recall any witness and ask questions of such witness. The person charged or his representative may also ask questions as per Paragraph 5 above.

If something arises from your evidence not mentioned or brought out in questions to your previous witnesses, the Commission can call them back for clarification. This must be taken into account if any alterations to procedure are made in Section A.

9. The evidence having been completed to the satisfaction of the Commission, the person charged or his representative shall be entitled to make closing submissions based upon the evidence, this should not include reference to facts not disclosed in the evidence presented to the Commission.

If you have a number of witnesses, you may be asked if any subsequent ones will add anything to your case. You have every right to ask for all your witnesses to be heard but you may also feel that they may not offer the Commission any further relevant evidence. If you feel sure of this it is usually wiser not to call them. The 'Summing Up' is your chance to stress the points produced by your questions to the match officials and your witnesses, such as any conflicting evidence as to position, direction of play, visibility etc. Remember, when a case is brought for the use of 'improper language', the fact that all the county witnesses report the same words is not necessarily collusion but a correct record of the words actually used. Take your time to make your points to the Commission clearly and try to keep to the facts that have been brought out by the evidence.

10. At the conclusion of the closing submissions, all persons shall withdraw whilst the Commission considers the evidence and submissions presented to it and determines whether the Charge has been proved or not. After reaching its decision, the Commission shall recall the person charged and his representative. The Chairman shall announce whether the Charge has been found proved or not proved.

You will be asked to wait outside the Hearing room. Any witnesses, for both sides, will be allowed to leave (subject to being party to further cases). Only you and your representative will be called back into the meeting room. The Members will have been reviewing the evidence and deciding if the case is proved or not. (Guilty or not Guilty).

11. If the Charge is found not proved the hearing will be declared closed.

In which case you will be allowed to leave and the hearing is over. You will be refunded all monies paid relating to the case, but you will not be able to claim costs for yourself, your representative or witnesses attending the hearing (you have agreed to this by signing for a sanctioned Club in membership of an Affiliated Association playing under the Rules and Regulations of The Football Association.)

12. If the Charge is found proved details of the Misconduct record of the person charged shall be received by the Commission. The person charged, or his representative, may then make a plea in mitigation.

Do not react to an adverse decision. It is understood by the Commission that you will be disappointed by such a decision, but unless you are determined to lodge an appeal against their decision through The Football Association (with the possibility of extra costs being awarded if your appeal is dismissed) this is the only chance to plead for a lesser sentence - if one has been offered - or for a lenient one. It may be difficult for you or your representative to make a plea in mitigation following a plea of not guilty



to the charge. Use the evidence introduced to invite the Commission to decide that the offence was not, in substance or degree, as it appears in the paper work and use (if persuasive) your previous disciplinary record over the past five seasons. This should have been made known to you and the Commission prior to the plea commencing. All relevant points should be made to the Commission such as; number of years participating in the game / number of matches played in the season or career / never having been reported for a similar offence (if true) / other incidents that happened in the match that are relevant such as other player sent off in the same incident. These are all mitigating factors that you can ask the Commission to take into account. It is advisable to be aware of the level of punishments recommended for your alleged offence(s). Your Club Secretary will help you with this through the Handbook that should have been received from your Affiliated Association.

13. At the conclusion of the plea in mitigation, the person charged and his representative shall again withdraw and the Commission shall determine what order(s), if any, shall be made under the provisions of Regulation 6.1 of the Regulations for Football Association Disciplinary Action.

You will be asked to leave the room again and the Commission Members will decide on the punishment, if any, the proved misconduct requires. Apart from being suspended and/or fined and/or warned, the Personal Hearing fee can be retained and costs can be awarded against you. You may get a refund if the costs awarded are lower than the Personal Hearing Fee.

14. The person charged and his representative shall then be re-admitted and informed of the decision of the Commission. This shall subsequently be confirmed in writing. In cases of an Assault on a Match Referee, the findings of the commission will be sent in writing to the Match Official if requested previously.

Do not react to the level of punishment as there is nothing you can do at this time. An improper reaction can lead to further charges being made against you. Later you have the right to appeal to The FA against any punishment you feel is excessive. This information will be contained in the decision letter from the County. If you do decide to appeal against the decision you have 14 days from the date on the decision letter, which will normally be sent to you via your Club Secretary. If you meet only once or twice a week, chase up the matter with your Club Secretary. The FA Appeal fee is currently £50 but, as stated before, costs can be high if you lose an appeal to The Football Association who deal with such during working hours, and occasionally with Commission Members travelling a long a distance.

Please note that any penalty that becomes due while an appeal is resolved is not automatically set aside; you should make a request in your appeal correspondence if you wish for a penalty to be set aside pending the appeal process. Further information is available in the 'FA Appeals Guidance' section within this handbook.

15. As an alternative to the above, a Commission may where it considers it appropriate, not announce its decision at the meeting, but inform the person charged that such decision will be communicated to him in writing through his Club Secretary.

In some cases once the plea of mitigation is completed you will allowed to leave and the Commission Members will have the opportunity to take as much time as is required to come to an appropriate punishment. You will then receive the decision in writing, as above, via your Club secretary or home address if known.



SAFEGUARDING CHILDREN IN THE DISCIPLINARY PROCESS

This guidance has been issued and approved by The FA's Football Regulatory Authority. Gloucestershire FA has incorporated the guidance into its Youth disciplinary process.

1. Policy

- (a) The football authorities must seek to ensure that, consistent with their policy of Safeguarding Children, they do not put in place case management and disciplinary systems that of themselves cause harm to the very children that are intended to be safeguarded. The same principles apply to county and national associations, although it is obvious that the vast majority of Under 18s football will come under County jurisdiction. Remember they are children first, participants second.

2. Issues

- (a) Difficulties in children giving evidence, as recognised by the Criminal and Civil courts – the process is intrinsically upsetting for many adults and children will be less likely to be emotionally equipped to cope
- (b) Seldom in child's best interests to be directly involved in disciplinary hearings
- (c) Child's evidence can often be necessary for proper determination of proceedings
- (d) Cross examination can be damaging to child.

3. Children under the age of 14

- (a) Generally a child aged 13 or under should not appear at a disciplinary hearing. An alternative method should be adopted which could include:
 - (i) A meeting - bring the parties together to talk through the issues
 - (ii) County Football Association (CFA) Welfare Officer (CFA WO) to talk to the child to warn them about their behaviour. A parent/carer should be present at any meeting
 - (iii) CFA WO to obtain written statement from child and disciplinary commission to then proceed on paper basis only – the CFA WO may need to write the statement in conjunction with the child and parent/carer
 - (iv) Private meeting between child and CFA WO to establish child's version of events, CFA WO to report verbally to hearing. A parent/carer should be present throughout the meeting

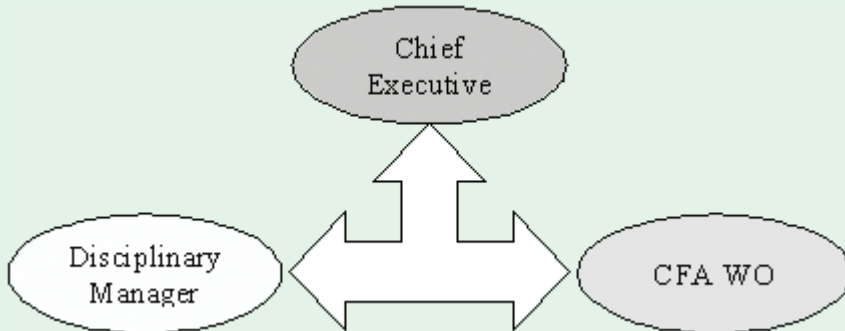
4. Children aged 14 through 16 years

- (a) A child between the age of 14 and 16 can attend a disciplinary hearing provided that:
 - (i) he / she understands it is his / her duty to speak the truth
 - (ii) his / her evidence is sufficiently important to justify it being heard
 - (iii) the appropriate procedures relating to minors are adopted. The child must be accompanied by a parent/carer

5. Children aged 17 years

- (a) Best practice when dealing with a hearing involving those between the age of 17 and 18 would be to follow the guidance established for adults, except in cases where the individual has special needs. Special needs should be treated in a manner consistent with their mental capacity. If the suggestion is that the participant has the cognitive reasoning of a child of a particular age, follow that guidance.
 - (i) Where a child is aged 17 or 18, consent of the parent should be obtained where possible / appropriate.
 - (ii) By law a 17 year old is still a child and if they choose to have adult representation this should be allowed.

5. Communication guidance for CFAs



- (a) The CFA Disciplinary/Governance staff and the CFA WO should always liaise with regards to cases involving minors. This should include meeting to agree procedures to be adopted on how the case should be heard. The Chief Executive should be kept up to date.

6. General best practice principles at Disciplinary Commission involving children aged 14 - 16 years inclusive

- (a) Overriding principles are that the process of appearing in a disciplinary commission should not expose a child to intimidation, distress, a late disciplinary commission or long travelling times during the school week. All possible steps should be taken to assist the child to understand and participate in the proceedings.

7. Preparation for a disciplinary commission

- (a) Consent of the parent/carer will always be required
- (b) He/she should be accompanied at the disciplinary commission by an appropriate adult who could be a parent, carer, grandparent, social /care worker or Club official properly in loco parentis. This could be a friend of the family, Club Welfare Officer etc.
- (c) The disciplinary commission should be at a location and time that is convenient to the child.
- (d) Restrict attendance at the disciplinary commission to as small a number of people as possible. This should be restricted to those who need to be present or have the right to be present only.
- (e) Before the disciplinary commission, it may be appropriate to allow the child or young person to visit the room so that they can familiarise themselves with the layout
- (f) Make sure the young person is aware of the format and process they are about to be engaged in.
- (g) CFA WO should be available at the disciplinary commission to advise/support the child or the disciplinary commission members. They can not support both the child and the commission and their role must be limited to one of them. It must be clear which function they are fulfilling at the disciplinary commission.
- (h) Physical layout of room can affect the proceedings and play a role in the effective engagement with the child – you could arrange chairs in two semi circles facing inward, avoid sitting behind tables.
- (i) The members of the disciplinary commission should sit at the same level as other parties to encourage eye contact.



- (j) Provision should be made for parents/carers to be able to sit next to their children. If the child is legally represented, they should be seated in a place that allows easy communication with their representative.

8. The disciplinary commission

- (a) At the beginning of the case, disciplinary commission members should introduce themselves and those present in the room.
- (b) The Chair should briefly explain the role of each person Address child by first name.
- (c) Be aware of the impact body language can have.
 - (i) e.g. folded arms and peering over spectacles = negative occasional nod / leaning forward = positive
- (d) Remain seated throughout proceedings
- (e) If the disciplinary commission is lengthy, regular breaks should be taken
- (f) Proceedings should be inquisitorial rather than adversarial
- (g) Closed questions (those that allow a yes or no answer) and legal jargon should be avoided
- (h) Rephrase a question to simplify it, if the young person is finding it difficult to answer.
- (i) Questions should be in plain English and at a level the child or young person can understand taking into account their age, maturity and intellectual and emotional development.
- (j) Disciplinary commission members should consider what information they are trying to obtain and how it is relevant to the case.
- (k) The nature and extent of the questioning of any witness is under the control of the Chair.
- (l) The Chair can and should intervene to prevent the child being questioned in a hostile way.
- (m) The Chair should ensure that questions are short, simple and phrased in a language that the child can understand.
- (n) The Chair should also ensure that anyone else present in the room conducts themselves appropriately.
- (o) If a parent/carer has accompanied the child to the disciplinary commission, the Chair should make clear that the parent is there in a supporting role only and should not conduct the proceedings on behalf of the child.
- (p) If the case is proven someone should talk directly to the child, encouraging him / her to confront their behaviour, taking responsibility for it and its consequences. As this is a sensitive area it is recommended that someone with the appropriate training should undertake this e.g. the CFA WO.

If you need more information on the Youth disciplinary process in Gloucestershire, please contact the GFA office. The principal contacts are:

Operations Manager

Chris Lucker – Chris.Lucker@GloucestershireFA.com

County FA Welfare Officer

Hugh Feltham - Hugh.Feltham@GloucestershireFA.com



APPEALS AGAINST DECISIONS OF DISCIPLINARY COMMISSIONS

This guidance should be read in conjunction with 'The FA Discipline Handbook'.

Background

It is the stated policy of the International Football Authorities that the referee's decisions regarding facts connected with play are final. As a result, many National Football Associations do not allow any appeals against red or yellow cards.

The Football Association allows appeals against red cards because it recognises that evidence (particularly video evidence) sometimes shows that the referee has made a clear and obvious error. Video evidence also shows that such errors are extremely rare and that referees' decisions are correct in the large majority of cases.

As most games under the authority of County Football Associations do not have video available it is much harder for a player to prove that the referee has made such an error. Each case is considered by a County Disciplinary Commission and the referee's report normally forms the main evidence in support of the red card or other alleged offences.

The Process within a County FA

When your County first advised you of the charge against you it will have done so by sending documents to your Club Secretary. Within the documents is a form inviting you to accept the charge, or to not accept the charge and attend a personal hearing in front of a County FA Disciplinary Commission. If you accept the charge you can make a written plea for leniency which will be considered by the Commission without the need for you to be present.

It is your Club Secretary's responsibility to ensure that you see the form and that you complete it properly and sign it. Sometimes forms are not completed or signed properly but that is a matter for players to take up with their Club Secretaries as there is no provision in the Appeals Procedure for such events.

The FA Appeal Board

The FA Appeal Board will consist of members from the FA Council and will normally be chaired by a member of the FA's Judicial Panel, with experience of dealing with appeals at all levels of the game.

Your plea for leniency or your appearance at the County FA's Disciplinary Commission was your best opportunity to present your case. The FA's Appeal process is not designed for you to have a second chance to put your case just because you disagree with the County's decision or you want to try to put a better case than the one that you put to the County FA's Disciplinary Commission.

You can appeal on any, or all, of the grounds shown on the next page. The Appeal Board will review the County Disciplinary Commission's processes and decisions appropriate to your appeal and reach a decision, which is final and binding on all parties.



GROUNDS FOR APPEAL

There are five grounds on which you can base an appeal. In summary, they are –

1. The Commission failed to give you a fair hearing.

2. The Commission failed to comply with the relevant Disciplinary Procedures

The procedures are designed to ensure that the County's Disciplinary Commission hears all the evidence on both sides of a case. The Commission is given some flexibility but if the procedures are not followed then, depending on the circumstances, an FA Appeal Board could decide that you did not receive a fair hearing.

If you did not request a personal hearing then it might be difficult for you to appeal successfully on Grounds 1 and 2 as you are unlikely to be aware of the procedures that were followed in your case.

3. The Commission reached a decision which no reasonable body could have reached.

Although you might not agree with the Commission's decision, the FA Appeal Board can only consider the evidence that was in front of the Commission and will decide whether or not the decision was reasonable, based on that evidence. You may need to show that the Commission missed some inconsistencies in the referee's evidence or that more weight should have been given to some aspects of your witnesses' evidence.

The referee will not be present at the appeal. If you have new evidence for the FA Appeal Board, you have to request permission to present it. It is unlikely that permission will be granted unless you are able to give a very good reason why it could not be presented to the County's Disciplinary Commission when your case was first heard. Even then, the Appeal Board might not allow the new evidence as the referee will not be there to respond.

4. Imposed a punishment, without reason, which did not conform to the recommendations.

5. Imposed an award, order or other sanction that is excessive.

The FA issues a Schedule Guide to Recommended Punishments which is contained with the disciplinary procedures printed in this handbook. If you received the punishment as shown in the guide you may find it difficult to prove that the punishment is excessive.

The Commission should have considered your previous 5 years' disciplinary record before deciding on your punishment. The Commission may reduce or increase the punishment depending on whether they consider the record to be exceptionally good or bad, and on the particular circumstances of the offence for which you were charged. Any reduction is likely to be small so you should think carefully before choosing to appeal solely for a reduction below the recommendations.



REFEREE INFORMATION

Your first point of contact for all refereeing issues and enquiries is:

Referee Development Officer (RDO)

Roger Goodwin

Roger.Goodwin@GloucestershireFA.com

Tel: 01454 615888

Other key contacts:

Hon. Referees' Secretary

Ken Fry
35 Glyn Vale,
Bristol,
BS3 5JD
Tel: 0117 966 9449
ke.fry@btinternet.com

Referee Assessor Coordinator (North):

Jim Harding
4, Brook Court, 53 The Park,
Cheltenham, GL50 2SB
Tel: 01242 570704.
Mobile: 07789 516171
James.harding09@btinternet.com

Referee Assessor Coordinator (South):

David Price
45 Oxbarton, Stoke Gifford,
Bristol, BS34 8RP
Tel: 01454 777117.
Mobile: 07896 945903
Davidprice45@live.co.uk

Referee Academy Appointments Officer:

Adam Stanley

Ae_stanley@hotmail.com

Referee Mentor Coordinator (North):

Mark Price
Tel: 07985 777686
alimark@o2.co.uk

Referee Mentor Coordinator (South):

Peter Colley
Tel: 07878 847471
petercolleyref@hotmail.co.uk

FA Level 4 Tutor:

Barry Gee

FA Level 2 Tutors:

Andrew Cook, Roger Goodwin, Jim Harding, Colin Harris, Sue Henson-Green, Gerard O'Sullivan, Phil Prosser, Chris Thompson, Will Wain, Dave Walker

FA Level 1 Tutors:

Martin Ball, Charlotte Blanch, Brian Durie, Terry Fox, Chris Fullerton, Tony Lidbury, Mark Russell, Dennis Young

Registered Referee Assessors (Active)

Ian Ashley, Bill Carr, Keith Clark, Andy Cook, Gary Chapman, Brian Derry, John Gainey, Colin Gay, Brian Gore, Colin Harris, John Hawkins, Glyn Howells, Steve Jacques, David John, David Jones, Roger Langton, Tony Lidbury, Alan Pearce, Phil Prosser, Dave Price, Steve Rollings, Jeff Sharpe, Brian Stevens, Chris Thompson, Dennis Young.



MATCH OFFICIALS FEES - SEASON 2010-11

All fees and travelling expenses are determined by Gloucestershire Football Association.

| Competition | Referee | Assistant Referee |
|---|---------|-------------------|
| Supply League: (Gloucestershire County League) | £30.00 | £22.00 |
| All Other Leagues: (Sat. & Sun.) | £20.00 | £17.00 |
| GFA Cup Competitions | | |
| Senior Challenge: | £45.00 | £30.00 |
| Challenge Trophy: | £35.00 | £27.00 |
| Senior Amateur & Sunday Premier | £22.00 | £20.00 |
| All other Competitions (inc Youth) | £20.00 | £17.00 |

Travelling Expenses 2010-2011: 32 pence per mile

In all the above competitions, travelling expenses of officially appointed Referee and Assistant Referees are to be paid by the **Home Club**

Please Note:

- Referees should always refer to the relevant League Handbook or the League Referees' Secretary to confirm the actual fee payable in league competitions.
- Some leagues elect to pay an 'all-in' fee that includes mileage
- The fees payable for Youth and Mini-soccer matches vary between leagues and between the age levels of the participants.

GFA Cup Finals

Match officials receive a memento in lieu of a fee in all GFA Cup finals. Travelling expenses can be claimed at the current rate by contacting the Referee Development Officer.

Change of Address / Contact details

Referees must advise the Referee Development Officer, (roger.goodwin@gloucestershirefa.com) and their League Secretary / Referees' Secretary of any change to their contact details as soon as reasonably practicable.

Referee Training

Further information, including booking onto a Basic Referee Course is available at www.gloucestershirefa.com/GetIntoFootball/Refereeing/

Candidates who successfully complete the Basic Referee course will be placed on the Official List of Referees and will receive a certificate and Gloucestershire FA shirt badge.

A successful candidate under the age of 16 years will be classified Level 8 and will automatically become a Level 7 Referee on his/her sixteenth birthday. There is an ongoing programme of in-service training and support available to all referees. Please contact the RDO for more details or check the In-Service Training (IST) page on our website.

Applications from candidates (who must be 14 years of age or over) to take the Basic Referee course are welcome. Courses should be booked online via the GFA website or by contacting Roger Goodwin (RDO).



REPORTING CAUTIONS AND MISCONDUCT

The standard FA reporting templates for both Cautions and Misconduct are available for download from the GFA website. Please visit the web address shown below:-

www.GloucestershireFA.com/GetIntoFootball/Refereeing/

These templates can be used by any registered or Club referee who officiates in Open-age, Youth or Mini-soccer football. The older, paper versions are still acceptable if you do not have access to e-mail.

Completed reports should be sent to Discipline@GloucestershireFA.com. Please do not use any other e-mail address as it will not reach the correct person and may not be processed. All e-mails sent to the above address receive an automatic e-mail acknowledgement so you can be sure it has been received by the GFA.

In all cases, reports must be sent to the GFA within 3 days of the date of the match. It is not acceptable to delay sending reports to the GFA. Repeat offenders may be reported to the GFA Referees' Committee for review.

Assistant Referees who are appointed by Gloucestershire Football Association to matches under their jurisdiction, and are witness to offences associated with that match shall submit a report of their version of the incident direct to the Association. Referee Assessors and Mentors are also able to submit reports of misconduct after liaising with the Match Referee.

Referees are reminded that they should refrain from any public comment concerning disciplinary incidents in which they are involved.

Any registered referee who would like to know the outcome of a misconduct report they have submitted should contact the Referee Development Officer. Please allow 4 – 8 weeks from the report submission date.

ASSAULT ON A MATCH OFFICIAL

Match Officials should gather as much evidence as possible, e.g. names of witnesses and photographs if possible. The injured party should then consider reporting the assault to the Police and obtain a Crime Reference Number. If there is any clear evidence of bleeding or significant physical injury, match officials are strongly advised to telephone the Police immediately.

All incidents of assault on a Match Official, either prior to, during, or after a match must be reported to Gloucestershire Football Association in writing, or via e-mail, using the standard FA reporting templates.

A written/e-mail confirmation that a Match Official intends to instigate legal proceedings must be sent to the GFA Chief Executive accompanied by a copy of the Official Report, within seven days of the match concerned. If, after consultation with their appointed solicitors, Gloucestershire Football Association supports the legal proceedings, it may provide financial support.



GLOUCESTERSHIRE REFEREES' SOCIETIES AFFILIATED TO THE REFEREES' ASSOCIATION OF ENGLAND, MERCIA AND THE WEST

BRISTOL: D Price,
45, Oxbarton, Stoke Gifford, Bristol BS34 8RP
Tel: 01454 777117
E Mail davidprice45@live.co.uk

Meetings generally held on the Thursday of the first complete week of every month (except, June and July) at the Memorial Stadium, Filton Avenue, Horfield, Gloucestershire, BS7 0BF. Start 7:15pm.
Website: www.bristolra.co.uk

CHELTENHAM: A Pearce
14 Rivermead Close, Sandhurst Lane, Glos, GL2 9AG
Tel: 01452 520054
E Mail: alanpat100@btinternet.com

Meetings held on the third Thursday of the month (except June and July) at The Victory Club Burlington House, Lypiatt Road, Cheltenham, Gloucestershire GL50 2SY. Start 7.45pm

CIRENCESTER: A Matthew
7 Manor Close, Stratton, Cirencester, Glos, GL7 1WH
Tel: 01285 658409
E Mail: alastair.matthew@btopenworld.com

Meetings held on the fourth Thursday of the month (except June and July) at the Corinium Stadium, Kingshill Lane, Cirencester, Gloucestershire GL7 1HS. Start 7:30pm.

FOREST OF DEAN: E Rowlands
7 Smithville Cl, St Briavels, Lydney, Glos, GL15 6TN
Tel: 01594 530685
E Mail edwinrowlands@hotmail.com

Meetings held on the first Monday in the month, (no meetings in May. June and July) at Sling Club, Sling, Near Coleford, Gloucestershire. Start 7:30pm.

GLOUCESTER: G J Rosam
66 Maidenhall, Highnam, Gloucester GL2 8NF
Tel: 01452 416946.
E Mail: graham.rosam@highnamband.co.uk

Meetings held on the first Monday in the month (except June, July and August) at the University of Gloucestershire, Oxstalls Campus, Oxstalls Lane, Gloucester. GL2 9HW. Start 7:30pm.

STROUD: C Gunn
12, Lark Rise, Chalford Stroud Glos. GL6 8FF.
Tel: 01453 882760
E Mail: caroline@penrith.fsworld.co.uk

Meetings held on the third Tuesday in the month (except June, July, December and April) at the Leonard Stanley Social Club, Leonard Stanley, Stonehouse, Glos. Start 7:30pm.

All registered referees are eligible for membership of the above societies

**GLOUCESTERSHIRE COUNTY COMMITTEE OF THE REFEREES' ASSOCIATION****SECRETARY:**

A. Pearce
14, Rivermead Close, Sandhurst Lane Gloucester GL2 9AG
Tel: 01452 520054
E Mail: alanpat100@btinternet.com _

Meetings held at The Gala Club, Fairmile Gardens , Gloucester . GL2 9DU at 7.15pm on the 13th Sept 2010, 8th Nov 2010, 10th Jan 2011, 14th March 2011 and 9th May 2011

REFEREES AND MEMBERSHIP OF THE REFEREES' ASSOCIATION

As a registered Referee you are encouraged to join your local branch of the Referees' Association. Where else but in the R.A. can you get the following benefits of membership?

- 1 Discussions on the Laws of the Game.
- 2 Guidance and advice on amendment to the Laws.
- 3 Early notice and advice on Amendment to the Laws.
- 4 Discussions on practical problems and how they should be resolved when encountered.
- 5 Advice and Guidance from Senior Referees.
- 6 Constructive criticism of your refereeing and how it could be improved by senior members.
- 7 Full support of the R.A. should you be the unfortunate victim of circumstances, or if you receive unjust treatment.
- 8 The right to financial assistance from the R.A. Benevolent Fund should you be in need.
- 9 The opportunity to meet Referees from all levels at Society Meetings or at Social Functions.
- 10 The right to your own copy of the R.A. "Manual of Guidance for Referees" which will advise you on all aspects of refereeing.

With all these advantages in mind, can you afford NOT to be a member?

For a modest fee, you will be most welcome at the next meeting of your local Society.



LEAGUE REFEREES' SECRETARIES

| Open Age Leagues | Contact | Telephone | Address |
|-------------------------------------|------------|---------------|---|
| Bristol & Avon League | T Lidbury | 07788 427913 | 55 Northfield, Yate, Bristol, BS37 4LW tony.lidbury@hotmail.co.uk |
| Bristol Premier Combination | R Monks | 01179 513 937 | 15 Heyford Avenue, Eastville, Bristol, BS5 6UF |
| Bristol & District League | M Smardon | 01454 614 347 | 65 Farley Close, Little Stoke, Bristol, BS34 6HF jimandjen@farley65.fsnet.co.uk |
| Bristol & District Sunday League | B Slade | 01179 655 632 | 25 Chatsworth Road, Fishponds, Bristol, BS16 3P brendanslade@hotmail.co.uk |
| Bristol Downs League | S Elson | 01275 879 769 | 12 Netherways, Clevedon, Bristol BS21 7YU. |
| Bristol Regional League | R Green | 01173 306 321 | 9 Hilltop Road, Soundwell, Bristol, BS16 4RN cool_ref@live.co.uk |
| Bristol & Suburban League | R Green | 01173 306 321 | 9 Hilltop Road, Soundwell, Bristol, BS16 4RN cool_ref@live.co.uk |
| Bristol & Wessex Sunday League | S Evans | 01454 327306 | 10 Dorset Way, Yate, Bristol, BS37 7SN |
| Cheltenham League | C Williams | 07711 107912 | 8 Radnor Road, Cheltenham, GL51 3JJ cheltrefsec@gmail.com |
| Cheltenham Sunday League | S Pearce | 07774 5534914 | 15 Devon Avenue, Rowanfield, Cheltenham, GL51 8AR stephenpearce@blueyonder.co.uk |
| Cotswold Churches League | | | |
| Cirencester & District League | P Smith | 01285 657 954 | 56 Partridge Way, Beeches Park, Cirencester, GL7 1BQ smithphil@talktalk.net |
| Gloucester & District Sunday League | R Poole | 01452 856 176 | 33 Holtham Avenue, Churchdown, Glos. GL3 2AR |
| Gloucestershire County League | A Shilston | 01594 844221 | Supply League |
| Glos County Women's League | D Walker | 01453 542 947 | 4 St Georges Road, Dursley, Glos. GL11 4DW refwithattitude@aol.com |
| Glos Northern Senior League | J Green | 01452 424 309 | 81 Cheltenham Road, Longlevens, Glos. GL2 0JG johngreengnsl@btinternet.com |



| Open Age Leagues | Contact | Telephone | Address |
|------------------------------|-----------|---------------|--|
| North Gloucestershire League | K Brain | 07881 958 101 | 20 Greenways Drive, Milkwall, Coleford, Glos, GL16 8PF kevbrain@hotmail.com |
| Stroud and District League | M Flynn | 01242 539 989 | 7 Cherrington Drive, Abbeymead, Glos. GL4 4XW mikeflynn6566@aol.com |
| West Dean Charity League | M Chidley | 01594 564 849 | 5 Tower Road, Yorkley, Lydney, Glos. GL15 4SJ chidley@tiscali.co.uk |

| REFEREES' SECRETARIES - YOUTH LEAGUES | | | |
|---------------------------------------|-------------|---------------|---|
| Avon Youth League U12 – U14 | J Caley | 01173 492 477 | 12 Empire Cresent, Hanham, Bristol, BS15 3GG john_caley@btinternet.com |
| Avon Youth League U15 – U16 | D Dempsey | 0117 985 7546 | DaleDempo@aol.com |
| Bristol Girls League | | | |
| Bristol Saturday Youth League | | | |
| Bristol U18 Combination League | M Edgington | 01179 040 771 | 2a, Stanford Place, Inns Court, Knowle, BS4 1TA edgington907@yahoo.co.uk |
| Cheltenham Youth League | K Iles | 07935 281732 | 19 Marsh Gardens, Cheltenham, Glos. GL51 9LL keithiles@blueyonder.co.uk |
| Glos County Youth League (North) | A Matthew | 01285 658 409 | 7 Manor Close, Stratton, Cirencester, GL7 2ND alstair.matthew@btoopenworld.com |
| Glos County Youth League (South) | A Davey | 0117 963 9835 | 77 Novers Park Drive, Knowle, Bristol, BS4 1RH Jackdavey65@live.co.uk |
| Gloucester Youth League | M Chidley | 01594 564 849 | 5 Tower Road, Yorkley, Lydney, Glos. GL15 4SJ chidley@tiscali.co.uk |
| Hanham Minor League | J Caley | 01173 492 477 | 12 Empire Cresent, Hanham, Bristol, BS15 3GG john_caley@btinternet.com |
| Mid-Glos Mini-soccer League | | | |
| Stroud & District Youth League | J Spiers | 07788 142727 | 14 Akermans Orchard, Newent, Glos, GL18 1QD jim.e.s@hotmail.co.uk |



MEMORANDUM OF AFFILIATED ASSOCIATION RESPONSIBILITIES FOR REGISTERED REFEREES

Affiliated Associations must provide, as a minimum, the following for Referees administered by them:

Allocation to Leagues

The Association is responsible for the allocation of Referees promoted to, or serving on, the National Contributory Leagues List of Assistant Referees to a suitable Supply League on which to referee. The allocation of Referees to officiate as Assistant Referees in the recognised division of one Supply League only, in which teams from the Affiliated Association operate, is the responsibility of the Affiliated Association to ensure that local football is not deprived of Referees.

Referees successfully completing the Basic Referee Training Course are to be advised in writing, in accordance with the Regulations for the Registration and Control of Referees, of the leagues on which they may operate.

Appointments

Affiliated Associations make appointments to their individual Competitions. In addition, they are invited to make nominations in respect of FA Competitions at the request of The Football Association Refereeing Department.

Benevolent Scheme

Affiliated Associations are encouraged to make available access to any Benevolent Scheme it runs to Referees. They may also access, on behalf of a Referee, The Football Association Benevolent Fund.

County Football Association Badge

The Regulations for the Registration and Control of Referees require Referees to wear the badge of the County FA who administers his registration on FA Competitions, where such a badge is available. This provides County identity for Match Officials when operating both within and outside their Affiliated Association boundary. Affiliated Associations should make the County FA badge available to Referees.

County Football Association Handbook

Affiliated Associations should provide, as a minimum, the County Cup Competition Rules, details of Club Secretaries and details of grounds/match venues.

General Advice

General advice and guidance on all football related matters should be communicated by the Affiliated Association to those Referees it administers.

In-Service Training

Referees at Level 4 and below are provided with in-service training by Affiliated Associations. In-service training for Referees in the promotion scheme is mandatory in accordance with the Regulations for the Registration and Control of Referees and may be co-ordinated in conjunction with National Referee Managers. Other in-service training (i.e. Supply League Referees, Pre-Cup Final training, assessor training, etc) should be provided for Referees as appropriate. Funding may be accessed to meet some of the training and development needs.

Laws of the Game

All referees must be provided with a current edition of the Laws of the Game by their Parent Association and any Law amendment bulletin published by The Association.

Legal Advice

Affiliated Associations may assist in the provision of legal advice where appropriate to Referees. This could involve seeking advice from The Association on behalf of the Referee in certain circumstances.

Liaison with the National Referee Managers

Affiliated Associations should make every use of the services of the National Referee Managers in the support of its responsibilities for registered Referees as outlined in this Memorandum.



Licensed Referee Tutor Courses

Affiliated Associations should identify those candidates it considers suitable to attend Licensed Referee Tutor Courses in accordance with the criteria notified by The Association from time to time. The Association makes financial provision for these courses.

Mentor Scheme

Affiliated Associations are required to provide Mentor support for Referees undertaking the Basic Referee Training Course. It is recognised that mentoring is an aid to retention and Affiliated Associations are encouraged to extend the service to other Referees wherever possible.

Monitoring of Financial Provision

Affiliated Associations are required to develop and produce a County Development Plan linked to the National Game Strategy which details key initiatives and targets to support recruitment, retention and development of Referees as well as offering details on the financial support provided by The Association. Returns are to be submitted to The Association upon request.

Nominations to the Contributory League List

Affiliated Associations are required to nominate eligible and suitable Referees to join the Contributory League Assistant Referees List from their Senior County Referees on request from The Football Association Refereeing Department. Those Referees who are nominated for consideration to the Contributory League Assistant Referees List must have successfully completed the required fitness test as determined by The Football Association Referees' Committee from time to time.

Personal Accident Insurance

Affiliated Associations are encouraged to investigate the need for Personal Accident Insurance for Referees.

PGMOL

The Professional Game Match Officials Ltd is responsible for officials operating in the Premier League, Football League and Panel Leagues.

Promotion and Assessment Scheme

Affiliated Associations are responsible for the promotion of Referees up to Level 5 - Senior County Referee, in accordance with the Regulations for the Registration and Control of Referees, by ensuring that Referees are active at the appropriate Level and are regularly assessed. The promotion assessment scheme is part funded by The Association. Senior County Referees and below, outside the promotion scheme, who are administered by their Parent Association should be regularly assessed for development purposes.

Public Liability Insurance

A minimum of £5 million, as recommended by The Association, cover for public liability insurance.

Recruitment and Basic Training of New Referees

The recruitment and training of new Referees is an important area which Affiliated Associations have responsibility towards the development of the future of the game. The Association supports this with provision of financial and material support.

Referee Discipline

The Regulations for the Registration and Control of Referees devolve the responsibility for Referee discipline, of those Referees not operating on the National List of Contributory League Officials or above, to the Referee's Parent Association. Where an alleged offence is committed by a Referee whilst acting as a Match Official in any capacity (on or off the field) the matter will be dealt with by a Referees' Committee or Commission thereof, except where the charge relates to FA Rule E. In this and all other circumstances the Referee will be dealt with as any other Participant. Referees should be made aware of the process by which any acts of misconduct, or indiscipline in relation to their registration, will be dealt with by the Affiliated Association.



Registration

Registrations for Referees must be in accordance with the Regulations for the Registration and Control of Referees as amended by The Association from time to time. *Affiliated Associations will collect the National Registration fee and, where appropriate, any Associate Referee fee levied by them for Referees administered by another Affiliated Association.* Except where determined otherwise, Affiliated Associations will be responsible for the provision of CRB and any other checks on Referees as decided by The Association.

Safeguarding Children Training

In accordance with the Rules of The Association, every participant in a position of trust e.g. coach, referee, medic, welfare officer etc... is required to undergo Safeguarding Children Training. The Football Association Referees Department and Equality and Child Protection Unit will provide appropriate guidance.

Schools of Excellence and Referee Academies

Affiliated Associations are strongly encouraged to include a School of Excellence (or Referee Academy) for referees.

Transfers

Affiliated Associations are responsible for ensuring that Referees who move to another administrative area are notified to the receiving Association. On receipt of that notification, the receiving Affiliated Association should ensure that the Referee is made aware of the refereeing activities in the County.



Referee Promotion from Levels 7 and 6

All Gloucestershire FA registered referees over the age of 16 as of 30th June can apply for promotion to the appropriate level. The individual referee must be registered with one or more adult leagues affiliated to the GFA. Applications should be made in writing to the GFA Hon. Referees' Secretary (contact details below). The referee promotion season runs from 1st March until the 28th February each year.

The GFA promotion board will consider all promotion candidates for re-classification in March each year. Closing date for referee's to apply for promotion is the 30th June each year.

Referee requirements: Before applying for promotion the referee must:

- Have to have completed 20 middles of which 70% have to be open-age 11v11 football. You can not apply to any stage of promotion unless you have met this requirement.
- Be GFA registered and have completed the Safeguarding Children Workshop (SCW)
- Have completed an FA Criminal Records Bureau (CRB) check (if over age 18)

Having applied for promotion and in line with the GFA and Football Association regulations, all promotion candidates must (in the promotion season):

- Referee a minimum of twenty (11v11) games of open-age football.
- Act as an Assistant Referee **throughout the season** for a minimum of five Supply league games, which can also include U18 Football Association Academy games.
- Attend the Assistant Referee seminar, a Referee promotion seminar and pass a Referee promotion exam.
- Pass a Fitness Test as defined by the Gloucestershire Football Association.

All referees who apply for promotion will be required to give full details of all their fixtures to the Assessor Coordinator (contact details below) as soon as the appointments are received, they must also make him aware of any cancellations / re-appointments or amendments to their fixtures as soon as they are known. All referee promotion candidates will be assessed on a minimum of three appointments during their marking season. Any matters relating to assessor reports are to be directed to the Assessor Co-ordinator.

It is important that you respond immediately to any correspondence from the GFA (Rule 32, Correspondence applies). Failure to do so may affect your chances of achieving promotion.

Any questions or clarification that promotion candidates may have in relation to their promotion should be directed in the first instance to the GFA Hon. Referees' Secretary.

Important dates for Promotion Candidates level 7 to 6, 6-5 and 5-4 will be circulated to promotion candidates.



Referee Promotion Nomination from Level 5

Nomination for promotion to Level 4 is now available to all Level 5 registered referees, but you must be available on **Saturdays and midweek**. If you are successful you will referee on a Football Association Supply League and act as an assistant referee on a Contributory League. It should be noted that an increased commitment is required at this level with longer distances to travel and more administration.

The deadline for applications to Hon Referees' Secretary (Mr Ken Fry) is the 30th June.

Eligibility

To be eligible for nomination, referees must meet the following criteria:

- Senior County Referees (Level 5) as at the 1st March 2011
- Receive a minimum of five assessments via the County Football Association and achieve a 75% average assessor mark.
- Referee a minimum of fifteen matches of senior Open Age 11 v 11 football during the 2010-2011 marking season. (01.03.10. to 28.02.11).
- Act as an Assistant Referee **throughout the season** for a minimum of five Supply league games, which can also include U18 Football Association Academy games
- Successfully complete a Contributory League Assistant Referee fitness test **held by the Gloucestershire Football Association.**

The early fitness test allows the County to focus on those who pass the test in terms of completing the minimum three to five assessments required for nomination. Please ensure that you produce a blood pressure test certificate signed by the health practitioner who conducted the blood pressure test, no earlier than two weeks prior to any fitness test (NO CERTIFICATE, NO TEST).

The fitness standard to be attained is:

- 12 minute continuous run, minimum distance to be completed, 2,500 metres.
- 2 x 50 metre sprint – max 7.5 seconds for each sprint.

No referee will be nominated with less than three assessments. If only three assessments are carried out you must finish in the top 50% of the Club Mark Merit Table on the league you operate. Any matters relating to assessor reports are to be directed to the Assessor Co-ordinator.

All referees who apply for promotion will be required to give full details of all their fixtures to the Assessor Co-ordinator as soon as the appointments are received. They must also make him aware of any cancellations / re-appointments or amendments to their fixtures as soon as they are known. Questions or clarification that promotion candidates may have in relation to their promotion should be directed in the first instance to the GFA Hon. Referees' Secretary.

Names of all candidates who meet the above criteria will be submitted to the Football Association for promotion to Level 4. Remember, the final selection rests with the Football Association NOT Gloucestershire Football Association.

Hon. Referees' Secretary

Ken Fry
35 Glyn Vale,
Bristol,
BS3 5JD
Tel: 0117 966 9449
ke.fry@btinternet.com

Referee Assessor Coordinator

(North):
Jim Harding
4, Brook Court, 53 The Park,
Cheltenham, GL50 2SB
01242 570704 & 07789 516171
James.harding09@btinternet.com

Referee Assessor Coordinator

(South):
David Price
45 Oxbarton, Stoke Gifford,
Bristol, BS34 8RP
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GUIDE TO MARKING

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

| Mark Range | 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. |
| 60 and below | The Referee demonstrated shortcomings in the accuracy of decision-making and control which affected the game. |

Notes

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



HOW TO DECIDE ON THE REFEREE'S MARK

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

CONTROL AND DECISION MAKING

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

COMMUNICATION AND PLAYER MANAGEMENT

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

FINAL THOUGHTS

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



REGULATIONS FOR THE REGISTRATION AND CONTROL OF REFEREES

Preamble

Pursuant to The Football Association Rule J1(d), the Council is authorised to make regulations with reference to Match Officials as they deem expedient. These 'Regulations for the Registration and Control of Referees' (the "Regulations") are the regulations made under that Rule.

Affiliated Associations are responsible for the administration of Referees registered with The Association who reside in their area as determined by The Association. Service Associations have administrative responsibility for Referees who are serving members of the Armed Forces.

Affiliated Associations shall appoint a Referees' Committee to carry out its functions under these Regulations.

These regulations fully embrace The FA's Equality policy ensuring that within refereeing all instances of discrimination on the basis of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability are challenged. Equal opportunities in all situations will be encouraged.

For the purpose of these Regulations the terms used will be defined as follows:

Administer - to carry out the administrative procedures relating to the registration and control of Referees as required or determined by The Association from time to time.

Affiliated Association - a County Football Association or Service Association.

Annual Review - the review by a Competition of its List of Match Officials entitled to be appointed for a Match in that Competition, to establish the suitability of each Referee to continue to be eligible to be retained on that list. Such a review will take into consideration the Referee's administration, fitness and performance on the field of play as defined in these Regulations, as modified by any written instructions to a Competition from The Association from time to time.

Assessment - written appraisal of a Referee's performance on the field of play, carried out by an FA Registered Assessor, on behalf of The Association, Affiliated Association or competition and submitted to the appropriate body.

Basic Referee Training Course - a course of instruction for 11-a-side football as determined by The Association leading to the examination of Referee candidates.

Club Mark - a numerical indication of a Referee's performance on the field of play, reported by competing Clubs after a match, on a scale defined by The Association.

Contributory Leagues - those nominated divisions, within specific Leagues as determined and considered by The Association, suitable for Level 3 Referees.

County Referee - a Referee who has demonstrated to the satisfaction of The Association, Affiliated Association or Service Association, as required by these Regulations, the ability to officiate at Level 6 and above.

Examine - to supervise, in written and/or other form of examination, Trainee Referee candidates to the requirements and standards determined by The Association from time to time.

FA Registered Assessors - those individuals authorised by The Association to carry out Assessments at levels determined by The Association.

FIFA List - those Referees and Assistant Referees, nominated by The Association and selected by FIFA, eligible for appointment to international matches.

Futsal - the only form of small-sided football approved by FIFA.

Junior County Referee - a Referee who has completed successfully the Basic Referee Training Course, having reached the age of 16 years.



League - a Competition sanctioned under relevant Regulations by The Association or an Affiliated Association.

Marking Season - except as otherwise determined by The Association, the marking season for promotion/retention shall be from the 1st March until the last day of February in the following year.

National List - those Referees selected by The Association, eligible for appointment to games in the Premier League, the Football League and other matches as determined from time to time.

Panel List - those Referees selected by The Association, eligible for appointment to games within specific Panel Leagues as determined by The Association, suitable for Level 2 Referees.

Parent Association - the Affiliated Association within whose boundaries a Referee resides (except for Service referees and the Amateur Football Alliance).

Playing Season - that period of the year when The Association permits football to be played.

Referee - a person registered as qualified under these Regulations who may be appointed as a Match Official.

Registration Period - from 1 June in each year, (or the date of successful completion of the Basic Referee Training Course if later) to the following 31 May.

Senior County Referee - a Referee who has demonstrated to the satisfaction of The Association, Affiliated Association or Service Association, as required by these Regulations, the ability to officiate at Level 5 and above.

Service Association - an Affiliated Association having responsibility for the administration of the game as determined by The Association from time to time in or relating to Her Majesty's Regular Forces (the Royal Navy, the Army, the Royal Air Force).

Specialist Assistant Referee - Referees who are permitted by The Association to officiate almost exclusively as Assistant Referees.

Supply League - those nominated divisions, within specific Leagues as determined and considered by The Association, suitable for Level 4 Referees.

The Association - means The Football Association.

Trainee Referee - a Referee candidate who is undergoing the Basic Referee Training Course, will be recognised and classified as a Level 9 Referee and may be appointed as a Match Official in accordance with these regulations.

Youth Referee - means a registered Referee who is aged 14 or 15.

For the purposes of these Regulations, The Association shall act through the Council, which shall delegate such functions to the Referees' Committee.

1. Registration

(a) No person shall be appointed as a Match Official in any Match or Competition under the jurisdiction of The Association either directly or indirectly unless registered in accordance with these Regulations.

A Competition may include in its regulations a provision by which a person who is not a registered Match Official may carry out the duties of a Match Official in a specific Match but only in circumstances where a registered Match Official cannot be appointed to or officiate in that Match. In these circumstances the appointed unregistered and/or unqualified Match Official will carry the same powers and duties of an appointed registered Match Official for the purpose of that match.

(b) A Referee must be registered with The Association through the Affiliated Association within the area in which the Referee resides, which will be deemed that referee's Parent Association (or County). The Parent Association for serving members of The Armed Forces is the Affiliated Association of the service in which they serve; such referees may also register as an Associate Referee with the Affiliated Association in whose area they reside. A Referee will be required to pay the standard national registration fee to be determined annually by The



Association. Registration will run from the date of registration until the following 31 May. A Referee may become an Associate Referee with another Affiliated Association but will not be required to pay a further fee.

The Memorandum attached to these regulations detail the responsibilities of Affiliated Associations in respect of Referees administered by them.

- (c) In cases where the boundaries of Affiliated Associations overlap, the Affiliated Associations concerned must mutually agree responsibility of the training and examination of Trainee Referees. Once the Basic Referee Training Course has been completed, the registration of the Referee must then be transferred to the Affiliated Association of the area in which the Referee resides. A Referee who changes residence from one administrative area to another will be required to be released by the original Association before being registered with their new Association for administrative purposes but will not be required to pay a further registration fee for that season.
- (d) Referees shall not be registered with The Association until they are able to satisfy the Affiliated Association of their date of birth. A Trainee Referee must be 14 years of age or older at the time of registration.
- (e) A Referee who has failed to register as a Referee with The Association for between two and five seasons shall not be re-registered until they have successfully undertaken and completed the Basic Referee Training Course written examination. The Affiliated Association may then register the Referee at their former Level (up to Senior County Referee) once they are satisfied with his/her competence. A Referee who has not been registered for more than five seasons must attend and successfully complete the Basic Referee Training Course at which point they will be registered as a Junior County Referee.
- (f) A Referee's registration may be cancelled or suspended by the Affiliated Association in consultation with The Association where the Referee has not acted in the best interests of the game. The Association may take any action it deems appropriate. Applications for the re-instatement of a Referee who has previously been disqualified under this Regulation must be referred to The Association.

2. Referee Recruitment, Training and Examination

- (a) The Association and Affiliated Associations shall be responsible for the recruitment, training and examination of Referees.
- (b) The requirements and standards for Referee training and examination shall be agreed by The Association.
- (c) Initial Referee training course fees shall be set by The Association for:
 - Basic Referee Training
 - Futsal
 - Small-Sided Football
 - Mini-Soccer
 - Disability Football
- (d) Basic Referee Training Course - All candidates shall be examined as to their suitability to be a Referee by an initial examination at the end of module 3. The initial examination shall include a written element and/or any other form of examination as prescribed by The Association.
- (e) All other formats of initial Referee training will be examined at the end of the period of training.
- (f) The minimum age a candidate may be presented for initial examination of the Basic Referee Training Course and all other forms of refereeing will be 14 years.
- (g) Candidates who do not reach the standard required by The Association in the initial examination may be re-examined at a time appropriate to the needs of the individual as determined by The Association and/or the Affiliated Associations'.



3. Classification

- (a) On behalf of The Association, each Affiliated Association must classify Referees administered by their Association. The classification period runs from 1 June in each year, or the date of successful completion of the initial examination, to the following 31 May.

As at 1 June in each year every Referee is to be classified as follows;

| | |
|---------------|--|
| International | FIFA List Referee |
| Level 1 | National List Referee |
| Level 2 | Panel List Referee |
| Level 3 | Contributory League Referee |
| Level 4 | Supply League Referee |
| Level 5 | Senior County Referee. This classification includes Referees who have served at a higher Level.* |

** Where a Referee has achieved a Level higher than Level 5 and is not retained, the Referee will usually be reclassified as a Level 5 Referee, with the option of further promotion in the normal way or until a status of non-active is declared by the individual.*

| | |
|----------|---|
| Level 6 | County Referee |
| Level 7 | Junior County Referee (16 years of age or over) |
| Level 8 | Youth Referee (14 or 15 years of age) |
| Level 9 | Trainee Referee |
| Level 10 | Non- Active or Referee Workforce* |
| | - Tutor |
| | - Assessor |
| | - Mentor |
| | - Coach |

**if not already registered as an active Referee.*

The Association may designate Referees as Specialist Assistant Referees who will officiate almost exclusively as Assistant Referees according to guidelines determined from time to time.

A Referee may be registered as one or more of the following specialist categories; such registration may be in addition to a Level 1 to 10 registration.

| | |
|------|--|
| MSR | - Mini-Soccer Referee |
| SS | - Small-Sided Referee |
| WFR1 | - Premier League and Super League Women's Football Referee |
| WFR2 | - Combination Women's Football Referee |
| WFR3 | - Regional Premier Division Women's Football Referee |
| WFR4 | - Regional League Women's Football Referee |
| WFR5 | - County League Women's Football Referee |
| WFR6 | - Girls and County League Women's Football Referee |
| WFR7 | - Trainee Women's Football Referee |
| FURF | - International FIFA Futsal Referee |
| FUR1 | - National Futsal Referee |
| FUR2 | - Regional Futsal Referee |
| FUR3 | - Senior County Futsal Referee |
| FUR4 | - County Futsal Referee |
| FUR5 | - Junior County Futsal Referee |
| FUR6 | - Youth Futsal Referee |

- (b) When a Referee changes residence from one Affiliated Association to another, the classification Level will be accepted by the Affiliated Association into whose area the Referee has moved.



- (c) A Referee moving to England from another country must provide proof of their current Referee status from their National Association. The Association will determine their classification Level.
- (d) Trainee Referees undertaking the Basic Referee Training Course must be registered as Level 9 by the end of module 3. A Level 9 Referee will automatically become a Level 7 Referee (16 years of age or over) or Level 8 (14 or 15 years of age) upon successful completion of the Basic Referee Training Course.
- (e) A Level 8 Referee will automatically become a Level 7 Referee on reaching the age of 16.

4. Promotion

Men

- (a) Selection and promotion within Levels 4 to International will be determined as follows:

| | |
|---------------------|---|
| International Level | Annual nomination by The Association to FIFA, selected from those eligible Referees as at the date of nomination determined by FIFA. |
| Level 1 | Referees who have been promoted from Level 2 for outstanding ability as determined by The Association. |
| Level 2 | Referees who have been promoted from Level 3 for outstanding ability as determined by The Association. |
| Level 3 | Referees who have been promoted from Level 4 for outstanding ability as determined by The Association. |
| Level 4 | Referees who have been promoted from Level 5 for outstanding ability as determined by The Association following nomination by the Affiliated Association to act as an Assistant Referee on the National Contributory Leagues and as a Referee on a Supply League. |

Referees will be required to complete successfully an annual fitness test and other criteria as determined by The Association prior to having their classification confirmed. On initial selection for promotion to a higher Level, Referees may be required to attend an interview to ascertain their suitability against criteria determined by The Association. The Association will determine the acceptable number of matches required for consideration to be selected for Levels 4 and above.

- (b) Selection and promotion within Levels 7 to 5 will be determined as follows:

Referees must apply for promotion in writing to their Parent Association no later than 1 March preceding the season in which promotion is sought. Referees considered for promotion in the preceding season, but not successful, will automatically be included in the promotion scheme for the following season unless they indicate otherwise, in writing, to their Parent Association.
- (c) The responsibility of promoting Referees within Levels 7 to 5 rests with the Referee's Parent Association. All selections to Level 5 must be made by 25 March each year and selections to Level 6 by 30 April each year.

Levels 5 and 6

Promotion from Level 6 to Level 5 and Level 7 to Level 6 shall be based on a Referee's practical performance on the field of play and other criteria as follows:

- Written assessments by FA Registered Assessors on a minimum of three games.
- Club marks from competitions over the age of 16 years over a minimum of 20 games (a minimum of 70% must be in open age competitions) officiated in as a Referee in the marking season.
- A Level 6 Referee wishing to be considered for future promotion to Level 4 must complete at least 5 games as an Assistant Referee.
- Attendance at least one promotion in-service training event.
- Successful completion of a written examination as determined by The Association.



Level 7 – Reclassification from Level 8 and 9

- (d) At an interim meeting at the end of September County Associations may:
- Identify Level 7 Referees who are showing promise and consider them for accelerated promotion from Level 7 to 5 in one season providing they meet the criteria as determined above
 - To gather supporting evidence for this “accelerated promotion” the Affiliated Association should provide the Referee with more challenging matches e.g. higher division matches in local leagues, games in later rounds of County Competitions. Referees being considered for this promotion would require an additional 20 games and a further three assessments at the higher Level of challenge. The Referee must attend an in-service training event for Level 6 to 5 and take the appropriate examination as determined in the criteria set by The Association.
 - Review for promotion to Level 6 or 5 a Referee who was ineligible for consideration in the annual promotion meeting because of shortage of games. Referees who meet the criteria may be promoted to Level 6 or Level 5 with effect from 1 October.
- (e) A Level 7 Referee must officiate as a Referee in a minimum of 20 games in one registration period before applying for promotion. No Affiliated Association may impose any other qualification periods which cause delayed passage through the promotion pyramid.

Women

- (f) Promotion through the Women’s Pyramid of Football will follow the criteria above, excepting that Referees choosing the women’s pathway can not automatically cross over to the same Men’s classification Level as this pathway is for the development of female Referees only.

As at 1 June in each year Referee is to be classified as follows;

| | |
|---------------|---|
| International | FIFA List Referee - |
| Level 1 | Premier League and Super League Referee |
| Level 2 | Combination Referee |
| Level 3 | Regional Premier Division Referee |
| Level 4 | Regional League Referee |
| Level 5 | County League Referee |
| Level 6 | Girls and County League Referee |
| Level 7 | Trainee Women’s Football Referee |

International Level - annual nomination by The Association to FIFA, selected from those eligible Referees as at the date of nomination determined by FIFA. Nominees must operate regularly at the highest level of the national women’s competition.

Level 1 Referees who have been promoted from Level 2 for outstanding ability as determined by The Association.

Level 2 Referees who have been promoted from Level 3 for outstanding ability as determined by The Association.

Promotion to Level 1 and Level 2 will be based on a Referee’s practical performance on the field of play by considering the criteria determined as follows:

- Written assessments by FA Registered Assessors on a minimum of three games.
- Club marks from competitions over the age of 16 years over a minimum of 20 games (a minimum of 70% must be in women’s competitions) officiated in as a Referee in the marking season.
- Attendance at least one promotion in-service training event.
- Successful completion of a written examination as determined by The Association.
- Successful completion of a fitness test as determined by The Association.

Referees will be required to complete successfully an annual fitness test and other criteria as determined by The Association prior to having their classification confirmed. On initial selection for promotion to a higher Level, Referees may be required to attend an interview to



ascertain their suitability against criteria determined by The Association. The Association will determine the acceptable number of matches required for consideration to be selected for Levels 2 and above.

Levels 3, 4 and 5

Promotion from Level 4 to Level 3, Level 5 to Level 4, Level 6 to Level 5 shall be based on a Referee's practical performance on the field of play by considering the criteria determined as follows:

- Written assessments by FA Registered Assessors on a minimum of three games.
- Club marks from competitions over the age of 16 years over a minimum of 20 games (a minimum of 70% must be in women's competitions) officiated in as a Referee in the marking season.
- A Level 6 Referee wishing to be considered for future promotion to Level 3 must complete at least 5 games as an Assistant Referee.
- Attendance at least one in-service training event
- Successful completion of a written examination as determined by The Association.

Level 6 - Reclassification from Level 7 Trainee Referee

Futsal

International Level - annual nomination by The Association to FIFA, selected from those eligible Futsal Referees as at the date of nomination determined by FIFA. Nominees must operate regularly on the Futsal National League competition.

Level 1 Promotion from Level 2 to 1 shall be based on the following criteria:

- Successfully complete a fitness test as determined by The Association.
- Have a minimum of two years' experience as a Level 2 Futsal Referee.
- Written assessments by FA Registered Futsal Assessors on a minimum of five games during the season.
- Refereed a minimum of ten matches during the season.

Level 2 Promotion from Level 3 to 2 shall be based on the following criteria:

- Successfully complete a fitness test as determined by The Association.
- Have a minimum of one year's experience as a Level 3 Futsal Referee.
- Written assessments by FA Registered Futsal Assessors on a minimum of four games during the season.
- Refereed a minimum of eight matches during the season.

Level 3 Promotion from Level 4 to 3 shall be based on the following criteria:

- Have a minimum of one year's experience as a Level 4 Futsal Referee.
- Written assessments by FA Registered Futsal Assessors on a minimum of three games during the season.
- Refereed a minimum of six matches during the season.

Level 4 Promotion from Level 5 to 4 shall be based on the following criteria:

- Have a minimum of one year's experience as a Level 5 Futsal Referee.
- Written assessments by FA Registered Futsal Assessors on a minimum of two games during the season.
- Refereed a minimum of four matches during the season.

Level 5 - Reclassification from Level 6 Youth Futsal Referee upon reaching the age of 16.

5. Competitions

- (a) Affiliated Associations must advise successful candidates of the result of the initial examination, in writing, as well as providing them with details of local competitions on which they are eligible to officiate.
- (b) Referees under the age of 16 are only eligible to officiate in competitions where the players' age band is at least one year younger than the age of the Referee. e.g. a 15 year old referee



may only referee in competitions where the age banding is 14 or younger. This also applies to those mentioned in regulation 1(a) regarding unregistered and or unqualified Referees.

- (c) Referees under the age of 16 must not participate either as a Referee or Assistant Referee in any open age competition. This also applies to those mentioned in regulation 1(a) regarding unregistered and or unqualified Referees.
- (d) The Association will advise Affiliated Associations annually of those Competitions, and the recognised Leagues and divisions, which have been granted Supply League status.
- (e) A Competition may not cancel or suspend a Match Official from its List at any time other than at the Annual Review (such power resting solely with The Association, Affiliated Association or Service Association as appropriate under Regulation 7 below).
- (f) The practical performance on the field of play of Match Officials officiating at Supply Leagues and above shall be appraised and reviewed during and at the end of each marking season.

Competitions at Supply Leagues and above are responsible for informing Referees of their performance at regular intervals during the season.

Competitions shall provide annually to The Association or Affiliated Association as appropriate a List of the Match Officials they have appointed with the Marks and Assessments obtained in accordance with the requirements of paragraph 12 of these Regulations.

All affiliated football clubs are to mark Referees on a scale of 1-100. An example of the marking Guide and form to be used in Supply Leagues is shown at Appendix A. Similarly an example of a marking guide and form for all other affiliated football is shown at Appendix B.

- (g) No appeal shall be permitted against a decision of a Competition to remove a Match Official from its List, as a result of an annual review of that Official's practical performances on the field of play.
- (h) A Competition shall not have the power to act in relation to the Registration of a Referee. Any allegation of behaviour alleged to constitute a breach under Regulation 7 (a)(i) or (ii) below must be reported to The Association, Affiliated Association or Service Association in accordance with Regulation 7 (c) below.
- (i) Match Officials' Fees and Expenses are set or approved by Affiliated Associations. Match Officials officiating in competitions at Supply League and above may not receive any other financial reward or incentive based on their on field of play performances from any Affiliated Association or Competition, other than the set fees and expenses.

6. Training

- (a) The Association shall identify the training requirements of Referees at all levels and be responsible for accrediting courses of instruction to meet those requirements.
- (b) Referees will be required to attend accredited training at intervals determined by The Association. Only training delivered by accredited or approved Referee tutors will be valid.
- (c) Training may be delivered, at the appropriate levels, in conjunction with Affiliated Associations, Match Officials' associations or the Referees' Association by Referee tutors accredited or approved by The Association.

7. Conduct of Referees

- (a) The Association, Affiliated Association or Service Association, as appropriate, shall have the power to act at any time in relation to the registration of a Referee who has:
 - (i) less than proficiently applied the Laws of the Game; or
 - (ii) committed a technical irregularity; or
 - (iii) proved to have been concerned as an agent for a Club or a Player in the transfer or attempted transfer and/or engagement of a Player; or
 - (iv) wilfully mis-stated his/her age, or, date of birth; or



- (v) as a player, violated the Laws of the Game to such a degree that a Regulatory Commission or a Disciplinary Committee subsequently imposes a penalty of suspension from playing; or
 - (vi) been less than proficiently applied the Laws of the Game; or
 - (ii) found to have committed an act of Misconduct (as defined in and) pursuant to the Rules of The Association or an Affiliated Association or Service Association; or
 - (vii) a Football Banning Order imposed on him or her; or
 - (viii) has not acted in the best interests of the game.
- (b) Only The Association, Affiliated Association or Service Association may act in relation to the Registration of a Referee. Such action may only be taken by its Referees' Committee.
- (c) Any behaviour alleged to constitute a breach under 7(a) (i) or (ii) above must have been notified to, or otherwise come to the attention of The Association, Affiliated Association or Service Association within 14 days of the relevant incident(s) for such to be acted upon under 7(a).
- (d) A technical irregularity under 7 (a)(ii) above shall be any failure by a Referee to meet any requirement imposed on, or notified to, a Referee by The Association, Affiliated or Service Association as appropriate from time to time.

A "technical irregularity" includes, but is not in any way limited to, any failure to comply with administrative requirements imposed on a Referee such as the requirements to file reports, answer correspondence, attend match venues or disciplinary or regulatory hearings at a particular time, etc or any breach of Regulation 10 or 13.

- (e) Where a Referee is alleged to have breached 7(a) (i) – (viii) above, the Referees' Committee shall advise the Referee, in writing, of the relevant allegation(s) and supporting facts and state that the matter will be considered by the Committee or a duly appointed Commission thereof.

The Referee shall respond within 14 days and may either:

- (i) deny the allegation(s), setting out a statement of his case; or
- (ii) request a personal hearing, in which case a fee of £25 must accompany the request; or
- (iii) admit the allegation(s). A Referee who admits the allegation(s) may set out any submissions which he wishes the Referees' Committee to consider when considering what, if any, action to take. The Referee may also request a personal hearing as above.

In considering any allegation at a personal hearing, a Referees' Committee or Commission thereof, may adopt such procedures as it considers appropriate and expedient for the determination of the matter brought before it; and shall not be bound by any enactment of rule or law relating to the admissibility of evidence in proceedings before a court of law.

- (f) Where an alleged offence is committed by a Referee whilst acting as a Match Official in any capacity (on or off the field) the matter will be dealt with by a Referees' Committee or Commission thereof except where a charge is raised under FA Rule E3. In this and all other circumstances the Referee will be dealt with as any other Participant.

Guide to Procedures at Personal Hearings

The following may be used as a guide to the procedures to be followed at a personal hearing, unless the Referees' Committee or Commission consider it appropriate to amend them:

- (a) The allegation(s) will be read out to the Referee, who will be asked if the allegation(s) are admitted or denied.
- (b) Evidence in support of the allegation(s) to be called.
- (c) Evidence in response to the allegation(s) to be submitted by the Referee, who may, with the permission of the Referees' Committee or Commission, be accompanied by a representative. (Any such representative shall not be permitted to give evidence as a witness).



- (d) The Referees' Committee or Commission and the Referee (as appropriate) shall be entitled to ask questions of any witness giving evidence in support of the allegation(s). The Referees' Committee or Commission shall be entitled to ask questions of the Referee, who may give evidence in defence of the allegation(s).
The Referees' Committee or Commission may draw such inferences as it considers appropriate from the failure of the Referee to give evidence or answer a question.
- (e) In the event of evidence submitted in answer to the allegation(s) disclosing a point which the Referees' Committee or Commission considers was not covered in the evidence of, or not put to, any witness in support of the allegation(s), the Referees' Committee or Commission may recall and ask questions of such witness. The Referee or relevant representative may also ask questions.
- (f) After the evidence has been completed to the satisfaction of the Referees' Committee or Commission, the Referee or representative shall be entitled to make submissions based upon the evidence, but this may not include reference to facts not disclosed in the evidence presented to the Referees' Committee or Commission. At the conclusion of the submissions all persons shall withdraw whilst the Referees' Committee or Commission considers the evidence and submissions presented to it and determines whether the allegation(s) has been proved or not. After reaching a decision, the Referees' Committee or Commission shall recall the Referee and any representative, and announce whether the allegation(s) have proved or not proved. The decision shall be subsequently confirmed in writing. As an alternative the Referees' Committee or Commission may, where it considers it appropriate, not announce its decision at the meeting but inform the Referee that such a decision will be communicated in writing.
- (g) Where the Referees' Committee or Commission find the allegation(s) proved, it shall have the power to act in relation to the Registration of the Referee as it considers appropriate. This may include, but is not limited to, censure, a period of remedial training, suspension or removal of Registration.
- (h) A Referee may be dealt with in the normal course as a participant for any alleged Misconduct (i.e. by a Regulatory Commission or an other Disciplinary Commission as appropriate), in addition to having issues relating to the Registration as a Referee considered by The Association, Affiliated Association or Service Association through its Referees' Committee in relation to the same behaviour. In such cases, a charge of Misconduct shall be considered before any matter relating to the issue of Registration is dealt with by the Referees' Committee under Regulation 7 (a)(vi).
Action in respect of the Registration of Match Officials appointed to Competitions of The Association and other Competitions including Contributory League Level and above in the Order of Precedence (Section 9) will be considered by the appropriate committee of The Association.
- (i) In circumstances where it is considered appropriate, the Referees' Committee may order that the Registration of a Referee be suspended with immediate effect, pending determination of a charge of Misconduct or pending the determination of a charge under 7(a)(i) or (ii) above and in the latter case the reason for such suspension is to be notified to the Referee in writing and reported to the Commission hearing any resultant charge.

8. Appeals against Decisions of a Referees' Committee or Commission thereof

- (a) Where The Association or an Affiliated or Service Association, through its Referees' Committee, makes an order in relation to the registration of a Referee under Regulation 7, then there shall be a right of appeal by the Referee against the decision (other than as set out below).
There shall be no right of appeal against a decision in relation to the registration or classification of a Referee taken as part of the Annual Review by The Association, Affiliated Association or an appointing authority.



- (b) (i) Notice of an appeal against a decision of a Referees' Committee or Commission thereof made under Regulation 7 must be lodged with The Association or appropriate Affiliated Association within 14 days of notification of the decision appealed against, accompanied by a fee as determined by The Association.
- (ii) An Appeal shall be considered by an "Appeals Panel" comprising of Members of the Council of The Association or appropriate Affiliated Association established specifically to deal with appeals from decisions under Regulation 7, none of whom shall have been party to the original decision. A decision of the Appeals Panel shall be final and binding.
- (iii) The Notice of Appeal must:
- (1) identify the specific decision(s) being appealed
 - (2) set out the grounds of appeal; and
 - (3) set out a statement of the facts upon which the appeal is based.
- (iv) The grounds of appeal shall be that the body whose decision is appealed against:
- (1) misinterpreted or failed to comply with any rules or regulations relevant to its decision; and/or
 - (2) came to a decision to which no reasonable such body could have arrived at; and/or
 - (3) made an order, which is excessive.
- (v) The Appeals Panel may adopt such procedures as it considers appropriate and expedient for the just determination of an appeal brought before it, and shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.
- The following is set out as a guide to the conduct of a hearing before the Appeals Panel:
- (1) The Appellant to address the Appeals Panel, summarising its case;
 - (2) The Respondent to address the Appeals Panel, summarising its case;
 - (3) The Appeals Panel may put questions to the parties at any stage;
 - (4) The Respondent to make closing submissions;
 - (5) The Appellant to make closing submissions;
 - (6) The Appellant and the Respondent to withdraw whilst the Appeals Panel considers the submissions and determines the matter.
 - (7) The Appellant and the Respondent to be recalled and the decision and any orders consequential to it announced to both parties. Alternatively, where it considers it appropriate, the Appeals Panel may decide not to announce its decision, but make it known at a later date, in writing. In any event, the Appeals Panel shall publicise a written statement of its decision (see 8(b)(ix) below).
- (vi) The Appeals Panel shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.
- (vii) A decision of the Appeals Panel shall be final and binding and there shall be no right of further challenge.
- (viii) The Appeals Panel shall have power to:
- (1) allow or dismiss the appeal; or
 - (2) remit the matter for re-hearing by the Referees' Committee; or
 - (3) exercise any power which the body against whose decision the appeal was made could have exercised; or
 - (4) make any further or other order considered appropriate, either generally, or for the purpose of giving effect to its decision.



Any fee may be returned or forfeited, in whole or in part, at the discretion of the Appeals Panel, who shall also have the power to determine by whom the costs of the appeal shall be borne.

- (ix) As soon as practicable after the hearing, the Appeals Panel shall publish a written statement of its decision, which shall state:
- (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
 - (2) whether or not the appeal is allowed; and
 - (3) the order(s) of the Appeals Panel.

The written statement shall be signed and dated by the chairman of the Appeals Panel and be the conclusive record of the decision.

9. Appointments

- (a) Registered Referees shall not officiate in any Competition, which is not sanctioned, or match in which unaffiliated clubs compete.
- (b) The "Order of Precedence" of appointments, whether as a Referee or Assistant Referee shall be as follows:
- (1) The FA Challenge Cup Competition;
 - (2) The Premier League;
 - (3) The Football League;
 - (4) The FA Challenge Trophy Competition;
 - (5) The FA Challenge Vase Competition;
 - (6) Affiliated Association Cup Competitions*
 - (7) The Panel Leagues;
 - (8) The FA Youth, FA County Youth Challenge Cup Competitions and FA Women's Cup 4th round and above.
 - (9) Contributory Leagues (recognised divisions only), National League Systems Cup and FA Sunday Cup
 - (10) FA Women's Super League and Cup
 - (11) Supply Leagues (marking divisions only)
 - (12) FA Women's Premier League and Cup
 - (13) Senior County Leagues
 - (14) Intermediate County League
 - (15) FA Women's Cup prior to 4th round
 - (16) Women's Combination League and Cup
 - (17) Women's Regional League and Cup
 - (18) County Junior Leagues
 - (19) County Women's Leagues and Cup
 - (20) All other competitions, including Youth Competitions

*Affiliated Association appointments only take precedence over Panel Leagues, The FA Youth and FA County Youth Challenge Cup Competitions, Contributory League and Supply League appointments if the appointment is in the Affiliated Association's nominated Senior Cup Competition, which is the Gloucestershire FA Senior Challenge Trophy competition, or in the Semi-final and/or Final of any other Affiliated Association Competition whether the appointment is as a Referee or an Assistant Referee.

**Fourth Officials where appointed do not form part of the Order of Precedence and usually do not take precedence over an active appointment.

- (c) Referees must attend personal hearings when required to do so. At Contributory Level or above Match Officials' appointments already received, take precedence over requests to attend personal hearings. On receipt of notification of a personal hearing Referees must close the date with all appropriate competitions.



- (d) Where release from an appointment is required to enable a Referee to take a more senior appointment at least four days' notice must be given to the relevant Affiliated Association or competition by the association or competition requesting the release. Where fewer than four days notice is given, The Association or Competition must obtain permission from the Affiliated Association or Competition for the Referee to be released.
- (e) Once The Association or an Affiliated Association has appointed a Match Official if, subsequently, the match is postponed, abandoned or results in a draw and the rearranged fixture is then scheduled to take place less than four complete days from the date of the original match, The Association or Affiliated Association appointment will take priority over any other appointment already accepted by the Referee from a competition lower in the order of precedence, unless The Association or Affiliated Association waive their right to the services of the match official so appointed.
- (f) "Fourth Officials" are appointed to certain rounds of FA Competitions, Premier League and Football League matches and associated Competitions, and the Panel Competitions. The duties and responsibilities of the Fourth Official are detailed in the Laws of the Game and in the Competition Rules. Such appointments form part of the Order of Precedence within the Competitions listed above.
- (g) Reserve Assistant Referees may only be appointed in FA Premier League and Football League Competitions, with the approval of The Association. They have no duties other than to replace an official who is unable to officiate.

10. Conflicts of Interest

A Referee shall at all times act impartially. Where a Referee believes that there is a material interest conflicting with the duties and obligations of a Match Official and any appointment, then the Referee shall decline to act or officiate and declare it to the appointing authority (whose decision in relation to any dispute or difference in such matters shall be final and binding).

11. Referees' Uniforms

- (a) All Match Officials in Competitions under the jurisdiction of The Association and Affiliated Associations must wear uniforms comprising a plain shirt which shall be almost entirely black with a white or black collar and black shorts. Socks will be black; the sock top will be black or the colour of the shirt collar.
- (b) Headgear may be worn in extreme weather conditions. It must be plain black and not restrict the vision of the Match Official.
Referee uniforms must not carry any form of advertising.
- (c) The following Competitions may be exempt from (a) above, on application to The Association subject to the conditions below:
- The Premier League
 - The Football League
 - Competitions of Panel and Contributory League Status

Application must be submitted annually prior to 1 May for the following season. Approval will be considered only for shirts that are almost entirely of a single colour and where the competition confirms to The Association that all Match Officials will be provided with shirts, shorts and socks free of charge.

- (d) Match Officials officiating in FA Competition matches are required to wear the FIFA or Football Association badge (where awarded) or the badge of their Affiliated Association. No other competition badge should be worn.
- (e) Advertising and branding on Match Officials' uniforms must be in accordance with The Association's Regulations relating to advertising on the clothing of Players, Club Officials and Match Officials.



12. Returns

- (a) Annually, in accordance with the instructions of The Association issued from time to time, competitions shall provide to The Association or appropriate Affiliated Association lists of Match Officials used. Such lists shall include the marks awarded by clubs, and assessments where appropriate, during the specified period, together with any other information required.
- (b) Not later than the date decided by The Association, Affiliated Associations shall nominate suitable Referees for consideration by The Association for selection to the Contributory League Assistant Referees List.
- (c) Competitions that are required to administer fitness tests must submit the results to The Association and the Referee's Parent Affiliated Association.

13. Codes of Conduct

Match Officials shall be bound by Codes of Conduct such as are instructed by The Association from time to time (Appendix C).



REFEREE APPOINTMENT – ORDER OF PRECEDENCE

This page should be read in conjunction with paragraph 9 of the Regulations for the Registration and Control of Referees.

- (a) Registered Referees shall not officiate in any Competition, which is not sanctioned, or match in which unaffiliated clubs compete.
- (b) The “Order of Precedence” of appointments, whether as a Referee or Assistant Referee shall be as follows:

The “Order of Precedence” of appointments, whether as a Referee or Assistant Referee shall be as follows:

- (1) The FA Challenge Cup Competition;
- (2) The Premier League;
- (3) The Football League;
- (4) The FA Challenge Trophy Competition
- (5) The FA Challenge Vase Competition;
- (6) Affiliated Association Cup Competitions * - *GFA Trophy (The senior County Cup competition for Referees). Semi-finals and Finals of all GFA cup Competitions.*
- (7) The Panel Leagues;
- (8) The FA Youth, FA County Youth Challenge Cup Competitions and FA Women’s Cup 4th round and above.
- (9) Contributory Leagues (recognised divisions only), National League Systems Cup and FA Sunday Cup
- (10) FA Women’s Super League and Cup
- (11) Supply Leagues (marking divisions only) - *Gloucestershire County League*
- (12) FA Women’s Premier League and Cup
- (13) Senior County Leagues
- (14) Intermediate County League
- (15) FA Women’s Cup prior to 4th round
- (16) Women’s Combination League and Cup
- (17) Women’s Regional League and Cup
- (18) County Junior Leagues
- (19) County Women’s Leagues and Cup
- (20) All other competitions, including Youth Competitions

- (c) *Affiliated Association appointments only take precedence over Panel Leagues, The FA Youth and FA County Youth Challenge Cup Competitions, Contributory League and Supply League appointments if the appointment is in the Affiliated Association’s nominated Senior Cup Competition or in the Semi-final and/or Final of any other Affiliated Association Competition whether the appointment is as a Referee or an Assistant Referee.

**Fourth Officials where appointed do not form part of the Order of Precedence and usually do not take precedence over an active appointment.

Referees must attend personal hearings when required to do so. At Contributory Level or above Match Officials’ appointments already received, take precedence over requests to attend personal hearings. On receipt of notification of a personal hearing Referees must close the date with all appropriate competitions.

- (d) Where release from an appointment is required to enable a Referee to take a more senior appointment at least four days’ notice must be given to the relevant Affiliated Association or competition by the association or competition requesting the release. Where fewer than four days notice is given, The Association or Competition must obtain permission from the Affiliated Association or Competition for the Referee to be released.



LOCAL STRUCTURE - ORDER OF PRECEDENCE

This structure has been drawn up by Gloucestershire Football Association to help referees understand which competitions take priority when accepting an appointment.

*** GFA Trophy (Senior County Cup Competition for Referees) Semi Finals and Finals of all GFA cup Competitions.**

Step 7 Gloucestershire County League

**Senior Challenge Cup
Women's Challenge Cup
Senior Amateur Cup
Junior Cup
Intermediate Cup
Minor Cup
Primary Cup
All other GFA Youth County Cup Competitions**

(South / North)

| | | |
|------------------------------|---|--|
| Step 8*** (Local) | Bristol Premier Combination Premier Div & Bristol & Suburban League Premier Div. One | Gloucestershire Northern Senior League Div. One |
| Step 9*** | Bristol Premier Combination Div One & Bristol & Suburban League | Gloucestershire Northern Senior League Div. Two |
| Step 10*** | Bristol & District League & Bristol & Suburban League | Cheltenham League North Gloucestershire League |
| Step 11*** | Bristol & Avon League Bristol Downs League | Cirencester & District League |
| Step 11*** | Gloucestershire County Women's League and Cup | |
| Step 12*** | All other leagues (e.g. Youth and Veterans) | |

*** Steps 8 and below shown on the local structure chart above are NOT part of the National League System. The Steps have been created to simply clarify the levels in the local league structure.