



CAMBRIDGESHIRE FOOTBALL ASSOCIATION

Handbook 2023-24



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**CAMBRIDGESHIRE FOOTBALL
ASSOCIATION LIMITED**



Formed 31st March 1999

Formerly
CAMBRIDGESHIRE FOOTBALL ASSOCIATION
formed 4th January 1884

**HANDBOOK
SEASON 2023-2024**

Our Vision:

Your game, your experience, our goal

Headquarters:

Bridge Road, Impington, Cambridge, CB24 9PH

Tel: 01223 209020

**Email: info@cambridgeshirefa.com
Website: www.CambridgeshireFA.com**

**Facebook: Cambridgeshire Football Association
Twitter: @CambsFA**



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Council Members 23-24

President: R.K. Pawley (1977)

Chairman: P.W. Hill (1988)

Vice-Chairman: I. M. Greenstock (2009)

Finance Director: T. Martin (independent director)

Life Vice-Presidents

P. Betson (1996)

A.L. Day (1983)

P.W. Hill (1988)

N.D. Flatt (1988-91, 1996)

R.G. Mallet (1976)

P. Mitcham (1991)

M.B. Mizon (1986)

G.S. Nicholls (1997)

A.W. Reeves (1982)

R. I. Wright (1994)

Acting Vice-Presidents

P. Brasher (2001)

J.F. Hill (1999)

R. James (2006-2018, 2019)

M. Luffman (2006-2018, 2019)

R.K. Nichols (2000-2011, 2012)

M. Symons (2000)

D. Woodrow (2003)

Category Representatives

Youth female (foundation – up to 11): Andy Mayes (2007), Ricardo Arbelaez (2022)

Youth female (12-18): Mac Mc Donald 2013, one vacancy

Youth male (foundation – up to 11): Heather Smart (2019), Russell Thompson (2022)

Youth male (12-18): Julie Gee (2013), Birgit Meldal (2018)

Adult male (pro game): Andy Beattie (2018)

Adult male (NLS): Mick Foster (2019)

Adult male (grassroots): Mark Pauley (2021), Kevin Diver (2022)

Adult female (grassroots): Chris Williamson (2019)

Adult female (NLS): one vacancy

Disability football: one vacancy



Referees: Ceredig Cattanach-Chell (2023)

Facilities: Kieran Carr (2018)

Recreational football: Trevor George (2011)

Coaching (adult game): Andrew Durman (2018)

Education: Chris Darling (2023)

Equality, Diversity, and Inclusion: Andy Alvarez (2022)

Youth Development Group: Izzy King (2022)

Referee's Association representative: Gavin Jolley (2018)

Chief Executive: Joanne Knox (2018)

Representative to the Football Association: Phil W. Hill (1988)



Board of Directors

Chairman: Phil W. Hill

Vice Chairman: Ian M. Greenstock

Directors:

Andy Alvarez, Andy Beattie, Phil Brasher, Andrew Durman, Joe Greenstock, Nigel Fletcher, Tom Martin, Birgit Meldal, Malcolm B. Mizon, Jo Knox.

Committees Maintained by the Board:

Safeguarding Leaders Group

Board Safeguarding Champion: Birgit Meldal

Designated Safeguarding Officer: Diane Bradshaw

Deputy Designated Safeguarding Officer: Sally Metcalfe

Senior Safeguarding Lead: Jo Knox

Deputy Senior Safeguarding Lead: Katie Critchley

Equality, Diversity, and Inclusion Committee

Chair: Andy Alvarez

Nather Al-Khatib, Nasser Ameen, Ricardo Arbelaez, Owen Baker, Concetta DeMartino, Roger de Ste Croix, Jenny Hays, Jim Hill, Dave Matthew-Jones, Birgit Meldal, Vicky Neal, Stephen Morley, Stuart Nunn, Nimesh Patel (The .FA), and Richard Rose, and Rebecca Sawiuk.

Football Development Officer (Inclusion): Ryan Kay

Chief Executive: Jo Knox

Youth Development Group Chair: Izzy King

Youth Development Group

Chair: Izzy King

Vice Chair: Chloe Smith

Owen Baker, Max Cooke, Jibin Koshy, Eve hills, George Carruth, Phoebe Newman,

Football Development Officer (Inclusion): Ryan Kay

Football Development Assistant: Tom Dickens

Referee Development officer: Jack Badcock

Designated Safeguarding Officer: Diane Bradshaw

Audit Committee

Finance Director: Tom Martin

Finance Officer: Alistair Moffatt

Chief Executive: Jo Knox

Plus others TBC

Nominations Committee

To be established on an ad-hoc basis according to the needs of the director recruitment. Usually three members including independent non exec directors.



Standing Committees:

CFA executive members (Phil W. Hill, Ian M. Greenstock & Jo Knox) are members of all committees. Chairs of standing committees can attend any standing committee meeting in a non-voting capacity.

Club Support Committee

Chair: Ian Greenstock

Vice Chair: TBC

Kieran Carr, Julie Gee, Mike Luffman, Rex G. Mallett, Birgit Meldal, Richard K. Nichols, Marcus Symons, Russell Wright.

Football Development Manager: Katie Critchley

Competitions and Club Development Manager: Chris Abbott

Independent members to include: Roger Sizer

Youth Development Group Representative: TBC

County League & Cups Management Committee

Chair: Malcolm Mizon

Vice Chair: TBC

Andy Beattie, Phil Brasher, Jim F. Hill, Roy James, Mike Luffman, Richard K. Nichols, Roger K. Pawley, Mark Pauley, Arthur W. Reeves, Davey Woodrow.

Competitions Officer: Phil Mitcham

Competitions and Club Development Manager: Chris Abbott

Three club representatives to be elected after Cambridgeshire County League AGM.

Fast track panel: To be determined.

Development Committee

Chair: Jim Hill

Vice Chair: Andrew Durman

Malcolm Mizon, Andy Mayes (youth female rep up to U11), Ricardo Arbelaez (youth female rep up to U11), Chris Darling (education rep), Mac McDonald (youth female rep 12-18), Russell Thompson (youth male rep up to U11), Julie Gee (youth male rep 12-18), Birgit Meldal (youth male rep 12-18), Mark Pauley (adult male – grassroots), Kevin Diver (adult male – grassroots), Chris Williamson (adult female – grassroots), Trevor George (recreational), plus disability rep TBC.

Football Development Manager: Katie Critchley,

Football Development staff: Amy Newell, Ryan Kay, Tom Dickens

Competitions Officer: Phil Mitcham

Independents: TBC



Girls' and Women's Leagues Management Committee

Chair: Mac McDonald

Vice Chair: TBC

Ricardo Arbelaez, Phil Brasher, Julie Gee, Andy Mayes, Arthur W. Reeves, Chris Williamson.

Competitions Officer: Phil Mitcham

Competitions and Club Development Manager: Chris Abbott

Football Development Officer: Amy Newell

Independent Club Representatives (Appointed at Girls and Women's AGM):

Governance, Rules Revision, and Sanctioning Committee

Chair: Birgit Meldal

Vice Chair: TBC

Chief Executive: Jo Knox

Kieran Carr, Ian Greenstock, Andy Mayes, Gary Nicholls, Roger K. Pawley, Chris Williamson.

Chair of EDI Committee: Andy Alvarez

RA Rep: Gavin Jolley

Competitions and Club Development Manager: Chris Abbott

Competitions Officer: Phil Mitcham

Business Operations Manager: Martha Braham

Independent members to include: Joe Greenstock

Referees' Committee

Chair: Phil W. Hill

Vice Chair: TBC

Kevin Diver, Ceredig Cattanach-Chell, Andrew Durman, Mick Foster, Rex G. Mallett, Jim F. Hill, Malcolm B. Mizon, Richard K. Nichols, Roger K. Pawley.

RA Rep: Gavin Jolley

Referee Development Officer: Jack Badcock

Competitions and Club Development Manager: Chris Abbott

Independent members to include: Nicoleta Bria, Matt Leach, Max Pauley, Colin Hills.

Youth Development Group Representative: TBC

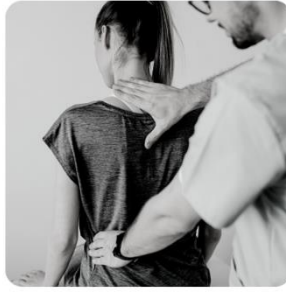
Discipline

Discipline is the responsibility of the County FA but with centrally appointed panel members. Council, committee & AGM dates

Committee Dates



Date	Meeting
2023	
Thursday 31 st August	Directors
Thursday 7 th September	Council
Monday 11 th September	Development Committee
Thursday 14 th September	Club Support Committee
Monday 25 th September	County League and County Cups Committee
Monday 9 th October	Referees Committee
Monday 16 th October	Directors
Thursday 19 th October	Girls and Women's League Committee
Monday 23 rd October	Governance Rules and Sanctioning Committee
Monday 30 th October	County League and County Cups Committee
Monday 13 th November	Development Committee
Monday 4 th December	Directors
Monday 11 th December	Council
2024	
Monday 8 th January	County League and County Cups Committee
Monday 15 th January	Development Committee
Monday 29 th January	Governance Rules and Sanctioning Committee
Thursday 8 th February	Referees Committee
Thursday 15 th February	Girls and Women's League Committee
Thursday 22 nd February	Directors
Monday 26 th February	County League and County Cups Committee
Thursday 29 th February	Club Support Committee
Monday 4 th March	Council
Thursday 7 th March	Development Committee
Monday 25 th March	Girls and Women's League Committee
Thursday 28 th March	Club Support Committee
Monday 8 th April	Governance Rules and Sanctioning Committee
Thursday 18 th April	Directors
Monday 22 nd April	County League and County Cups Committee
Thursday 25 th April	Referees Committee
Monday 13 th May	Council
Thursday 16 th May	Development Committee
TBC	Cams County League AGM
TBC	AGM
TBC	Council
TBC	Girls and Women's League AGM



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Officers of the Association

President

R.G. Mallett

Patrons

G. Baldwin
P. Barry
C. Bates
R. Bentley
E. Bird
J. Blake
C.L. Brown
G. Chapman
J. Coxall

R.G. Daniels
S.J. Daniels
A.R. Douglas
J. Holmes
Mrs. D. Johnston
C.J. Murfitt
P. Prior
K. Satchell
G. Wesley

Honorary Vice-Presidents

B.A. Badcock
T. Bass
N.H. Benton
F. Confrey
D. Drage

G. Muncey
H.T.F. Wilson
J. Pryke
S. Woodward

Presidents

1884-85 W.B. Redfern
1885-87 Rev. F.B. Westcott
1887-89 J.F.P. Rawlinson KC
1889-90 W.F. Sheppard
1890-91 W.N. Cobbald GBE
1891-97 Rev. J.O.F. Murray
1897-98 J.W. Iliffe
1898-00 Rev. C.A.E. Pollock
1900-02 Major O. Papworth
1902-07 W.C. Gibbs
1907-08 Viscount Clifden

1908-09 Colonel T.W. Harding
1909-14 G.D. Newton
1914-49 Rt. Hon. Lord Queenborough GBE
1949-58 R.G. Briscoe MC
1958-74 A.W. Smith
1974-88 J.F. Ablett MBE JP
1988-89 C.W. Andrews
1989-95 F.C. Barrett MBE
1995-06 W.W. Ashton
2007-16 D.A. Page
2016- R.G. Mallett



Chief Executive

J. Knox

Chairmen

(The first Council was elected in 1907)

1907-33	Major O. Papworth	1973-87	C.W. Andrews
1933-36	J.P. McCarthy	1987-96	C.D. Bullen
1936-37	H. Ballantine	1996-14	J.W. Coad
1937-62	W.E. Seaton	2014-2020	R.K. Pawley
1962-73	J.F. Ablett MBE JP	2020-	P.W.Hill

Hon. Secretaries

1884	A.T.B. Dunn	1911-12	H. Ballantine
1884-85	F. Waters	1912-45	C.H. Dennant
1885-86	A.Amos	1945-53	A.W. Smith
1886-02	A.R. Hill	1953-60	W. Ling
1902-07	C.H. Dennant	1960-71	G.H. Dean
1907-09	H.W. Mouel	1971-94	R.E. Rogers
1909-11	H. Morgan	1994-95	R.K. Pawley

General Secretaries / Chief Executives

1995-10	R.K. Pawley	2010-18	C.I. Pringle
		2018 to present	J. Knox

Hon. Assistant Secretaries / Treasurers

1963-71	R.E. Rogers	1984-95	R.K. Pawley
1971-84	N.H. Benton		

Assistant General Secretaries / Deputy Chief Executives

Hon.	1995-00	B.G. Manley	2000-11	R.K. Nichols
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Treasurers

1968-82	T.S. Hogg	1982-94	J. Charlton
---------	-----------	---------	-------------

Hon. Referees Secretaries

1963-66	A.J. Peck	1985-86	A.R. Sumner
1966-69	G.W.P. Baker	1986-90	M.J. Carter
196-77	S.L. Allen	1990-92	P. Day
1977-85	B.A. Badcock	1992-95	B.G. Manley

Hon. Disciplinary Secretaries

1969-72	R.E. Rogers	1980-95	L.E. Noble
1972-80	N.H. Benton		

Hon. Competitions' Secretaries

1950-76	T.C.R. Haigh	1984-85	A.R. Sumner
1976-78	D.A. Page	1985-99	M.L. North
1978-84	R.K. Pawley		



Competitions' Secretaries

1999	M.L. North	2001	P. Mitcham
2000	A.C. Dockerill		

Hon. Assistant Competitions' Secretaries

1952-66	W.H. Cockell	1991-99	A.W. Reeves
1966-91	A.J. Peck		

Assistant Competitions' Secretaries

1999-06	A.W. Reeves	2008-11	C.N. Abbott
2006-08	C.J. Hills		

Hon. Registrations' Secretary

1991-95	A.J. Peck
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Football Development Officer

2000-03	J.F. Hill
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County Development Manager

2002-13	J.F. Hill	2012-16	J. Goude
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Hon. Coaching Youth Secretaries

1963-80	F.C. Barrett MBE	1990-95	R.K. Pawley
1980-82	J.W. Coad	1995-99	M.B. Mizon
1982-90	R. Pauley		



LEAGUE REPRESENTATIVES

Cambridge & District Colts Football League

1988-90	D.E. Smith	2013-18	Mrs J Gee
1990-13	Mrs B.W. Ince MBE		

Cambridge & District Friendly League

2004-13	B. Sutherland	2013-18	A.C. Watts
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Cambridge & District Sunday Football League

1988-03	J. Edwards	2004-06	M.W. Collis
2003-04	I.Read	2007-18	A.R. Foster

Cambridge Mini Soccer League

2004-12	M. Caffarelli	2013-18	R.V. Sizer
2012-13	M. Woolfe		

Kershaw / BIS League (until 2012) – NMC League (from 2012)

2004-05	C.J. Dean	2008-11	Mrs L. Riddle
2005-08	A.Williams	2012-18	J.F. Hill

S-Tech Girls' & Women's League

2007-18	A.Mayes		
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Tucker-Gardner Alliance Sunday Football League

1988-01	P.W. Hill	2011-15	P. Brasher
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Cambridge & District Thursday & Midweek League

[League defunct from 2004/05 season]

2010-11	T. Major	1990-04	W. McCurdy
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Fenland League (including Mini Soccer, Youth & Ladies)

2010-11	T. Major	2011-12	G.P. Sharman
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Lynn & Isle Combination League

[League defunct from 2007/08 season – formerly Isle of Ely & District League]

1988-89	J.A. Downes	1995-96	D. Briston
1989-91	P. Buddle	1996-98	N. Flatt
1991-92	P. Mitcham	1998-00	W. Rolfe
1992-94	C. Hill	2000-07	M. Symons
1994-95	R.I. Wright		

Peterborough & District League

2004-12	R.I. Wright		
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- Trusted Security Advisor
- Cyber Security Training
- Digital Forensic Investigations



Staff contacts



Cambridgeshire Football Association Limited, Bridge Road, Impington, Cambridge CB24 9PH
Tel: 01223 209020 Fax: 01223209030 Email: info@CambridgeshireFA.com

CHIEF EXECUTIVE

Jo Knox 01223 209035
info@CambridgeshireFA.com

GOVERNANCE

Business Operations Manager
Martha Braham 01223 209023
Discipline@CambridgeshireFA.com

COMPETITIONS

Competitions and Clubs Development Manager
Chris Abbott 01223 209028
competitions@CambridgeshireFA.com

DEVELOPMENT

Football Development Manager
Katie Critchley 01223 209037
development@CambridgeshireFA.com

Football Development Officer

Amy Newell 01223 209025
development@CambridgeshireFA.com

Football Development Assistant

Tom Dickens 01223 209025
development@CambridgeshireFA.com

WELFARE

Designated Safeguarding Officer
Diane Bradshaw 01223 209021
safeguarding@CambridgeshireFA.com
Safeguarding line
01223 209020 (choose safeguarding)

Football Operations Officer

Sally Metcalfe 01223 209022
Discipline@CambridgeshireFA.com

Competitions Officer

Phil Mitcham 01223 209027
competitions@CambridgeshireFA.com

REFEREEING

Referee Development Officer

Jack Badcock 01223 209026
referees@CambridgeshireFA.com

Football Development Officer (Inclusion)

Ryan Key 01223 209020
development@CambridgeshireFA.com



Useful Contacts

ASSOCIATIONS

The Football Association:

Wembley Stadium, Wembley, Middlesex HA9 0WS

tel:0844 980 8200

e-mail: info@thefa.com

website: www.thefa.com

Postal address: *The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ*

Bedfordshire Football Association:

Alan Young, Century House, Skimpot Road, Dunstable LU5 4JU

tel:01582 565111

e-mail: info@bedfordshirefa.com

website: www.bedfordshirefa.com

Essex Football Association:

Brendan Walshe, Springfield Lyons Approach, Springfield, Chelmsford CM2 5LB

tel:01245 465271

e-mail: info@essexfa.com

website: www.essexfa.com

Hertfordshire Football Association Limited:

Karl Lingham County Ground, Baldock Road, Letchworth Garden City SG6 2EN

tel:01462 677622

e-mail: info@hertfordshirefa.com

website: www.hertfordshirefa.com

Huntingdonshire Football Association:

Mark Ives, Sovereign Court, Lancaster Way, Ermine Business Park, Huntingdon PE29 6XU

tel:01480 414422

e-mail: info@huntsfa.com

website: www.huntsfa.com

Lincolnshire Football Association:

Nick Hanson, Deepdale Enterprise Park, Deepdale Lane, Nettleham, Lincoln LN2 2LL

tel:08449 670708

e-mail: secretary@lincolnshirefa.com

website: www.lincolnshirefa.com

Norfolk Football Association:

Matt Carpenter, Norfolk FDC, Bowthorpe Park, Clover Hill Road, Norwich, NR5 9ED

tel:01603 704050

e-mail: info@norfolkfa.com

website: www.norfolkfa.com

Northamptonshire Football Association:

Christian Smith, 9 Duncan Close, Red House Sq., Moulton Park, Northampton NN3 6WL

tel:01604 670741

e-mail: info@northamptonshirefa.com

website: www.northamptonshirefa.com

Suffolk Football Association:

Richard Neal, Bill Steward House, The Buntings, Cedars Park, Stowmarket IP14 5GZ

tel:01449 616606

e-mail: info@suffolkfa.com

website: www.suffolkfa.com



LEAGUES - non Cambridgeshire

see page 29 for all Cambridgeshire FA Affiliated Leagues

The Football League:

Operations Centre, Edward VII Quay, Navigation Way, Preston PR2 2YF
0844 463 1888 (b) www.football-league.co.uk

Football Conference:

4th floor, 20 Waterloo Street, Birmingham B2 5TB
0121 643 3143 (b) www.footballconference.co.uk

Calor League Southern:

Sansome Lodge, 4-6 Sansome Walk, Worcester WR1 1LH
01905 330444 (b) www.southern-football-league.co.uk

Bostick Isthmian Football League:

PO Box 393, Dartford DA1 9JF
01322 314999 (b) www.isthmian.co.uk

Thurlow Nunn Eastern Counties League:

Nigel Spurling, 16 Thanet Road, Ipswich IP4 5LB
01473 720893 (h) www.thurlovnunnleague.co.uk

ChromaSport & Trophies United Counties League:

Wendy Newey, Nene Valley Community Centre, Candy Street, Peterborough PE3 9RE
01733 330056 (b))01733 330067 (f) uclwendy@btconnect.com

ChromaSport & Trophies Peterborough & District Football League: Wendy Newey, Nene Valley
Community Centre, Candy Street, Peterborough PE3 9RE

01733 330056 (b) 01733 330067 (f) office@pdfl.org

trophyUK.net Royston Crow Youth League:

Elaine Phillips, 14 Roan Walk, Royston SG8 9HT
01763 241041 (h) www.thefa.com/fulltime

Hunts Youth League:

Nigel Howlett, 49 Coldhams Crescent, Huntingdon PE29 1UE
01480 384130 (h) www.thefa.com/fulltime

Peterborough & District Junior Alliance League:

Hazel Burgess, Birchfield, 123 Dog Drove North, Holbeach Drove, Spalding PE12 0SA
01406 330563 (h) www.thefa.com/fulltime

Peterborough & District Youth Football League:

Wendy Newey, Nene Valley Community Centre, Candy Street, Peterborough PE3 9RE
01733 330056 (b)

CAMBRIDGE & DISTRICT REFEREES' SOCIETY

Gavin Jolley, 1 Walker Way, Longstanton, CB24 3EZ
07764 145310 (m) jolley.gavin@gmail.com

Council's Standing Orders



1. A record shall be kept of the attendance of members at each meeting.
2. Notices of all intended motions shall be given in writing to the Chief Executive, who shall place the notice of the agenda in order received.
3. The Chief Executive shall give three clear days' notice to each member of every meeting of the Council.
4. At all meetings of the Council the Chief Executive shall present the minutes of the last preceding Council Meeting, and such correspondence as may be necessary. Members may ask questions (through the Chairman) which have reference to the minutes. The business of the agenda shall be proceeded within such order as the Chairman may direct.
5. Chairmen of Committees shall present minutes of their meetings to the Council in writing providing such minutes have been received by or with the Agenda. Minutes of Sub-Committees shall first be presented to the parent committee before being presented to the Council.
6. Each member on speaking shall address himself to the Chairman, and not to any other member of the Council. During the time any member is speaking, all the other members shall remain silent.
7. All motions, whether original ones or amendments, shall, if the Chairman requests it, be reduced to writing, and that every member proposing such motion or amendment shall read the same before speaking on it.
8. The mover of every original resolution, but not of an amendment (unless it becomes an original motion) shall have the right to reply, not introducing therein any new matter, but confining himself strictly to the answering of previous objections, immediately after which the questions shall be put from the chair. No other member shall be allowed to speak more than once on the same question, unless permission be given to explain, or the attention of the Chairman be called to a point of order.
9. When an amendment is moved upon a proposition, no further amendment shall be moved or taken into consideration until the first is disposed of, but any number of amendments may be brought forward in succession, and the question must be put in such a manner that if one amendment be negatived another may be moved upon the original proposition, but if an amendment be affirmed it shall form the proposition under consideration, whereupon further amendments may be moved, and if, after the disposal of an amendment, no second or further amendments be moved, the question must ultimately be put upon the original or amended proposition, as the case may be, in order to its being passed as a resolution.
10. When discussion arises upon an amendment proposition, the mover of the amendment which has displaced the original proposition may speak in reply, and so in like manner with respect to any further and displacing amendments.
11. All questions shall be determined by show of hands, unless afterwards a formal division be demanded, or the votes ordered to be recorded, which shall be done at the request of any member supported by one other, and in that case the names for and against shall be taken down by the Chief Executive and entered in the minutes.
12. The Council may by vote resolve itself into a Committee of the whole Council, and whilst in Committee there shall be no restriction as to the number of times a member may speak.
13. The business under any notice upon the agenda shall not (except by consent of the Council) be proceeded with in the absence of the member of the Council in whose name it stands, unless he has given written authority for it to be taken up by some other member.



14. If the Chairman of any Council Meeting shall be of the opinion that any motion proposed to be made thereat is of an objectionable character, it shall be competent for him, either before or after the same is brought forward, to put it to the vote (on which no discussion shall be allowed) whether the same shall be entertained or not, and if three-fourths of the members present decide not to entertain such motion, the same shall be considered as disposed of for that day.

15. Whenever during the transaction of the business it is stated to the Chairman that a quorum is not present, the Chairman shall declare the meeting at an end, and the names of those present shall be recorded in the minutes.

16. No resolution shall be rescinded at the meeting of the Council at which it has been passed, or at any subsequent meeting, unless the motion to rescind shall be carried by three-fourths of the members present.

17. All discussion, statement of members, evidence of witnesses and other matters within and before the Association's Committees of Council shall be deemed privileged and the Council shall have the power to censure or suspend from service on the Council any member proved to be guilty of a breach of this rule.

18. The Chief Executive may convey to the Press the decisions of the Council unless instructed to the contrary by the Council at the time the decisions were taken.



Membership Rules

1. Eligibility of Membership

All Clubs, Leagues and Competitions having their headquarters within the County of Cambridge shall be eligible for membership subject to the approval of the Council. Clubs in counties adjoining Cambridgeshire may with the permission of their own County Association apply for entry to the Competition and Leagues of the Association so far as the Rules of the Leagues and Competitions allow.

2. Clubs etc. to be Properly Constituted

(a) Every Club, League and Competition, upon application for affiliation to the Association, and at any time thereafter when so required, shall satisfy the Council that it is properly constituted and plays football according to the Laws of the Game and the Rules, Regulations and Bye-laws of this Association.

(b) Cambridgeshire Football Association has the power to inspect all Clubs to ensure that the safeguarding standards required by the Football Association are in place. These inspections can include pre-arranged or unannounced visits. These inspections may include match days, training nights and club festivals. Failure to co-operate or meet the required standard will be referred to the Safeguarding Board (consisting of the Board Champion, Senior Safeguarding Lead and Designated Safeguarding Officer) who will recommend the appropriate action or sanction to the Board.

(c) Each Youth team must have two named people with an in date DBS and full safeguarding qualifications.

(d) Each Youth club must submit to the County Designated Safeguarding Officer by 1st July a copy of the clubs safeguarding policy and from 1st July 2022 a copy of the clubs safeguarding risk assessment.

(e) All Clubs who are members of this Association must compete in one of the County Cup Competitions unless exempted by the Council. Clubs who have affiliated multiple sections as one club under Rule 2(c) must enter one team from each section in one of the County Cup Competitions. Adult male, adult female, youth male and youth female are all defined as sections for this purpose.

(f) Clubs who have multiple sections under one constitution, one set of club rules and with approval from the Cambridgeshire FA will affiliate as one club.

3. Public and Civil Liability Insurance and Personal Accident Insurance

All affiliated Clubs with the following exceptions will be required to pay on or before 1 July the premium notified for cover to be effected under the Association's block policy:

(a) Small Sided Clubs

(b) Clubs with social facilities who have appropriate existing cover (proof will be required)

(c) Clubs playing at step four of the National League System and above.

(d) All affiliated clubs shall have Personal Accident Insurance cover for all of their members. Such cover shall include a mandatory minimum benefit for accidental death, life cover, and permanent disablement, loss of sight and loss of



limb as determined from time to time by Council. Clubs participating in the Association's scheme shall pay the premium notified on or before 1 July in each year.

(e) Clubs not participating in the Association's scheme shall provide proof of cover to at least the mandatory minimum level required by that scheme no later than 1 July each year.

4. Regulations as to a Club/League and Competition Finances and Returns

All the above Clubs affiliated to the Cambridgeshire Football Association are required to keep the following records. These records can consist of either hard copies or electronic versions, but should be held responsibly in line with data protection and best practice of Club Governance:

1. Meeting records of business and decisions taken at all General and Committee Meetings, with a record of the election of members and officers. Copies of the minutes should be distributed to all relevant Club officials and Members.

2. Financial records with details of club income and expenditure, including the date and nature of the transaction. Receipts should be obtained for all payments where possible.

3 A copy of the accounts presented and approved at the Club's last Annual General Meeting must be sent to the Association not later than 1st July.

A fine not exceeding £10 shall be imposed for failing to comply with this Regulation.

An example of a simple statement of accounts acceptable to the Association can be obtained from the Clubs and Competitions Development Manager or downloaded from the County website www.cambridgeshirefa.com.

Clubs:

a) shall maintain a Register of members, giving a record of all bona-fide Players of the Club.

b) The Secretary of each affiliated Club shall forward by the 1st July each year to the Chief Executive of the Association the particulars required in Form A (Affiliation Form).

c) The Council shall call in the books of Clubs each season to accord with the Rules of The Football Association. Clubs failing to attend such a call on the first occasion shall be fined a sum not exceeding £50, unless a satisfactory explanation is received for non-attendance.

d) If a Club fails to attend a 'call in' for a second time, they will be fined a sum not exceeding £75 which must be paid within 14 days of receipt and shall be suspended until a satisfactory explanation is received by the Association.

e) Clubs must have duly appointed officers (Chairman, Hon. Secretary and Hon. Treasurer) and a properly constituted Committee of members of the Club.

Auditors should be appointed so that accounts can be examined at the end of each season.

5. Defunct Clubs

(a) Club (unincorporated association) going defunct with assets:-



(i) Any surplus to go back to the registered Club Members at the time of closure and during the previous season unless the Club Rules or Constitution states to the contrary;

(ii) Members are considered to be current Registered Players, Officers, Management Committee and Members on Club's Register;

(iii) This would not apply to any Members who are under the statutory school leaving age.

(b) Club (unincorporated association) going defunct owing money to Leagues and Competitions:-

(i) Club Members, as set out in (a) (ii) above, to be held responsible for the payment of an equal share of the debt, including new Members;

(ii) Only refers to football related debts i.e. League or Competition fees and Disciplinary fines. Any other debts would be considered to be civil matters;

(iii) Rules of Leagues and Competitions to require Clubs to pay a larger deposit on the day of election. Standard Code of Rules 2(c) to be amended accordingly;

(iv) A member's share of the debt can only be outstanding for the current season and one following season;

(v) Fees and fines cannot be double or be subject to further fines;

(vi) Any costs incurred by a County Association in recovering payment of a debt may be recovered from the League or Competition but must not be any larger than the current administration fee charged for field misconduct;

(vii) Any monies owed to a League or Competition must be notified to a County Association within a maximum period of three months of it becoming payable;

(viii) In youth Clubs the Members, as set out in (a)(ii) above, are responsible for the payment of an equal share of the debt, apart from Registered Players who are of compulsory school age within the meaning of the Education Acts applying in England, or who are over the school leaving age but are, for the time being, attending a school in full time education in an establishment of further education.

6. Alterations to these Rules

In the event of any alterations being considered necessary to these Membership Rules, Notice of the proposed alterations shall be sent in writing to the Chief Executive, with the name of the Proposer and Seconder on or before 15th April. Notice of such proposed alteration with any alterations proposed by the Council shall be sent to the Affiliated Clubs, Associations or Competitions with the Notice convening the Annual General Meeting.

No alteration shall be made to any of the Membership Rules unless supported by at least 75% of those voting at the aforesaid Annual General Meeting.

7. Long Service Award

An Award will be made by the Council to persons serving as Secretary/Treasurer to a Club or Competition for 20 years. An award will be made to Referees completing 20 years' active service with the Cambridgeshire Football Association.

Awards may be made to other persons for meritorious service at the Council's discretion.



8. Time for, and Manner of Claims and Complaints

A claim or complaint by a Competition, Club or individual against another or against an Officer shall be made in writing and in duplicate within seven days of knowledge of the cause of the claim or complaint and shall be sent to the Chief Executive together with a fee of £25. The Council or Committee shall decide whether the fee shall be forfeited or returned in whole or in part, and by whom the costs of the claim or complaint shall be borne.

Upon the hearing of a claim or complaint, a member Club or Competition may be represented by one or more of its members. A Barrister or Solicitor may represent the Association, League, Competition or Club of which he is a member, only if he be the Chairman or Secretary.

9. Appeals

For Appeals against Decisions of County and other affiliated Associations, please refer to this Handbook.

10. Representatives Who May Not Attend

No Official of any other Club or Competition or a Referee shall sit as a member of a Committee or the Council during the hearing of an Appeal, protest, complaint or business in which such Club, Competition or Referee may be concerned.

11. Payment of Penalties

The settlement of all financial matters, including the payment of penalties imposed, must in all cases, unless otherwise ordered, be made within 14 days of receipt of notification.

12. Misconduct

In the event of any League, competition, club, director, player, official, referee or assistant referee ("the member") being proved to have been guilty of misconduct as defined by the Rules of The Football Association to the satisfaction of the Council or any committee, it shall be lawful to order the offending member

- (a) to be suspended from football management either permanently, sine die, or for a stated period;
- (b) to be fined (either with or without suspension);
- (c) to be censured;
- (d) to close a ground either permanently or for a stated period;
- (e) to pay all expenses of and incidental to a hearing either with or without any other penalty;
- (f) to be dealt with in such other manner as the Council or Committee may think fit.

In the event of the Council or the Committee deciding when a charge or allegation is made against a member that there is a prima facie case for investigation the member shall be furnished with a copy of such charges or allegation in writing and shall have the right to attend when the case is presented. The member shall have the right to hear all the evidence given in support of such charge or allegation, examining all the witnesses and further to call evidence to rebut such charge or allegation.



If a Referee is assaulted and desires to take civil proceedings against the assailant, the Referee should report it immediately to the Chief Executive of the County Football Association. Accompanying his official report should be a letter stating that he wishes to institute civil proceedings and at the same time ask the Council if it will approve a prosecution

being made and whether they will give financial backing towards the same. The matter will then be referred to the County Association's Solicitor who will advise and take any necessary action in accordance with The Football Association's Memorandum relating to the proceedings in Courts of Law following Assaults upon Referees.

In addition to assisting a Referee who has reported an assault upon him by a player, following which proceedings in a Court of Law are contemplated, the Association shall without delay investigate the report and if the Chairman and Chief Executive of the Association or their nominees, are satisfied that a prima facie case can be made out against the player, shall take such steps as are necessary to ensure that a Disciplinary Charge is brought against the player within 28 days of the date of the assault. Until the Disciplinary Committee has heard and adjudicated on the charge, the player shall not participate in any football activity.

A standard Administration Charge of £10 shall be imposed upon clubs for each misconduct offence recorded and dealt with by the Disciplinary Committee.

13. Club's Responsibility for Conduct of Members

Every Club shall be held responsible to the Council for the action of its Players, officials, members and spectators and shall be required to take all precautions necessary to prevent spectators threatening or assaulting officials and Players during or at the conclusion of the match.

14. Decisions Published in the Press

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 and 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. The Press shall be allowed to attend all Council Meetings.

15. Entry to Grounds

Members of the Council shall have the right of entry to all grounds and stands at all matches of clubs or Competitions affiliated to this Association on production of a card of membership which shall be issued each year.

16. Grounds Available for the Association

Clubs being members of the Association having private grounds and changing facilities shall place the same at the disposal of the Association three times each season, if required.

17. Players at the Disposal of the Association

17.1 Clubs affiliated to the Association shall place their non-contract Players at the disposal of the Association for County Matches and trials each season, if required. Any player who qualifies and is selected for a County side and for whatever reason fails to play, will not be allowed to play for his Club on the day of the County match or for 48 hours thereafter unless the County Team Manager has given permission. Additionally, when a player has been selected to play for, or attend as a reserve in a representative match, no Club affiliated to this Association shall permit the player to play for them during the 24 hours prior to the time of the kick-off of the representative match.



Where two or more Players from the same team are selected for a County team, such teams shall be entitled to postpone the day's fixture.

17.2 Clubs postponing a fixture must notify the Competitions Secretary of their intention at least seven days before the date of the fixture. Failure to do so will result in the standard punishment with regard to late cancellation being implemented by the Association.

18. Qualification of County Players

For inter-County matches the qualifications of non-contract Players shall be:

- (1) birth in Cambridgeshire, or
- (2) be a bona fide playing member of any Club affiliated to the Association.

No player shall be eligible if he has played for any other County Association in the current season.



Leagues & Competitions

Leagues

EFA = England Football Accredited

Cambridge & District Colts League (1970)

www.thefa.com/full-time

Secretary: Julie Gee, 3 Peregrine Close, Hartford, Huntingdon, Cambs, PE29 1UZ
01480 413008 (h), 07703 296708 (m) cdclsecretary@gmail.com

EFA

Cambridge & District Friendly League (1999)

Secretary: Adrian Watts

01954 203833 (h), 07989 982549 (m) gvunor_watts@hotmail.com

Cambridgeshire County League (includes veterans and ParAbility divisions) (1921)

www.thefa.com/full-time

Secretary: Phil Mitcham, Cambs FA Ltd., Bridge Road, Impington, Cambridge CB24 9PH
01223 209027 (b), competitions@cambridgeshirefa.com

EFA

Cambridgeshire FA County Women's and Girls' League (S-Tech League) (2004)

www.thefa.com/full-time

Secretary: Chris Abbott, Cambs FA Ltd., Bridge Road, Impington, Cambridge CB24 9PH
01223 209028 (b), competitions@cambridgeshirefa.com

EFA

Cambridgeshire Mini Soccer League (1996)

A

www.thefa.com/full-time

Secretary: Heather Smart, 61 Martin Close, Soham, Cambridge, CB7 5EJ
01353 624325 (h) chairman.cambsminisoccer@yahoo.co.uk

EF

trophyUK.net Cambridge & District Sunday Football League (1965)

www.thefa.com/full-time

Secretary: Jill Menzies,
01223 503225 (h) jillmenzies@yahoo.com



Cambridgeshire FA Grassroots Football Awards 2023
Winners of The FA Grassroots Football Awards 2023

Coach of the year (Male Pathway)	<i>Martin Dance (Whittlesey Juniors)</i>
Coach of the year (Female Pathway)	<i>Matt Warren (Leverington Sports Youth)</i>
Coach of the year (Disability Pathway)	<i>Zoe Harvey (Histon Hornets)</i>
League of the year	<i>Cambridgeshire County League</i>
Match Official of the year	<i>Nicoleta Bria</i>
Young Volunteer of the year	<i>Jack Clarke (Wisbech Town Acorns)</i>
New Volunteer of the year	<i>Matt King (Cambourne Town)</i>
Club of the year	<i>Cambourne Town</i>

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Alcohol Hand Gel - £4.24



Multi Surface Disinfectant Wipes - £7.33



Team Sports First Aid Kit - £20.45



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Rules Applicable to All County Cup Competitions

Please also refer to individual competition rules on pages 37-50

1. The entire control and management of all competitions shall be vested in the Council of the Association and all entries accepted or rejected at the discretion of the Council.
2. All games must be played in accordance with the Laws of Association Football and the rules, regulations and bye-laws of The Football Association.

Teams as Entered to be Played

3. Each Club shall play its strongest team as entered in each Competition, and if it should be proven that a Club has lost a match in such a manner as to prejudice the possible interest of any other Club or Clubs, it shall be deemed guilty of misconduct.
Clubs contravening this Rule shall be dealt with by the appropriate Committee, who shall decide whether the match in which the senior player/players played shall be replayed, awarded to the opposing side or the result to stand. Offending Clubs shall also be liable to a fine not exceeding £50.

Registration of Players

4. (a) All players must be registered through the Player Registration System and approval must be received from the Competition".
(b) A Team shall not include more than 2 players who has/have taken part in 4 or more senior Competition Matches during the current Playing Season unless a period of 21 days has elapsed since they last played.
For the purpose of this Rules a senior competition(s) are a more senior team with the same Club or a team playing at step 6 or above. Apprentice professionals and Contract players shall not be allowed to take part in Youth Competitions. In other Competitions contract players can only play for the one Club at Step 7 or above to whom they are contracted.
(c) The Council shall have power to reject or cancel any registration as it may deem expedient.
(d) Any Club playing an unregistered or ineligible person in a Cup match shall be dealt with by the appropriate Committee, who shall decide whether such match shall be replayed or awarded to the opposing side. Offending Clubs shall also be liable to a fine not exceeding £50.
(e) Toplay in open age competition a player must have attained the age of 16 years.

Note: Please refer to guidance on International Clearance for Players on the Full-Time website.



Transfers

5.
 - a) The transfer of a player shall be on a Competitions transfer form. Subject to the provisions of Rule 27 of the Membership Rules, it shall be open to any Club to apply for the transfer of a non-contract player registered with another Club and the application shall be made on a form to be downloaded from the Full-Time website (or obtained from the Competitions' Secretary).
 - b) In the case of registration for Cup Competitions, no transfer shall be permitted in the case of Competition in which the player has competed during the current season. The transfer shall be considered to have been completed when the Club making the application receives notice in writing from the Association stating that the transfer has been granted. A Club shall not, however, be permitted to play a player in respect of whom a transfer has already been signed in favour of another Club.
 - c) Once completed, no further transfer request will be considered until at least 28 days have elapsed. Not more than two transfers shall be granted to any one player in any season.
 - d) No transfers shall be granted after 31st March.

Fixtures

6. The Secretary of each Club shall confirm electronically with their opponents each home fixture at least five days before each match; shall notify their opponents of the precise colours in which their Club will play (giving particulars whether stripes, hoops, quarters etc., and if colour only in collar and/or edging), and the Secretary of the home Club shall notify its opponents of the exact location of the ground on which the match will be played. Home Clubs shall have available for use, if required, an alternative change of shirts. The away Club shall seek and acknowledge receipt of such particulars. Clubs failing to comply with any part of this rule shall be liable to a fine not exceeding £15.

Substitute Players

7. A Club may at its discretion use 5 eligible substitute players, (except for in the Professional Cup and Invitation Cup where it shall be 3 from 5 named players which should be nominated to the referee before the start of the game), at any time in a match, except to replace a player who has been dismissed from the game by the referee. A player sent from the field of play by the referee shall not be eligible to take part in any other game on that day until the game in which he was participating has been completed.

When a substitution is to be made the following conditions shall be observed:

- (a) The names of all substitutes must be given to the referee prior to the commencement of the match and substitutes not named may not take part.
- (b) The referee shall be informed of the proposed substitution before it is made.
- (c) The substitute shall not enter the field of play until the player he is replacing has left and then only after having received the signal from the referee.
- (d) The player shall enter the field during a stoppage in play and at the half-way line.
- (e) A player who has been substituted becomes a substitute and may replace another player subject to the substitution being carried out in accordance with Law 3 of the Laws of the Game. This does not apply in the Professional Cup and Invitation Cup where a player who has been replaced shall not take any further part in the game.

If a Club's assistant referee's services are dispensed with because of serious misconduct he shall not be permitted to enter the field of play as a substitute. Duration of Play

8. The normal time of each match shall be 90 minutes. The half-time interval shall not exceed fifteen minutes. All matches are to be completed on the day.

Grounds

9. The ground for all Competition matches shall be as near as possible to 120 yards long by 80 yards wide and not less than 100 yards long by 50 yards wide but at the discretion of the Council this can be reduced. The touch line and goal lines and other necessary markings must be clearly marked. In all Finals and Semi-Finals, grounds should be roped off or barrier enclosed down both touch lines for the duration of the match, with the exception of the Invitation, Saturday and Sunday Challenge Cups where grounds are to be fully roped off or



barrier enclosed. The Assistant Referees are to have ample room between the touch line and the ropes or barriers to carry out their duties.

Dressing Rooms and Refreshments

10. The Home Club shall provide dressing room accommodation for the visiting team and advise them of its situation, and endeavour to provide separate accommodation for the Referee.

For Semi-Finals and Finals:

- a) Suitable changing accommodation for 3 Match Officials which should be a separate room with ample space.
- b) Drinks to be made available for both teams and the Match Officials.
- c) The balance of the cost of match officials for Semi-Finals, if gate receipts are insufficient, shall be shared equally by the competing Clubs

Colours

11. In all matches club teams must wear a jersey or shirt of their distinguishing colours. When the colours of competing Clubs are similar the Away Club must change except in a final tie, when both Clubs must change or come to an agreement on colours. No player, including the goalkeeper, shall be permitted to wear predominantly black or very dark shirts. Any objection to colours must be made to the Referee before the game commences.

Match Results

12. (a) The Secretary of each Club shall, not later than the day following any match, post the result to the Competitions' Secretary of the Association, together with the full names of players comprising the team, the name of the referee, and also report on the manner in which the referee carried out his duties (See Assessment of Referees). Clubs may enter the match details on the Full-Time website. If the referee is marked 60 or less a fuller statement of explanation, signed by the Club Chairman or the Club Secretary, must be submitted within 7 days of the fixture. Any Club failing to comply with this rule shall incur a penalty of £10, and any Club, upon a third such default in any season shall be considered guilty of misconduct and be dealt with in such manner as the Council may think fit. Any club knowingly submitting an incorrect result card shall be liable to a fine not exceeding £50.

- (b) A representative of the home team club competing in the Cambridgeshire Football Association's Saturday Challenge Cup and Invitation Cup shall telephone the match result in to the Competitions' Secretary on 07952 742561 or respond to the SMS text message within 30 minutes of the conclusion of the game.
- (c) In matches other than those in paragraph (b) the Secretary of each home club shall telephone the result to the Competitions' Secretary on 07952 742561 or respond to the SMS text message not later than 7 pm on the day of the match, or 10 pm for evening matches.
- (d) A representative of both teams together shall, at least 15 minutes before kick off, submit to the match referee a team sheet. All nominated players including substitutes must be

entered on the sheet to correspond to their playing numbers. Captains to wear armbands.

- (e) Failure to comply with paragraphs (b), (c) and (d) will result in a fine of £10.

Disputes and Protests

13. (a) All questions of eligibility, qualifications of players and Clubs, or interpretations of the rules, shall be dealt with by the Council.

- (b) Clubs desiring to protest against any supposed infringement of the rules must do so in writing, and in duplicate, and the protest must contain the particulars of the grounds upon which it is founded and be received by the Competitions' Secretary of the Association postmarked within seven days of the conclusion of the match to which it refers. All protests and claims must be accompanied by a deposit of £25, which will be forfeited to the funds of the Association at the discretion of the Council.

(c) Any objection or complaint relating to the ground or appurtenances of the game must be made verbally to the referee before the commencement of the match, failing which the protest will not be entertained.

(d) No protest or claim shall be withdrawn except by leave of the Council.

(e) The Council or Committee dealing with any protest, objection or claim, shall have power to decide by whom the cost of the enquiry (including witnesses' expenses) shall be borne.

(f) Any appeal against a decision of the Council or Management Committee must be lodged with the FA within 14 days of the posting of the written notification of the decision causing the appeal,



accompanied by a fee which must be forfeited in the event of the appeal not being upheld. A Copy of the appeal must also be sent to the Secretary.

Time of Kick-off

(Matches played under Floodlights excepted)

14. The official times for starting of Competition matches shall be as follows:

September	3.00 pm	January	1.45 pm
October	3.00 pm	February	1.45 pm
November	1.45 pm	March	3.00 pm
December	1.45 pm	April	3.00 pm

All evening fixtures unless played under floodlights will kick-off not later than 6.15 pm.

When a match is not finished owing to the kick-off not taking place at the time fixed by the Association, the Club in default, failing a satisfactory explanation of delay, shall be liable to a fine not exceeding £10, and for the payment of match expenses if the game is ordered to be replayed.

The official time of starting may be varied, subject to the following provisions:

- (a) No match shall begin at a time that will not permit its conclusion 30 minutes after sunset (according to the calendar).
- (b) The convenience of visiting players in matters of travelling arrangements shall be a primary consideration when any alteration is made.
- (c) When any alteration is made from the official time of kick-off it shall be the duty of the Home Club to notify to the Competitions' Secretary at least 7 days prior to the date of the match the time of kick-off.
- (d) A dispute between any two clubs as to a desired deviation from the official time of starting shall be referred to the Competitions Secretary of the Association for settlement.
- (e) Matches under floodlights shall kick-off on Saturdays at 3 pm Evening matches to kick-off at 7.45 pm, unless the Competitions' Secretary is advised 7 days prior to the match.



Referees and Assistant Referees

15. Officials appointed by the Association shall receive fees etc. as follows:

Competition		Fee
Cup Finals: (excluding Professional Cup)		A Trophy
Invitation Cup & Professional Cup	Referee	£40.00
	Assistant Referees	£30.00
Saturday Challenge Cup	Referee	£30.00
	Assistant Referees	£21.00
Sunday Challenge Cup, Sunday Centenary Cup	Referee	£24.00
	Assistant Referees	£18.00
Junior Cup, Lower Junior Cup, North Cambs. Junior Challenge Cup, Women's Invitation Cup & Women's Junior Invitation Cup	Referee	£23.00
	Assistant Referees	£18.00
Youth Cups	Referee	£18.00
	Assistant Referees	£13.00

In addition to a fee, all appointed officials shall be paid travelling expenses, at the rate of 40p per mile. A maximum of 90 miles may be claimed for matches where three officials have been appointed. A maximum of 50 miles may be claimed for other matches.

(Note: where joint travel is used involving 2 separate matches the return mileage to the nearest venue should be split equally and charged to the 2 Home clubs with the official adding the additional return mileage between the venues to their claim.)

Every effort must be made to keep travelling expenses to a minimum and Match Officials have a part to play in that quest. The overall responsibility lies with the Match Referee for ensuring the most cost effective and practical joint travel arrangements.

When travelling by private car, Match Officials must claim for the journey, calculating the mileage by the shortest route. It is appreciated that, despite this instruction, Match Officials may still use another route, which, although providing a quicker journey, is not necessarily the shortest. With the modern development of orbital motorway routes, especially around large conurbations, it is often easier to circumvent these areas rather than travel through them. That is the choice of Match Officials, but even in these cases, it is imperative that the shortest journey is claimed.

Match officials should be aware that joint travelling arrangements are not always designed on a "pick up on the way" basis. There may be occasions where all 3 officials are expected to meet at a mutually agreed point and then all travel together. In these cases, each individual is entitled to claim for the short journey to the meeting point.

When arranging for joint travel, every Match Official has an individual responsibility to ensure that the arrangements are made in good time ahead of the match day. It is not acceptable to leave the making of arrangements to the day before the game. If, when making arrangements, it transpires that there has been a replacement to any of the Officials, the remaining Match Official(s) must contact the Competitions' Secretary to establish the replacement and whether joint travel is required with that replacement Official.

There will be no dispensation from joint travel on a Saturday. If a Match Official wishes to withdraw from the joint travel arrangement on a Saturday, permission must firstly be sought, but he will do so at his own expense. It is accepted that - for midweek games - many Officials travel direct to the ground from work and that joint travel arrangements under those circumstances are not practical. To be released from any possible joint travel arrangements in these situations, contact the Competitions' Secretary.

In the event of a match not being played because of circumstances over which the Clubs have no control, the



Match Officials, if present, shall be entitled to half their fee plus expenses. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.

All payments made by Clubs to appointed officials shall be in cash. A Club Official shall ascertain the fees and expenses of match officials before the game and these shall be paid to them immediately after the match in the Referees Changing Room. If for any reason no such payment is made to officials appointed by Cambridgeshire Football Association then these officials shall be paid by the Cambridgeshire Football Association who in turn will seek reimbursement from the Club.

In all Competitions, other than the Invitation Cup, the Saturday and Sunday Challenge Cups, when a referee fails to arrive BOTH Clubs will be responsible for agreeing to a person to officiate as the referee. The match MUST BE played and the matter reported to the Competitions' Secretary. Standard Punishment will be enforced against the offending Club or Clubs if the game is not played.

For all Invitation Cup, Saturday and Sunday Challenge Cup matches when a referee fails to arrive and there is no appointed assistant to referee BOTH Clubs must make every effort to agree to a replacement. If a replacement is not available BOTH Clubs will report immediately by telephone to the Competitions' Secretary the postponement of the match followed by a written explanation within 3 days. The Competitions' Secretary will recommend to the appropriate Committee, based on the explanations, whether or not to enforce any punishment for the game not having been played.

For all matches for which Assistant Referees are not appointed by the Association, each Club shall provide an Assistant Referee. The Home Club shall supply two Assistant Referee's flags. Clubs failing to meet either or both of these requirements shall be fined £10.

The Association shall have the power to appoint Assistant Referees to all matches. Referees shall report short teams, late starts, absence of linesmen and other breaches of rules to the Competitions' Secretary of the Association, which communication should be posted not later than the day following the match. The Club(s) responsible for the late start of any match unless an explanation acceptable to the Association is received within 7 days shall be liable to a fine not exceeding £15.

All Assistant Referees shall forward misconduct reports in cases where a player is sent from the field of play.

Clubs Intending to Withdraw

16. Any Club intending to withdraw is required to give notice of that intention to the Competitions' Secretary and to the Secretary of the opposing Club not less than five days before the date fixed for playing. Clubs failing to play a Cup tie on the appointed date shall be deemed to have withdrawn from the Cup Competition and the game will be awarded to the opposing Club. Unless a reasonable explanation can be given for failing to fulfil a fixture the Club shall be fined a sum not exceeding £40, and otherwise dealt with as the Council may determine.

The Association will only accept Clubs submitting claims for expenses when supported with a voucher or receipt. The Association will then decide as to the amount of expenses to be paid

Abandoned Matches

17. The Council shall have power to decide the result of an abandoned match.

Awards

18. (a) The winners and runners-up of all Cups shall receive medals or trophies sixteen in number.
(b) Where a player taking part in a Cup Final is sent from the field of play for misconduct, he shall not receive his trophy at the presentation ceremony.



Custody of Trophies and Engraving

19. When the winners of trophies have been ascertained, the Chief Executive of the Association or his authorized representative shall hand over the trophy to such winners on their subscribing a document to the following effect: "We "A.B." the Secretary of Club and "C.D." and "E.F." members of and representing the said Club, having been declared the winners of and the same having been delivered to us by "G.H." the Chief Executive of the Association or his authorized agent, do hereby on behalf of the said Club, and individually and collectively engage to return the same to the said "G.H." or his authorized representative on or before the 1st day of March next in like good order and condition, and should the said trophy be destroyed or damaged by fire or by any other cause or lost whilst assigned to our possession, we do hereby further jointly and severally promise to refund the amount of its value or the cost of thorough repair as may be determined by the Council.
- Clubs failing to comply with the whole or any part of this Rule shall be fined £20.
- Winning Clubs shall be responsible for engraving their name on all trophies. Failure to do so will result in a fine of £20, plus the cost of engraving.
- Note:* Clubs will be reminded by the Competitions' Secretary in January/February to return trophies.

Contingencies

20. The Council shall have power to deal with any contingency which may arise for which there is no provision in these Rules.

Telephones

21. All Clubs shall provide the name and address of an Officer or a Member who is on the telephone and is willing to receive emergency messages.

Telephone Messages

22. All telephone messages either left on an answerphone or with a third party must be confirmed either by a return telephone call or in writing. This includes messages for the Competitions' Department or between Clubs. Disputes appertaining to messages left will not be considered unless proof of confirmation is available. Clubs proven to fail to comply with this Rule will be fined a sum not exceeding £25.

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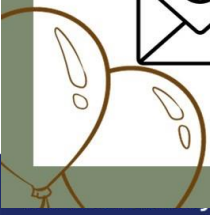
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COUNTY CUP COMPETITIONS



Rules of the CAMBRIDGESHIRE FOOTBALL ASSOCIATION CHALLENGE CUP COMPETITION

Inaugurated as Senior Cup 1897
Renamed the Challenge Cup 1921
Renamed the Cliff Bullen Challenge Cup 2004

Name of Cup

1. The Competition shall be called 'The Cliff Bullen Cambridgeshire Football Association Challenge Cup Competition'.

Annual Competition

2. The Competition shall be open to all Clubs affiliated to the Cambridgeshire Football Association.

Entry and Fees

3. (a) Each Club wishing to compete shall give notice to the Chief Executive of the Association on or before the 1st June of each year.
(b) Each Club competing shall pay a fee of £25, such sum to be paid at the time of entry.

Qualification of Players

4. The members of each competing team shall have the following qualifications:
 - (a) Each player shall have been a registered member of the Club prior to playing or **one player** may sign a fully completed competition registration form in ink on a match day prior to playing, countersigned by an Officer of the Club and witnessed by an Officer of the Opposing Club and submitted to the competition within 2 days of the match. Players registered on match day shall not be eligible to play again until after the Club is in possession of the approval of the competition.
Registration forms may be submitted to the Competitions Secretary by facsimile machine or electronic mail prior to the player playing. The original document must be forwarded by post within 3 days to the appropriate Officer.
 - (b) In the semi-final and final ties all players must have been registered members of their Club for at least 21 days before the first semi-final and final dates and have played at least two Competition matches in the current season for the Club they represent.
 - (c) Any player who for reasons other than suspension is not eligible to take part in a match on the day appointed for the fixture shall not be eligible to take part in any replays in connection therewith.
 - (d) A player who plays for two Clubs in the same Cup Competition shall be charged and dealt with by the Association's appropriate committee.



Draw and Date of Ties

5. The ties shall be drawn and the dates fixed by the Council, and the Competitions' Secretary of the Association shall send to each Club the full draw and the dates upon which the ties are to be played.

Grounds

6. (a) The Clubs shall be drawn in pairs, all byes being drawn in the first round. The Club first drawn in each Tie shall have choice of ground but no Club shall play on a neutral ground without the consent of the Council except in the Final, which shall be played on a ground selected by the Council. Up to the semi-final, Clubs may be zoned geographically at the discretion of the Council.
(b) Should the ground of the Club which has the choice of ground not be available, either Club may appeal to the Council who shall decide upon a ground on which the tie shall be played.

Duration of Play

7. Duration of play in all matches shall be of 90 minutes. If the scores are level, kicks from the penalty mark will take place to obtain a winner, as per the County Handbook.
In the event of a match not being completed and neither Club being at fault, the match shall be replayed on the ground of the Club which had not the choice of ground for the first match.
In the Final match the duration of the match shall be of 90 minutes, if the scores are still level kicks from the penalty mark will take place to obtain the winner.

Sharing Receipts

8. (a) In all rounds of the Competition prior to the final tie any gate money after paying the usual match expenses (printing, advertising, match officials and floodlighting up to a cost of £30) shall be divided equally between the competing Clubs. A statement of accounts shall be submitted within 7 days by the Home Club to the visiting Club and the Association. Any financial loss incurred shall be agreed between competing Clubs otherwise it shall be decided by the Association.
(b) The Association shall take receipts in the Final Tie.
(c) The Club on whose ground the Final Tie is played shall be paid a sum to be approved by the Association.

See also 'Rules applicable to all County Cup Competitions'



**Rules of the
CAMBRIDGESHIRE FOOTBALL ASSOCIATION JUNIOR CHALLENGE CUP COMPETITION**

Inaugurated 1897

Trophy donated by the Cambridgeshire Football Association

1. The Competition shall be called the 'Cambridgeshire Football Association Junior Challenge Cup Competition'.
- 2 The Competition shall be open to all Cambridgeshire affiliated Clubs not entered for the Challenge Cup or the Premier and Senior "A" and "B" Divisions of the Cambs. League. Reserve Teams of the above mentioned Clubs may compete. Clubs may not enter the same team in both this and the Lower Junior Cup Competition or enter a more senior team in the Lower Junior Cup.
3. In all rounds of the Competition prior to the Final tie any gate money, after paying the usual match expenses (printing, advertising, match officials and floodlighting up to a cost of £30) shall be divided equally between the competing Clubs. A statement of accounts may be requested within 7 days from the Home Club by the visiting Club and the Association.
4. The Association shall take all receipts in the Final tie.
5. The other Rules of this Competition are as Rules 3(a) and (b), 4(a), (b), (c) and (d), 5, 6(a) and (b) and 7 of the Cambridgeshire Football Association Challenge Cup Competition.

See also 'Rules applicable to all County Cup Competitions'



Rules of the

CAMBRIDGESHIRE FOOTBALL ASSOCIATION PROFESSIONAL CUP COMPETITION

Inaugurated 1958
(Replacement Cup: 1985)

Trophy donated by the late A.W. Smith

1. The Cup shall be called the 'Cambridgeshire Football Association Professional Cup' and shall be competed for annually by Professional Clubs selected by the Association.
2. The control and management of the Competition shall be vested in the Council of the Association who may delegate its powers to a Committee.
3. Each Club shall confirm its entry to the Chief Executive of the Association not later than 1st June each season, accompanied by the entry fee of £25.
4. The matches will be played on dates to be mutually agreed by both the competing Clubs and the Association.
5. If the match results in a draw at the end of normal time, the Competition will be decided by the taking of kicks from the penalty mark in accordance with the procedure adopted by the International Football Association set out in the County handbook.
6. Unless otherwise agreed by the Association, the receipts from all matches after the payment of match expenses (including floodlighting up to the cost of £30) shall be divided in the proportion of one-third to each competing Club and the Association.
7. Subject to the foregoing the Rules of the Football Association Challenge Cup Competition shall apply.

See also 'Rules applicable to all County Cup Competitions'

Rules of the

CAMBRIDGESHIRE FOOTBALL ASSOCIATION INVITATION CUP COMPETITION

Inaugurated 1950

Trophy donated by the Cambridgeshire Football Association

sponsored by Ridgeons Limited

1. The Competition shall be called the 'Cambridgeshire Football Association Invitation Cup Competition'.



2. The Competition shall be open for annual competition between such Clubs as the Council may from time to time invite: the number not to exceed 16 Clubs.
3. Up to and including the Semi-Finals matches shall be played on the ground of the first named Club. Clubs accepting an invitation to join this Competition who do not have floodlights will play their matches on their opponent's ground. The Final shall be played on a neutral ground.
4. The maximum admission charge shall be up to £7.50 with visiting clubs provided with six complimentary tickets. In the rounds before the Final, the gate money, after paying the usual match expenses (printing, advertising, match officials, visiting Club's travelling expenses and floodlighting up to a cost of £50) shall be divided equally between the competing Clubs. A statement of Accounts shall be supplied to the visiting Club and the Association within 14 days of any match.
5. In the Final the proceeds shall be divided in the proportion of one-third to each competing Club and the Association.
6. Assistant Referees shall be appointed by the Council in all rounds of the Competition.
7. In the Semi-Final and Final ties all Players must have been registered members of their Club for at least 7 days before the first Semi-Final and Final.
8. The other Rules of this Competition are as Rules 3 (b), 4(a), (c) and (d), and 6(a) and (b) of the Cambridgeshire Football Association Challenge Cup Competition.

See also 'Rules applicable to all County Cup Competitions'

Rules of the

CAMBRIDGESHIRE FOOTBALL ASSOCIATION WOMEN'S INVITATION CUP COMPETITION

Inaugurated 2003

Trophy donated by the Lynn & Isle Combination League

sponsored by S-Tech

1. The Competition shall be called the 'Cambridgeshire Football Association Women's Invitation Cup Competition'.
2. The Competition shall be open for annual competition between such Clubs as the Council may from time to time invite.
3. The other Rules of this Competition are as Rules 3(b), 4(a), (b), (c) and (d), 5, 6(a) and (b) and 7 of the Cambridgeshire Football Association Challenge Cup Competition.

See also 'Rules applicable to all County Cup Competitions'

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Rules of the

CAMBRIDGESHIRE FOOTBALL ASSOCIATION WOMEN'S JUNIOR INVITATION CUP COMPETITION

Inaugurated 2006
Trophy donated by S-Tech Insurance

sponsored by S-Tech

1. The Competition shall be called the 'Cambridgeshire Football Association Women's Junior Invitation Cup Competition'.
2. The Competition shall be open for annual competition between such Clubs as the Council may from time to time invite.
3. The other Rules of this Competition are as Rules 3 (a) and (b), 4(a), (b), (c) and (d), 5, 6(a) and (b) and 7 of the Cambridgeshire Football Association Challenge Cup Competition, and Rule 4 of the Cambridgeshire Football Association Junior Challenge Cup Competition.

See also 'Rules applicable to all County Cup Competitions'

Rules of the

CAMBRIDGESHIRE FOOTBALL ASSOCIATION LOWER JUNIOR CHALLENGE CUP COMPETITION

Inaugurated 1950
Trophy donated by the late H. C. Finbow

1. The Competition shall be called the 'Cambridgeshire Football Association Lower Junior Challenge Cup Competition'.
2. The Competition shall be open to all Cambridgeshire affiliated Clubs competing in Division 3, Division 4 and Division 5 of the Cambridgeshire League and other Junior Leagues in the County at the discretion of the Council.
3. The other Rules of this Competition are as Rules 3(a) and (b), 4(a), (b), (c) and (d), 5, 6(a) and (b), and 7 of the Cambridgeshire Challenge Cup Competition, and Rule 4 of the Junior Challenge Cup Competition.

See also 'Rules applicable to all County Cup Competitions'



Rules of the

CAMBRIDGESHIRE FOOTBALL ASSOCIATION NORTH CAMBRIDGESHIRE JUNIOR CHALLENGE CUP COMPETITION

Inaugurated 1952

Trophy donated by the Cambridgeshire Football Association

1. The Competition shall be called the 'North Cambridgeshire Junior Challenge Cup Competition' and shall be restricted to Clubs in the North of the County.
2. The Competition shall be open to all Clubs affiliated to the Cambridgeshire Football Association not entered for the Challenge Cup or who compete in the Kershaw Premier and Senior "A" and "B" Divisions of the Cambridgeshire League. Reserve teams of the above mentioned Clubs may compete.
3. The other Rules of this Competition are as Rules 3(a) and (b), 4(a), (b), (c) and (d), 5, 6(a) and (b), and 7 of the Cambridgeshire Challenge Cup Competition and Rule 4 of the Junior Challenge Cup Competition.

See also 'Rules applicable to all County Cup Competitions'

Rules of the

CAMBRIDGESHIRE FOOTBALL ASSOCIATION SUNDAY CHALLENGE CUP COMPETITION

Inaugurated 1968

Trophy donated by the Cambridgeshire Football Association

As per the Rules for the Cambridgeshire Football Association's Challenge Cup Competition
except:

Rule 2 - replace with The Competition shall be open to the team of any Club affiliated to the Cambridgeshire Football Association which plays in any duly affiliated Sunday Football League Competition.

Rule 4 - add

(e) No contract player or apprentice shall be eligible to compete.

Rule 5 - add

By mutual arrangement between competing Clubs the time for the kick-off may be earlier than the official time, provided that not less than fourteen days' notice be given to the Competitions' Secretary.

See also 'Rules applicable to all County Cup Competitions'



Rules of the

CAMBRIDGESHIRE FOOTBALL ASSOCIATION SUNDAY CENTENARY CUP COMPETITION

Inaugurated 1984

Trophy donated by the late Freddie Segrave

sponsored by C J Murfitt Limited

1. The Competition shall be called the 'Cambridgeshire Football Association Sunday Centenary Cup'.
2. The Competition shall be mandatory for all Cambridgeshire affiliated clubs that have been eliminated from the Sunday Challenge Cup in the first or second round.
3. The other Rules of this Competition are as Rules 3(a) and (b), 4(a), (b), (c) and (d), 5, 6(a) and (b), and 7 of the Cambridgeshire Challenge Cup Competition and Rule 4 of the Cambridgeshire Junior Challenge Cup Competition.

See also 'Rules applicable to all County Cup Competitions'



Rules of the
CAMBRIDGESHIRE FOOTBALL ASSOCIATION

MICK NORTH & BARRY BREWER MEMORIAL UNDER 14 CUP

Boys U13 inaugurated 2005 Renamed Youth U13 in 2011 Renamed U13 Challenge in 2012
Renamed Mick North & Barry Brewer Memorial U13 Cup in 2013 Changed to an U14 competition in 2014

Trophy donated by the Cambridgeshire Football Association

sponsored by JKL Consultants Ltd.

1. The Competition shall be called the 'Cambridgeshire Football Association Under 14 Challenge Cup.
2. The Competition shall be open to all Clubs affiliated to the Cambridgeshire Football Association with teams who play in the Cambridge and District Colts League, the Eastern Junior Alliance League, the Fenland Youth League, the Ipswich and Suffolk Youth League, the Mid-Norfolk Youth League, the Peterborough Junior Alliance League or the Royston Crow League.
3. Players must be over 12 and under 14 years of age on the 31st August preceding the season in question.
4. Each Club wishing to compete shall give notice to the Chief Executive of the Association on or before the 1st June of each year.
5. Each Club competing shall pay a fee of £10, such sum to be paid at the time of entry.
6. A match shall be of 70 minutes duration in all rounds. If the scores are level kicks from the penalty mark will take place to obtain the winner.
7. A form shall be provided by the Association, to each competing Club, upon which a Club's players shall sign their names and state their date of birth. Players will only be allowed to register for one Club.
8. The other Rules of this Competition are as Rules 4(a), (b), (c) and (d), 5, 6(a) and (b) of the Challenge Cup Competition.

See also 'Rules applicable to all County Cup Competitions'



Rules of the

BRENDA INCE MEMORIAL UNDER 16 CUP

Inaugurated 1976

sponsored by Highfield Event Group Ltd.

1. The Competition shall be called the 'Cambridgeshire Football Association Pye Youth Challenge Cup Competition'.
2. The Competition shall be open to all Clubs affiliated to the Cambridgeshire Football Association, who play in the Cambridge and District Colts League, the Eastern Junior Alliance, the Fenland Youth League, the Ipswich and Suffolk Youth League, the Mid-Norfolk Youth League, the Peterborough Youth League or the Royston Crow League.
3. Players must be boys of over 14 and under 16 years of age on the 31st August preceding the season in question.
4. Each Club wishing to compete shall give notice to the Chief Executive of the Association on or before the 1st June of each year.
5. Each Club competing shall pay a fee of £10, such sum to be paid at the time of entry.
6. A match shall be of 80 minutes duration in all rounds. If the scores are level kicks from the penalty mark will take place to obtain the winner, as per the County Handbook.
7. A form shall be provided by the Association, to each competing Club, upon which a Club's players shall sign their names and state their date of birth. Players will only be allowed to register for one Club.
8. The other Rules of this Competition are as Rules 4(a), (b), (c) and (d), 5, 6(a) and (b), and 7 of the Challenge Cup Competition.
9. No contract player or apprentice professional shall be allowed to participate.

See also 'Rules applicable to all County Cup Competitions'



Rules of the

CAMBRIDGESHIRE FOOTBALL ASSOCIATION YOUTH CHALLENGE CUP COMPETITION

Inaugurated 1955

sponsored by Highfield Event Group Ltd.

1. The Competition shall be called the 'Cambridgeshire Football Association Munns Youth Challenge Cup Competition'.
2. The Competition shall be open to all Clubs affiliated to the Cambridgeshire Football Association.
3. Players must be boys who have achieved the age of 15 and are under 18 years of age by midnight on 31st August of the playing season. All Clubs affiliated to the Cambridgeshire Football Association with teams playing in Midweek Floodlit Under 18 Youth Leagues should enter this competition. Other qualified Clubs that enter will play matches on their opponent's ground if drawn to play at home and floodlights are not available. Players registered with both midweek and Sunday Clubs will only be eligible to play for their midweek Club. All matches will be played on midweek evenings.
4. Each Club wishing to compete shall give notice to the Chief Executive of the Association on or before the 1st June of each year and shall pay a fee of £10, such sum to be paid at the time of entry.
5. The other Rules of this Competition are as Rules 4(a), (b), (c) and (d), 5, 6(a) and (b), and 7 of the Cambridgeshire Football Association Challenge Cup Competition and Rule 4 of the Junior Challenge Cup Competition.
6. No contract player or apprentice professional shall be allowed to participate.

See also 'Rules applicable to all County Cup Competitions'

Rules of the

CAMBRIDGESHIRE FOOTBALL ASSOCIATION ADDENBROOKE'S HOSPITAL CUP COMPETITION

Inaugurated 1995

1. The Competition shall be called the 'Addenbrooke's Hospital Cup Competition' and shall be competed for annually by Clubs or Representative Teams selected by the Cambridgeshire Football Association.
2. The control and management of the Competition shall be vested in the Council of the Cambridgeshire Football Association who may delegate its powers to a Committee.
3. The Competition shall consist of one match only and if the match is drawn at the end of ordinary time the Competition shall be decided by the taking of kicks from the penalty mark.
4. A team shall consist of eleven players who shall be bona-fide members of a Club.
5. Substitutes: A Club or Representative Team may, at its discretion, use up to five named substitutes at any time in the match except to replace a player/s who has/have been dismissed by the Referee. The names of all substitutes must be given to the Referee prior to the commencement of the game.
6. The receipts from the match, after payment of match expenses (including floodlighting up to £30) shall be donated to Addenbrooke's Hospital.
7. The Referee and Assistant Referees shall receive a trophy in lieu of a match fee, together with travelling expenses.

See also 'Rules applicable to all County Cup Competitions'



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Subscriptions and Fees 2022-23

The subscription for all Clubs, Leagues and Competitions affiliated to the Association for 2022-23 shall be determined by the Board of Directors:

Clubs: one fee payable per club according highest level played:

Teams: fee payable for each team

adult teams .	£30
youthteams	£ 15

Leagues and Competitions:

Leagues with Subsidiary Competitions	£40
All other single League and single Cup Competitions (including Charity and factory inter-departmental)	£25
Small-sided Competitions (Youth & Senior)	£25
Small-sided Slot Registrations	£5 + VAT

Any existing Clubs, Leagues or Competition re-affiliating after the final due dates as per Key Dates shall be liable to pay a late fine of £20.

No affiliated Club, League or Competition shall be allowed to take part in the business of the Association, and no club shall be allowed to play any match until all subscriptions and fees due to the Association have been paid. The Council shall have power to remove from membership or otherwise deal with any Club, League or Competition whose subscription is unpaid.

The National Game Insurance Scheme

As part of the benefits of affiliation, the Cambridgeshire FA is supporting the National Game Insurance Scheme (NGIS) through Bluefin Insurance. The aim of the NGIS is to establish *consistency of cover* and at the same time to *reduce costs* for clubs.

What does this mean for clubs? Public Liability Cover

Bluefin's **Countycover Plus** product includes a Public Liability section including player to player cover, and is a mandatory purchase forming part of the affiliation process from Cambridgeshire FA at a cost of £43.

Personal Accident Cover

It is similarly mandatory for all clubs to purchase Personal Accident insurance (**Standard cover**) direct from Bluefin Sport for all of their teams before a club affiliation can be confirmed. <http://www.bluefinsport.co.uk/ngis/county-fas/cambridgeshire-fa>

Personal Accident cover is part of The FA's desire to ensure all participants have some cover, with the option to enhance this cover as required.

Please be aware that the Standard level of cover may not be sufficient for all clubs' teams, and easy upgrades are available via the Bluefin web site.

If clubs chose to purchase Personal Accident cover from a different broker, please note that proof of cover for the full season will need to be provided to the Cambridgeshire FA before affiliation

Respect



Respect is The FA's response to a clear message from throughout the game that the health of football depends upon high standards of behaviour on and off the pitch.

- **Respect** is a behavioural code for Football
- **Respect** is about recognising that the integrity of the game is more important than the result of the match
- **Respect** is about creating an understanding of what is acceptable and unacceptable behaviour in Football
- **Respect** is about those involved taking responsibility for the consequences of their own actions
- **Respect** is about supporting match officials to do their job. Without them we don't have a game
- **Respect** is not a slogan. It is a collective responsibility of those involved in football to create a fair, safe and enjoyable environment in which the game can take place.

The following Respect Codes of Conduct outline the types of behaviour that will support a fair, safe and enjoyable game in this country. They also identify a range of sanctions which may be taken if these codes are not abided by.

YOUNG PLAYERS – RESPECT CODE OF CONDUCT

When playing football, I will:

- Always play to the best of my ability and for the benefit of my team
- Play fairly – I won't cheat, dive, complain or waste time.
- Respect my team-mates, the other team, the referee or my coach/team manager.
- Play by the rules, as directed by the referee
- Be gracious in victory and defeat – I will shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Understand that a coach/team manager has to do what is best for the team and not one individual player
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach/team manager or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct

The FA/County FA could impose a fine and suspension against my club

SPECTATORS – RESPECT CODE OF CONDUCT

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game.

Play your part and observe The FA's Respect Code of Conduct for spectators at all times I will:

- Remember that children play for FUN.
- Applaud effort and good play as well as success.



- Respect the Referee's decisions even when you don't agree with them
- Appreciate good play from whatever team it comes from

- Remain behind the touchline and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Support positively. When players make a mistake offer them encouragement not criticism
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents

In addition:

- The FA/County FA could impose a fine and/or suspension on the club

COACHES, TEAM MANAGERS AND CLUB OFFICIALS – RESPECT CODE OF CONDUCT

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct at all times.

On and off the field, I will:

- Use my position to set a positive example for the young people I am responsible for
- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Respect the match official's decision
- Never enter the field of play without the referee's permission

- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Be gracious in victory and defeat When working with players, I will:
- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity



- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I may be:

- Required to meet with the club, league or County Welfare Officer
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club

In addition:

- My FA Coaching Licence may be withdrawn

MATCH OFFICIALS

We all have a responsibility to promote high standards of behaviour in the game.

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct of match officials at all time. I will:

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and officials
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage fair play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- Prepare physically and mentally for every match

Complete and submit, accurate and concise reports within the time limit required for games in which I officiate

I understand that if I do not follow the Code, any/all of the following actions may be taken by my County FA or The FA:

I may be:

- Required to meet with The FA/County FA Refereeing Official
- Required to meet with The FA/County FA Referees Committee

ADULT PLAYERS

We all have a responsibility to promote high standards of behaviour in the game

Play your part and observe The FA's Respect Code of Conduct for players at all times. On and off the field, I will:

- Adhere to the Laws of The Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always respect the match official's decisions
- Never engage in public criticism of the match officials



- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect.
- Remember we all make mistakes.
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I may:

- Be required to apologise to team-mates, the other team, referee or team manager
- Receive a warning from the coach
- Receive a written warning from the club committee
- Be required to attend an FA education course
- Be dropped or substituted
- Be suspended from training
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the club

In addition:

- The FA/County FA could impose a fine and/or suspension on the club



Club guide to Marking the Referee

How to decide on the Referee's mark

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.

- 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.



The following table can help identify where the mark for a referee should be pitched.

"Did very well" – a high level of performance	91+
"Did well" – above the expected standard	81-90
"Did ok, this is the standard we expect"- the standard performance	71-80
"Didn't do quite well enough" – some areas for development	61-70
"Struggled" - below the expected standard- need to report this performance and offer some constructive written advice	51-60
"Should not be at this level" - well below that expected- need to report this performance and offer some constructive written advice on key basic areas	50 and below

STANDARD

Description of Performance



<p>No errors in application of Law, Extremely fit, always on-top of the action</p> <p>Really enhanced enjoyment for everyone, Excellent decision making skills</p> <p>Should be refereeing at a higher level</p>	<p>91+</p>
<p>Very good application of Law, Fit & close enough to influence play</p> <p>Created a good rapport with the players, Accurate & positive decision making skills, Could handle tougher games in this League</p>	<p>81 - 90</p>
<p>Application of Law generally good, Fit enough for this game</p> <p>Overall worked well with the players, Firm but approachable</p> <p>Got most decisions right, A good referee in this League</p>	<p>71 - 80</p>
<p>Made a few errors in Law, Decision making was inconsistent</p> <p>Sometimes too far from play, Had little rapport with the players</p> <p>Game was too difficult for him/her</p>	<p>61 - 70</p>
<p>Had weak control of the game, Decision making was poor</p> <p>Rarely in a position to judge challenges, Very few player management skills</p> <p>Needs easier games</p>	<p>51 - 60</p>
<p>Had no control of the game, Unable to make decisions</p> <p>Fitness was very poor, Couldn't speak to players</p> <p>Should not be on this League</p>	<p>50 and below</p>

CAMBRIDGESHIRE COUNTY LEAGUE

Extraordinary

Club Report on Match Referees

This form must be used to advise the competition when marking referees at or below 60



Club: _____

<i>Home team</i>		<i>goals</i>		<i>goals</i>		<i>Away team</i>	
		V					
yellow cards:		red cards:		yellow cards:		red cards:	

<i>Referee</i>		<i>Date of game</i>	

<i>Referee's Performance</i>					
<i>Criteria</i>	<i>poor</i>	<i>average</i>	<i>good</i>	<i>very good</i>	<i>mark awarded</i>
Overall decision making	10 - 17	18 - 25	26 - 32	33 - 40	
Judgement of major decisions	10 - 15	16 - 20	21 - 25	26 - 30	
General control and player management	10 - 15	16 - 20	21 - 25	26 - 30	
				<u>TOTAL</u>	

The minimum accepted mark is therefore 30

Give yourself time to reflect on the performance, at least 24 hours, and then return within 5 days

If the total mark is 60 or less, or any section marked poor, then detailed constructive development comment must be provided below:

Name		Position:
<i>Please note this form must be completed by Club Secretary or Chairman</i>		

please return to phil.mitcham@cambridgeshirefa.com within 5 days of the match

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From planning stages to completion,
we can help with the following:

- Sound Insulation Testing
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Cambridgeshire Referees' Association

The Cambridgeshire Referees' Association is the local branch of the National Referees Association. It is run by referees, for referees, and is on hand to offer training, support and to provide a voice for its members.



Aims & Objectives

Committed to improve the standard of refereeing

- Represent the interests of members at local and national level
- Provide training and development opportunities for referees
- Provide access to the Referees' Association Benevolent Fund to assist members in times of hardship
- Offer support and for referees involved in assaults or disciplinary actions
- Cultivate friendship and positive relationships between referees and associated bodies.
- Support the County FA in their delivery of County Regional CORE

Why Join?

<https://www.the-ra.org/why-join>

- Welfare Support through in house welfare team.
- Representation and support during FA Hearings
- Access to mentors through local branches
- Insurance through Spencer Hayes Insurance
- 10% Discount at Sporting Touch
- Attend two development sessions with PGMOL officials
- Exclusive benefits with PureGym, Science in Sport & Red Driving School
- Access to the Benevolent Fund

How Does It Work?

- Regular meetings during the football season linked with Cambs Regional CORE
- With memberships prized at a maximum of £20.

To Join or For Further Information Contact:

Gavin Jolley:

cds.secretary@gmail.com



Referees' Committee

The Referees' Committee shall be responsible for the recruitment, training, qualification and registration of Referees, but may arrange for the co-operation of such bodies as the Referees' Association and Referees' Society in these activities. The Committee or their delegated person shall appoint Referees to all matches in County Cup Competitions and consider all matters relating to Referees.

All Referees shall register with the Cambridgeshire Football Association Limited and shall pay an annual Affiliation Fee of £20 by 1st May. Such Fees shall include Public Liability Insurance and a copy of the Association's Handbook (e-version). The Laws of the Game will be made available to purchase on request.

Guidance Notes for Referees

1. Referees should note that all reports relating to misconduct by Cambridgeshire Clubs or Players (except Football Association Full Member Clubs and Players of such Clubs) must be sent within 2 days (Sundays not included) to the Disciplinary Department of the Association using FA WholeGameSystem (WGS), first class post or by e-mail. Copies of such reports shall not be submitted to other Leagues or Bodies. Reports relating to misconduct by Football Association Full Member Clubs and Players of such Clubs are to be made direct to The Football Association using FA WholeGameSystem (WGS), first class post or by e-mail. It shall be the duty of the Referee to report to the Competitions' Secretary any departure from time of starting as notified to him.
2. (a) A Committee comprising the Chairman of the Referees' Committee, the Football Operations' Manager, the Referees' Association representative where applicable and two members of the Referees' Committee shall deal with all Disciplinary matters of an administration nature or a breach of the Regulations for the Control of Referees that necessitate meeting with a Referee. They shall have the power to administer punishments as necessary.
- (b) Any Referee that fails to confirm a message left on the ANSWERPHONE relating to appointments or open/closed dates, may receive a warning letter. A second offence may result in a Referee being fined the sum of £10.
- (c) Any Referee who fails to answer correspondence within the stipulated 14 days may receive a warning letter. A second offence may result in a Referee being fined the sum of £10.
- (d) Any Referee who fails to fulfil an appointment without prior notification to the relevant Appointments Secretary, and fails to provide a written satisfactory explanation, may be liable to a fine not exceeding the sum of £25.
- (e) In Competitions where the Rules permit fines to be imposed on Clubs for lateness, the same Rules may be applied to Referees, provided the Rules of the Competition so allow.
- (f) All fines administered on Referees are to be paid within 14 days. Failure to adhere to this ruling will result in the Referee being suspended from all football until such time as the fine is paid, or the matter is dealt with by the said Committee.
- (g) Any Referee/Assistant Referee found guilty of misconduct whilst acting as a
- (h) Referee/Assistant Referee or Spectator/Club Official shall be subject to the standard punishments as laid down in this Handbook and will be dealt with by the Association's Disciplinary Commission.
- (i) Right of Appeal (see Membership Rule 8).
3. All Affiliated Competitions shall obtain from their Clubs a marking of the Referee's performance in each match given in accordance with the system published by The Football Association. Such marks must be collated from 1st March in any year until the end of February the following year and sent to the Cambridgeshire Football Association within 7 days of the half year end (October) and the year end.
4. Tony Sumner Memorial Award. An annual presentation to be made to the Level 7 Referee attaining the best average mark during the season in adult football with a minimum qualification of 20 matches.
5. Terry Willson Memorial Award. An annual presentation to be made to the person/referee who has had an outstanding season in self-development, instigated a brave piece of heroism or made a notable contribution to support referees at local level to achieving a better performance.
6. A Referee Observer shall be paid a match fee applicable to the Competition upon which they are operating, as agreed by the Cambridgeshire Football Association. Such fee may include a subsistence allowance and/or travelling and could include reports on both assistant referees where required.



Registration

Registrations for Referees must be in accordance with the Regulations for the Registration and Control of Referees as amended by The Football Association from time to time. Cambridgeshire FA will collect the National Registration fee. There will be no charge for any Associate Referee fee for Referees administered by another Affiliated Association.

Personal Accident Insurance

- The policy will be made available to referees throughout the season
- The premium is payable by the individual

Recruitment and Basic Training of New Referees

Cambridgeshire FA is responsible for the recruitment and training of new referees which is an important responsibility in the development of the future of the game. The Football Association supports this with provision of financial and material support in this area.

Mentor Scheme

Cambridgeshire FA Referees' Department, where possible, will provide mentoring to:

- New referees during their five initial games
- Referees progressing from youth to adult football
- Referees who request support and guidance

Progression Pathway

Cambridgeshire FA Referees' Department is responsible for:

- The promotion of referees up to Supply League Referee (Level 4)
- Ensuring referees are appointed to the appropriate level of fixtures, working in conjunction with the leagues' appointment officers
- Ensuring referees are observed as defined in the promotion criteria
- Providing support for development and progression

In-Service Training

Cambridgeshire FA Referees' Department will provide or offer in-service training for the following:

- All registered referees at least once a season
- Referees on the promotion pathway
- Referees appointed to County Cup finals
- Referee Workforce
- Club assistant referees
-

Safeguarding Children Training

In accordance with the Rules of the Association, every participant of the game is required to undergo Safeguarding Children training. The Football Association Referees' Department and Child Protection Unit will provide separate guidance on this issue.

Appointments



Cambridgeshire FA Referees' Department will appoint referees centrally to leagues which are administered and managed by the County FA:

- Cambridgeshire County League
- Cambridgeshire Girls' and Women's Leagues

Cambridgeshire FA Referees' Department will appoint referees to the following external leagues on behalf of their Management Committee:

- Cambridge and District Colts Youth League
- Sunday League

Cambridgeshire FA Referees' Department will work alongside the allocated Supply League Referee Pool to ensure matches are covered by suitably qualified referees and assistant referees.

Nominations to the Contributory League List

Cambridgeshire FA Referees' Department will nominate eligible and suitable referees to join the Contributory League Assistant Referees' List from its Senior County Referees on request from The Football Association Referees 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.

Misconduct Reporting and Personal Hearing Attendance

Cambridgeshire FA Referees' Department will provide the following support relating to player and club misconduct:

- Support and guidance for reports to be submitted to the Discipline Department within 48 hours of the fixture
- Report writing and training.
- Attendance at personal hearings for Under 18s and those referees who request support

Referees' FA CORE Programme

Cambridgeshire FA Referees' Department will identify and support referees who show the potential to progress through the FA Referee Pyramid and nominate them for inclusion within a talent pathway in line with the FA Referee CORE Programme.



Transform Your Club's Funding

GiveToLocal, an official partner of Cambridgeshire Football Association is helping thousands of clubs right across the country secure vitally needed funds.

GiveToLocal provides grassroots clubs with a free and proven service which is designed to help all clubs achieve **£10,000 every year**, in new funding.

To find out more about this free service and to register your club, visit givetolocal.com/clubs

givetolocal.com

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Official Partner





Football

Development

Department

The Football Development department works across Cambridgeshire to develop the game with a key focus on the following areas:

Players

Retaining and developing the existing number of affiliated teams playing in mini soccer, youth, adult, disability and small-sided formats of the game in a structured, affiliated league or competition. Bespoke support can be provided to clubs and leagues through initiatives such as Next Generation Festivals.

We also aim to provide opportunities for people looking to play recreational football in a more informal and relaxed setting. Programmes to support this recreational offer include the Flexi League, Wildcats, Just Play, and FA Elevens.

Coaches

Cambridgeshire FA bespoke CPD opportunities and supports coaches with gaining qualifications vis England Football Learning.

Club and Volunteer support

Volunteers who give up their time to provide football for players of all ages are offered support and advice. This is delivered through an in-service programme consisting of a variety of workshops tailored to give volunteers the most up to date information, tools and resources to perform their role efficiently and effectively.

Facilities and investment

Cambridgeshire FA works with key partners from around the county including Cambridgeshire County Council, East Cambs District Council, Fenland District Council, South Cambs District Council and Living Sport. The main funding providers are the Football Foundation, Premier League and the FA, and we work together with local councils, education and sports facilities to maximise investment opportunities to improve football facilities in Cambridgeshire.

The Development Team

The Cambridgeshire FA Football Development Team supports leagues, clubs, coaches, players, volunteers and wider football partners with growing and improving the game:

Katie Critchley, Football Development Manager

Main responsibilities:

- Facilities and investment support for clubs, leagues and educational and football organisations
- Strategic development of participation
- Engaging with key partners to promote football opportunities
- Overseeing the Grass Pitch Maintenance Programme in Cambridgeshire with the Regional Pitch Adviser
- Managing the work programmes of the football development team
- Devising support structures for clubs, leagues and other partners

Amy Newell, Football Development Officer

Main responsibilities:

- Sustaining and growing participation for male and female players
- Growing Wildcats and Squadgirls to inspire young females to play football



Providing support to women's and girls' clubs and the Alan Boswell Women & Girls' League
Creating a recreational football pathway for those players not wanting to play in traditional leagues
Overseeing recreational opportunities
Working with local diverse communities to develop recreational football offers and support those groups to transition to more traditional forms of the game

Ryan Kay, Football Development Officer, Disability & Inclusion

Main responsibilities:

Retain and grow participation for players with a disability within both affiliated and recreational settings
Identify, manage and develop relationships with key partners to develop disability football
Ensure the workforce is supported and adequate to develop disability football
Managing the disability football programme and ParAbility Football projects throughout Cambridgeshire
Working with local health providers to engage with GP referral scheme, physiotherapists and other programmes so that football can be utilised to support the health agenda
Developing the Cambridgeshire FA Equality, Diversity and Inclusion Committee (EDI)

Tom Dickens, Football Development Assistant

Jack Badcock, Referees Development Officer



Safeguarding policy

The Association's Safeguarding Children Policy

Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football, thus every club is required to endorse and adhere to The Association's Safeguarding Children Policy.

The Association recognises its responsibility to safeguard the welfare of children and young people who play or participate in football by protecting them from abuse and harm. The Association is committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

The Association recognises that the terms 'child or young person', 'abuse' and 'harm' are open to interpretation and challenge but for the purpose of this Safeguarding Children policy they are defined as follows:

A child or young person shall be defined as:

'anyone who has not yet reached their 18th birthday.'

Abuse shall be defined as:

'a violation of an individual's human or civil rights by any other person or persons and, for the purposes of safeguarding children, shall include physical abuse, emotional abuse, sexual abuse, neglect, bullying and hazing.'

Harm shall be defined as:

'ill treatment and forms of ill treatment (including sexual abuse and forms of ill-treatment which are not physical) and also the impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.'

'Harm' may be caused by acts of commission and acts of omission.

The Safeguarding Children Policy is supported by The Association's Respect programme to address verbal abuse and bullying of youngsters by parents and coaches on the sidelines. The Association's Safeguarding Children Policy principles are that:

- The child's welfare is, and must always be, the paramount consideration;
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, race, faith, belief or sexual orientation;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
- Working in partnership with other organisations, children and young people and their parents and carers is essential.

The Association is committed to working in partnership with the Police, Children's Services Departments, Local Safeguarding Children's Boards (LSCB) and the Disclosure and Barring Service (DBS) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

The Association's Safeguarding Children Policy is in response to government legislation and guidance, developed to safeguard the welfare and development of children and young people.

Clubs and Leagues with youth teams must appoint a Welfare Officer in line with The Association affiliation requirements. A Club's Welfare Officer must sit on the management committee of that Club

All League and Club Welfare Officers are expected to abide by the Code of Conduct for volunteer Welfare Officers.

A. Code of conduct for Volunteer Welfare Officers

The role of the Welfare Officers is to:

1. Be clear about the Club's/League's responsibilities when running activities for children and young people
2. Help those actively involved with children and young people understand what their duty of care means on a day to day basis

As a Welfare Officer they will act as a role model to others in accordance with the roles and responsibilities of their position, in line with The Association's Rules and Regulations, the Respect codes of conduct for officials and the laws of the game.

In fulfilling the role they accept that within the role of Welfare Officer they will:



- Be child centered at all times and promote a fun safe environment for children and young people
- Follow all of the The Association's policies and in particular procedures for reporting safeguarding concerns including discrimination
- Act appropriately in all situations brought to their attention
- Champion Best Practice within their Club/League
- Communicate and positively engage with the CFA WO on all poor practice/ safeguarding matters brought to the attention of CFA /The Association
- Attend meetings as reasonably required by the Club Committee, Youth League and CFA
- Manage and deal with poor practice issues in an appropriate and timely manner
- Ensure appropriate levels of confidentiality and data security are maintained at all times
- Implement and manage a responsible recruitment process in line with The Association's policy and procedures
- Attend continued personal development (CPD) opportunities as offered by their CFA and show a commitment to keeping their training up to date

If they do not follow the above code any/all of the following actions may be undertaken by their Club, League, County FA or The Association (This is not an exhaustive list):

- Required to meet with the Club/League Committee, YLWO or CFA DSO
- Required to follow an action plan monitored by the YLWO/CFA WO
- Required to complete an FA education course
- Imposing a fine or suspension
- Required to leave the Club/League they represent
- Removed from role by the Club/League/County FA/The Association
- On appointment, all League and Club Welfare Officers agree to uphold the Code of Conduct for volunteer Welfare Officers and understand the actions that may be taken should they fail to act in accordance with the Code. In agreeing to fulfil the role they confirm that they meet the criteria outlined within The Association's Suitability Checklist for YLWO/CWOs.



B. Welfare Officer person specification and suitability checklist

1. Person specification:

- Experience of dealing or working with young people
- Knowledge and understanding of safeguarding children issues¹
- A good communicator in a variety of situations with people from diverse backgrounds
- Committed to and ability to abide by The Association Rules and Regulations and promote The Association's Respect programme and safeguarding children education
- Empathy when dealing with individuals, sometimes in demanding situations Ability to listen and assess situations fairly
- Ability to handle confidential information sensitively and with integrity
- Reasonable level of administration experience and how to deal with confidential documentation
- Willingness to attend any in-service training facilitated by either The Association or the local County FA

2. Suitability Checklist:

- Understanding of child protection issues and some knowledge of safeguarding legislation
- Knowledge of and positive attitudes to equal opportunities
- Willing and able to provide relevant current references
- Previous experience of dealing or working with children
- Commitment to treat all children as individuals and with equal concern
- Physical health – appropriate to carry out tasks
- Integrity and flexibility
- At least 18 years of age
- Completion of The Association's Criminal Records Checks (CRC) process and acceptance by The Association of the outcome
- Understanding of the need for confidentiality when dealing with issues
- Reasonable level of administration experience and how to deal with confidential documentation
- Completion of The FA online Safeguarding Children Course and Welfare Officer Course
- Willingness to update skills and knowledge and attend in-service training facilitated by The Association or the local County FA
- Has agreed to and agree to abide by the Code of Conduct for volunteer Welfare Officers

NB - If anyone is known to be unsuitable to work with children his/her application should be refused by the Club/League. If in any doubt about an applicant contact your County FA Designated Safeguarding Officer.



More information and footnote reference

If you need any further advice or information please contact your County FA Welfare Officer who will be happy to help you. More information about the role of the Welfare Officer is available on www.thefa.com/football-rules-governance/safeguarding and clicking on Welfare Officer FAQs under the Welfare Officer section and also on the Respect pages under 'My Role' simply click on Welfare Officer.

1. This can be gained through The Association's Safeguarding Children Education Programme; see www.thefa.com/football-rules-governance/safeguarding for further information or speak to your County FA Welfare Officer.
2. The Association's Policy on CRCs has been amended in light of the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012. For more information please visit www.thefa.com/football-rules-governance/safeguarding/criminal-records-checks or e-mail FAchecks@thefa.com or call 0845 210 8080.
3. Some people with a history of offending can still be considered for role in football that involve children. For more information please visit www.thefa.com/football-rules-governance/safeguarding/criminal-records-checks or e-mail FAchecks@thefa.com or call 0845210 8080.

The Association reserves the right to prevent an individual from becoming a Welfare Officer or remaining as a Welfare Officer where it deems the individual does not meet the suitability criteria, or it reasonably believes there is another compelling reason why that individual is not suitable.



Cambridgeshire Football Association Safeguarding Adults Policy and Procedures

Introduction

Cambridgeshire Football Association is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults at risk involved in football in accordance with the Care Act 2014.

Cambridgeshire Football Association safeguarding Adults at Risk policy and procedures apply to all individuals involved with Cambridgeshire Football Association

Cambridgeshire Football Association will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adults at risk policy and procedures.

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1. Principles

The guidance given in the policy and procedures is based on the following principles:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- Cambridgeshire Football Association will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within Cambridgeshire Football Association for example inappropriate behaviour of a coach, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with Cambridgeshire Football Association Safeguarding Adults at Risk Policy and Procedures.
- Cambridgeshire Football Association recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

The six principles of adult safeguarding

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."
- **Prevention** – It is better to take action before harm occurs.
"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."
- **Proportionality** – The least intrusive response appropriate to the risk presented.
"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."
- **Protection** – Support and representation for those in greatest need.
"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."
- **Accountability** – Accountability and transparency in delivering safeguarding.
"I understand the role of everyone involved in my life and so do they."

Making Safeguarding personal

'Making safeguarding personal' means that adult safeguarding should be person led and outcome focused. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control. As well as improving quality of life, well-being and safety.



Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

Wellbeing Principle

The concept of wellbeing is threaded throughout the Care Act and it is one that is relevant to adult safeguarding in sport and activity. Wellbeing is different for each of us however the Act sets out broad categories that contribute to our sense of wellbeing. By keeping these themes in mind, we can all ensure that adult participants can take part in football fully.

- Personal dignity (including treatment of the individual with respect)
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect
- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal domains
- Suitability of the individual's living accommodation
- The individual's contribution to society.

2. Legislation

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures They take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1998

3. Definitions

To assist working through and understanding this policy a number of key definitions need to be explained:

Adult is anyone aged 18 or over.

Adult at Risk is a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);



and;

- Is experiencing, or is at risk of, abuse or neglect; and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Adult in need of care and support is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors. Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse. In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors.

Abuse is a violation of an individual's human and civil rights by another person or persons. See section 4 for further explanations.

Adult safeguarding is protecting a person's right to live in safety, free from abuse and neglect.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

4. Types of Abuse and Neglect

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be an exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern.

Self-neglect – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Modern Slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Domestic Abuse and coercive control – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

Discriminatory Abuse – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Organisational Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.



Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or Material Abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Not included in the Care Act 2014 but also relevant:

Cyber Bullying – cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage – forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

Mate Crime – a 'mate crime' as defined by the Safety Net Project as 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Radicalisation – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

5. Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who an athlete comes into contact with. Or club members, workers, volunteers or coaches may suspect that an athlete is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.



- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Harassing of a club member because they are or are perceived to have protected characteristics.
- Not meeting the needs of the participant. E.g. this could be training without a necessary break.
- A coach intentionally striking an athlete.
- This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning disabled adult they are training alongside.
- This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

6. What to do if you have a concern or someone raises concerns with you.

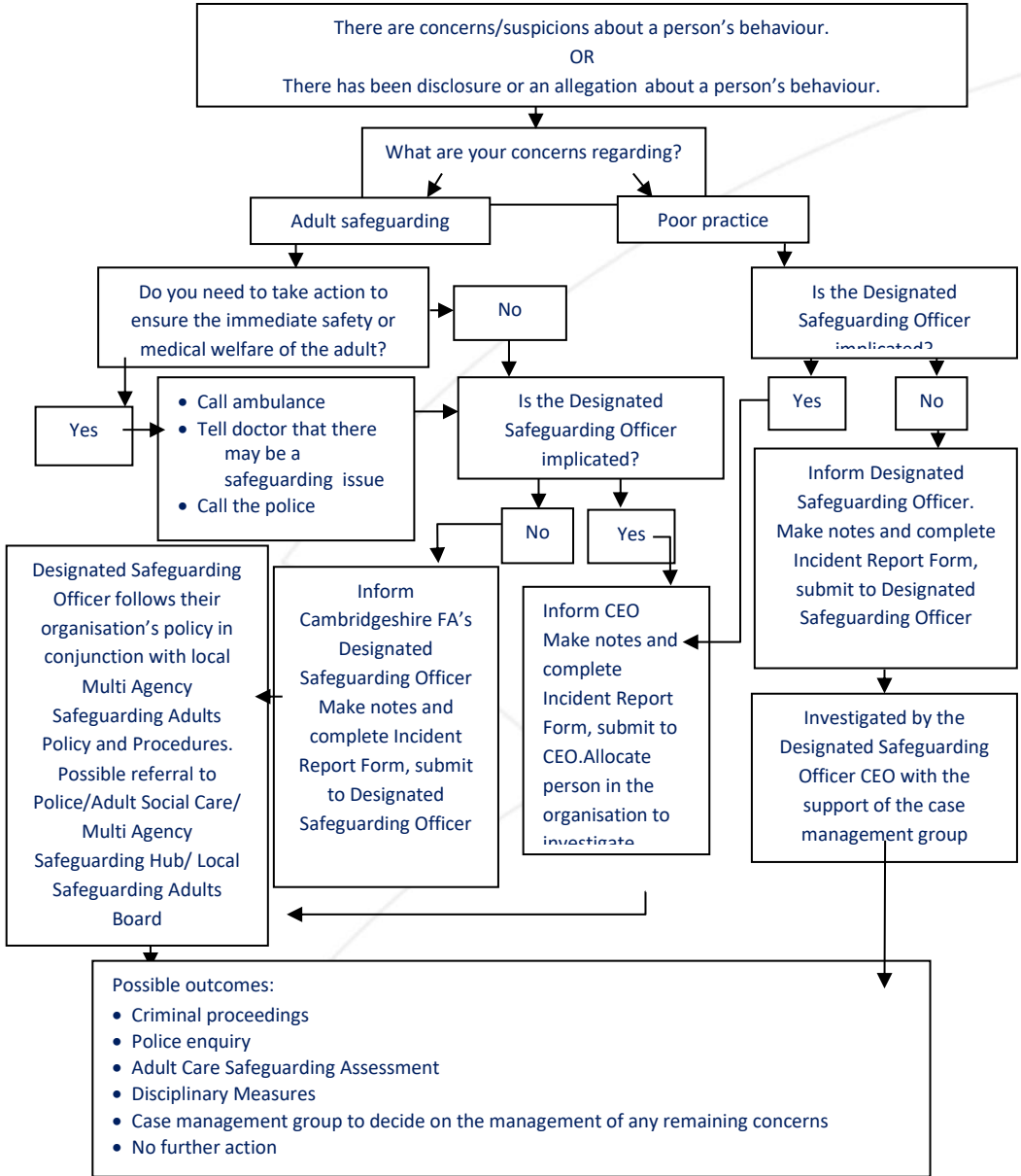
- **It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to respond to and report concerns.**
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the Cambridgeshire FA's Designated Safeguarding Officer, or, if the Designated Safeguarding Officer is implicated then report to the Cambridgeshire FA's CEO.
- When raising your concern with the Designated Safeguarding Officer, remember Making Safeguarding Personal. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern and
- It is important when considering your concern that you also ensure that keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

7. How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Cambridgeshire FA Designated Safeguarding Officer.
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to the Designated Safeguarding Officer.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with the Designated Safeguarding Officer and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk then contact the emergency services immediately.



8. Safeguarding Adults Flowchart
Dealing with Concerns, Suspicions or Disclosure



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity



9. Roles and responsibilities of those within Cambridgeshire Football Association

- Cambridgeshire Football Association is committed to having the following in place:
- A Designated Safeguarding Officer to produce and disseminate guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all adults.
- Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
- A Safeguarding Unit that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within Cambridgeshire Football Association)
- A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.
- Clear codes of conduct are in place for coaches, participants, officials, spectators and other relevant individuals.

10. Good practice, poor practice and abuse

Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in Cambridgeshire Football Association to make judgements regarding whether or not abuse is taking place, however, all Cambridgeshire Football Association personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

Good practice

Cambridgeshire Football Association expects that:

- Adopt and endorse the Cambridgeshire Football Association Coaches Codes of Conduct.
- Have completed a course in basic awareness in working with and safeguarding Adults at Risk

Everyone should:

- Aim to make the experience of Cambridgeshire Football Association fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

11. Relevant Policies

This policy should be read in conjunction with the following policies
Cambridgeshire Football Association

- Whistle Blowing
- Social media



- Complaints
- Disciplinary

12. Further Information

Policies, procedures and supporting information are available on the Cambridgeshire Football Association website:

Designated Safeguarding Officer: **Diane Bradshaw**
Diane.bradshaw@cambridgeshirefa.com
Tel: 01223 209021

Review date

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.



Appendix 2 Guidance and information

Making Safeguarding Personal

There has been a cultural shift towards Making Safeguarding Personal within the safeguarding process. This is a move from prioritising outcomes demanded by bureaucratic systems. The safeguarding process used to involve gathering a detailed account of what happened and determining who did what to whom. Now the outcomes are defined by the person at the centre of the safeguarding process.

The safeguarding process places a stronger emphasis on achieving satisfactory outcomes that take into account the individual choices and requirements of everyone involved.

"What good is it making someone safer if it merely makes them miserable?" – Lord Justice Mundy, "What Price Dignity?" (2010)

What this means in practice is that adults should be more involved in the safeguarding process. Their views, wishes, feelings and beliefs must be taken into account when decisions are made.

The Care Act 2014 builds on the concept, stating that "We all have different preferences, histories, circumstances and lifestyles so it is unhelpful to prescribe a process that must be followed whenever a concern is raised."

However, the Act is also clear that there are key issues that should be taken into account when abuse or neglect are suspected, and that there should be clear guidelines regarding this.

<https://www.local.gov.uk/topics/social-care-health-and-integration/adult-social-care/making-safeguarding-personal>

Capacity – Guidance on Making Decisions

The issue of capacity or decision making is a key one in safeguarding adults. It is useful for organisations to have an overview of the concept of capacity.

We make many decisions every day, often without realising. We make so many decisions that it's easy to take this ability for granted.

But some people are only able to make some decisions, and a small number of people cannot make any decisions. Being unable to make a decision is called "lacking capacity".

To make a decision we need to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision

A person's ability to do this may be affected by things like learning disability, dementia, mental health needs, acquired brain injury, and physical ill health.

The Mental Capacity Act 2005 (MCA) states that every individual has the right to make their own decisions and provides the framework for this to happen.

The MCA is about making sure that people over the age of 16 have the support they need to make as many decisions as possible.

The MCA also protects people who need family, friends, or paid support staff to make decisions for them because they lack capacity to make specific decisions.

Our ability to make decisions can change over the course of a day.

Here are some examples that demonstrate how the timing of a question can affect the response:



- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

In each of these examples, it may appear as though the person cannot make a decision. But later in the day, presented with the same decision, they may be able to at least be involved.

The MCA recognises that capacity is decision-specific, so no one will be labelled as entirely lacking capacity. The MCA also recognises that decisions can be about big life-changing events, such as where to live, but equally about small events, such as what to wear on a cold day.

To help you to understand the MCA, consider the following five points:

1. Assume that people are able to make decisions, unless it is shown that they are not. If you have concerns about a person's level of understanding, you should check this with them, and if applicable, with the people supporting them.
2. Give people as much support as they need to make decisions. You may be involved in this – you might need to think about the way you communicate or provide information, and you may be asked your opinion.
3. People have the right to make unwise decisions. The important thing is that they understand the implications. If they understand the implications, consider how risks might be minimised.
4. If someone is not able to make a decision, then the person helping them must only make decisions in their "best interests". This means that the decision must be what is best for the person, not for anyone else. If someone was making a decision on your behalf, you would want it to reflect the decision you would make if you were able to.
5. Find the least restrictive way of doing what needs to be done.

Remember:

- You should not discriminate or make assumptions about someone's ability to make decisions, and you should not pre-empt a best-interest's decision merely on the basis of a person's age, appearance, condition, or behaviour.
- When it comes to decision-making, you could be involved in a minor way, or asked to provide more detail. The way you provide information might influence a person's ultimate decision. A person may be receiving support that is not in-line with the MCA, so you must be prepared to address this.



Consent and Information Sharing

Workers and volunteers within sports and physical activity organisations should always share safeguarding concerns in line with their organisation's policy, usually with their safeguarding lead or welfare officer in the first instance, except in emergency situations. As long as it does not increase the risk to the individual, the worker or volunteer should explain to them that it is their duty to share their concern with their safeguarding lead or welfare officer. The safeguarding lead or welfare officer will then consider the situation and plan the actions that need to be taken, in conjunction with the adult at risk and in line with the organisation's policy and procedures and local safeguarding adults board policy and procedures.

To make an adult safeguarding referral you need to call the local safeguarding adults team. This may be part of a MASH (*Multi-Agency Safeguarding Hub*). A conversation can be had with the safeguarding adults team without disclosing the identity of the person in the first instance. If it is thought that a referral needs to be made to the safeguarding adults team, consent should be sought where possible from the adult at risk.

Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information.

If they still do not consent, then their wishes should usually be respected. However, there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or a serious crime has been committed. This should always be discussed with your safeguarding lead and the local authority safeguarding adults team.

If someone does not want you to share information outside of the organisation or you do not have consent to share the information, ask yourself the following questions:

- Is the adult placing themselves at further risk of harm?
- Is someone else likely to get hurt?
- Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment.
- Is there suspicion that a crime has occurred?

If the answer to any of the questions above is 'yes' - then you can share without consent and need to share the information.

When sharing information there are seven Golden Rules that should always be followed.

1. Seek advice if in any doubt
2. Be transparent - The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately, except in circumstances where by doing so places the person at significant risk of harm.
3. Consider the public interest - Base all decisions to share information on the safety and well-being of that person or others that may be affected by their actions.
4. Share with consent where appropriate - Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
5. Keep a record - Record your decision and reasons to share or not share information.
6. Accurate, necessary, proportionate, relevant and secure - Ensure all information shared is accurate, up-to-date; necessary and share with only those who need to have it.
7. Remember the purpose of the Data Protection Act (DPA) is to ensure personal information is shared appropriately, except in circumstances where by doing so may place the person or others at significant harm.

Appendix 3

Legislation and Government Initiatives

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

Mental Capacity Act 2005

<http://www.legislation.gov.uk/ukpga/2005/9/introduction>



Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

Deprivation of Liberty Safeguards

<https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/dbs-update-service

The Care Act 2014 – statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Making Safeguarding Personal Guide 2014

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal++Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.



The 5 pledges of our Customer Charter:

1. We will listen to you

Keeping up to date with your experiences, needs and expectations is vital if we are to deliver the best service possible. To this end, we will ensure that your views are heard.

- We will deploy a range of methods to seek your views on the quality of service we provide across all areas of the business, as well as on our Customer Charter performance. These will include CFA meetings, Workshops, League Forums and Consultation events.
- We will make it easy for you to contact us with comments and/or feedback. You can contact us by:
email: info@CambridgeshireFA.com
write: The Chief Executive, Cambridgeshire FA, Bridge Road, Impington, Cambridge CB24 9PH
tel: 01223 209020

We will publish, via our website and various other publications, feedback from stakeholders and customers and explain what we are planning to do to improve the specific area of service commented upon.

2. We will keep you informed

You rely on us for correct, up to date, user-friendly information, so in order to ensure we are as successful as possible in driving up participation and interest in football, we make the following commitments:

- Information on all of our programmes and services will be easily accessible, accurate and up to date. Information will be published on our website and in other publications.
- Disciplinary procedures will be published in our County FA Handbook and on our website.
- Our staff will offer impartial advice on all areas of the game, including disciplinary matters upon request.
- We will strive to ensure that technical details and procedures are explained as clearly as possible.
- Where possible, we will respond to requests for information, in different formats.
- When key changes take place, we will place particular emphasis on communicating them through our website, our County FA E-Newsletters and via other relevant communication channels.
- We will continue to develop the breadth of our communications channels to ensure our customer and stakeholder groups are able to access information and interact with us in ways that are most convenient for them.
- We will continue to consult with our customers and stakeholders to expand our communications.



3. We will make it easy for you

We want to put you in control by making sure that it is easy for you to work with us. Whether you have an urgent enquiry, a need for information, a technical query or a problem, the process of interacting with the County FA should be as easy as possible. Whatever your needs or personal requirements, we'll keep our promise to see things through.

- We will use your feedback to ensure that our programmes, workshops and other services are deployed in ways that make it easy for you and that maximise participation as a consequence.
- You can telephone County Headquarters between the hours of 9am - 5pm Monday to Friday, excluding public holidays. If you need to contact us outside of these hours, then you will find details on how your enquiry will be serviced on our website and in our other publications.
- We will continue to work on finding better ways to allow you access to County FA expertise outside of usual working hours.
- We will answer telephone calls as quickly as possible. If the specific colleague you wish to speak to is not available, you will be able to leave a message, speak to another available colleague or expect a call back within 24 (working) hours.
- You can make a pre-arranged appointment to meet with any specific members of our team. All staff details are available on our website at www.CambridgeshireFA.com.
- If you write to us, we will endeavour to provide a full response within 7 working days. If this is not going to be possible we will acknowledge your letter within 48 hours, explaining why the process may take longer and tell you when to expect a full response.
- If you email us, we will endeavour to provide a full response within 3 working days. If this is not going to be possible we will acknowledge your email within 48 hours, explaining why the process may take longer and tell you when to expect a full response. If the person you are emailing is unavailable, you should expect an automated 'out of office' reply together with a number to call if your enquiry is urgent. Due to the nature of our work some members of staff may be away from their desks / email for several days at a time. In such circumstances, customers will receive an automated response to emails advising them who to contact if the matter is urgent.
- You can also access services through your Whole Game System portal at <https://wholegame.thefa.com>

4. We will demonstrate that we have your best interests at heart

The majority of people working to develop and administer grass roots football give their time voluntarily, so the best way we can match this passion and commitment is by demonstrating that we have your best interests – and those of the game – at heart at all times.

We therefore commit to recruiting, training, supporting, coaching and developing colleagues who excel at customer service and promoting a customer service culture in all of our operations.

We will listen carefully to you and ensure we fully understand your needs.

- We will always be polite and helpful.
- We will always act with integrity.
- We will always treat you with respect.
- We will always be open and transparent.

We will strive to provide the best possible service to all of our customers and stakeholders, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital status and/or social class.

All of the talents and resources of the County FA will be fully utilised to maximise the levels of service offered.

5. We will make your problem our priority

It's only when things go wrong, that our true commitment to customer service is exposed, so if you have a problem you must be able to count on your County FA.

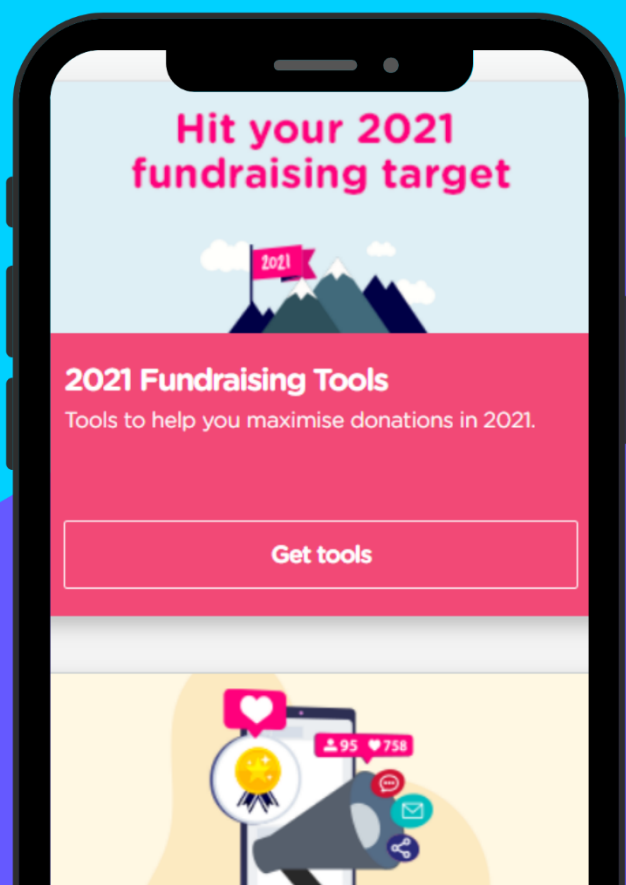
We therefore make the following promises.



- We will make it easy for you to contact us with comments and improvement suggestions. Simply contact us via one of the following methods where your comments will be acknowledged. We may then contact you to find out more.
- If you have a complaint, feel free to telephone us in the first instance on 01223 209020. Following this initial conversation you may then be requested to confirm your complaint in writing and we will do whatever we can to resolve the problem.
- If you prefer to write to us please address your letter as outlined in Pledge 1.
- When writing please explain why you are unhappy and enclose all of your contact details including your name, address, contact telephone number and email address. We will then provide a full response within 7 working days.
- If more time is required to resolve the matter we will acknowledge your letter within 48 hours, clearly explain why the process may take longer and tell you when to expect a full response.
- Please rest assured that we take every complaint seriously and will endeavour to learn from our mistakes and use the experience to improve service to everyone.

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Cambridgeshire FA's commitment to equality

Cambridgeshire FA's Equality Policy

The Association is responsible for setting the standards and values to apply throughout football at every level. Football is for everyone; it 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 that The Association is equally accessible to all.

All Participants should abide and adhere to this Policy and to the requirements of the Equality Act 2010.

The Association's commitment is to promote inclusion and to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity and to encourage equal opportunities.

This Policy is fully supported by the Board of The Association and the Chief Executive is responsible for the implementation of this Policy.

The Association 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 Association will not tolerate harassment, including sexual harassment, bullying, abuse or victimisation of a Participant, which for the purposes of this Policy and the actions and sanction applicable is regarded as discrimination, whether physical or verbal. The Association will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The Association commits itself to the immediate investigation of any allegation, when it is brought to their attention, of discrimination and where such is found to be the case, The Association will require that the practice stop and impose sanctions as appropriate.

The Association is committed to inclusion and anti-discrimination and raising awareness and educating, investigating concerns and applying relevant and proportionate sanctions, campaigning, achieving independently verified equality standards, widening diversity and representation and promoting diverse role models are all key actions to promote inclusion and eradicate discrimination within football.

August 2019



Cambridgeshire FA Equality Statement

Cambridgeshire FA is here to ensure football is accessible to all regardless of:

Age

Disability

Gender reassignment

Marriage and civil partnership

Pregnancy and maternity

Race

Religion or belief

Sex

Sexual orientation

We are committed to applying standards and values throughout the game at all levels to ensure football can be enjoyed by anyone who wants to participate in it. All forms of discrimination are unacceptable and will be responded to with a zero tolerance approach.

We will continue to work to remove any obstacles to access and progression in all roles including playing, refereeing, coaching, and administrating.

BECOME A MEMBER



1884
CAMBRIDGESHIRE FA
BUSINESS CLUB

Cambridgeshire FA is offering an exclusive opportunity to support grassroots in the county by becoming a member of the 1884 Cambridgeshire FA Business Club and benefitting from access to exclusive events and unrivalled networking opportunities.

MEMBERSHIP PACKAGES

Running annually between 1st September 2023 and 31st August 2024. Get in touch for full details of each package by emailing info@cambridgeshirefa.com

PLATINUM

Prices starting from **£3000 +VAT**

Customised design marketing package for your chosen league or cup exclusive sponsorship/activation.

4 x tickets to the Cambridge FA Awards

2 x Cambridge United hospitality tickets tbc

2 x Cambridge City hospitality tickets tbc (Hosted by Cambs FA)

4 x tickets to the Mens Invitation Cambridgeshire County Cup

4 x tickets to the Womens Invitation Cambridgeshire County Cup

2 x tickets for FA Cup Final

Guaranteed opportunity to purchase two tickets for one of the following:

England Friendly (Match TBC)

Tottenham Hotspur Hospitality (Match TBC)

FA Community Charity Shield

Social Media package included

BRONZE

£250 + VAT

2 x tickets to the Cambridge FA Awards

2 x tickets to the Mens Invitation Cambridgeshire County Cup

2 x tickets to the Womens Invitation Cambridgeshire County Cup

1 x hospitality ticket for a Cambridge United home fixture TBC

Networking events hosted by Cambs FA

GOLD

£1884 +VAT

2 x tickets to the Cambridge FA Awards

2 x Cambridge United hospitality tickets (Hosted by Cambs FA)

2 x Cambridge City hospitality tickets tbc (Hosted by Cambs FA)

4 x tickets to the Mens Invitation Cambridgeshire County Cup

4 x tickets to the Womens Invitation Cambridgeshire County Cup

Opportunity (subject to availability) to purchase two tickets for one of the following:

FA Cup Final

England Friendly (Match TBC)

Tottenham Hotspur Hospitality (Match TBC)

FA Community Charity Shield

Social Media Package included

SOCIAL MEDIA

£150 + VAT

Welcome advertisement

Advert/Bio promotion of their business

6 x social media promotions throughout the year

Networking events hosted by Cambs FA

SILVER

£750 +VAT

2 x tickets to the Cambridge FA Awards

2 x Cambridge United hospitality tickets hosted by Cambs FA

2 x Cambridge City (tbc) hospitality tickets hosted by Cambs FA

4 x tickets to the Mens Invitation Cambridgeshire County Cup

4 x tickets to the Womens Invitation Cambridgeshire County Cup

Networking events hosted by Cambs FA

Social Media Package included

ALL MEMBERSHIP PACKAGES INCLUDE

Business listing, logo and website link on Cambridgeshire FA website.
Announcement of membership on LinkedIn, Twitter accounts.

Spotlight on your business, once a season - content to be provided by member.

Option to purchase additional tickets to Cambridgeshire FA Awards
Dinner at discounted member's rate.

Access to networking events across the season.



**ENGLAND
FOOTBALL**