



THE LEATHES PRIOR
VETERANS LEAGUE

OFFICIAL HANDBOOK

Season 2017-18



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FOREWORD

Welcome to the 2017-18 Leathes Prior Veterans League Handbook! It is pleasing that we move into the new season with a record 31 teams in Membership of the competition.

Last season was another very successful season for us overall although unfortunately we didn't get off to a good start with Hemsby withdrawing almost immediately. Later in the season Bohemians also withdrew from the League meaning that we finished with a total of 25 teams. The Premiership proved to be a division of two halves, with Quebec, Cringleford and Tavern Old Boys doing battle at the top and then Horsford United, Dereham Town and Watton United making up the bottom half. In the end a 4-0 away win for Quebec at Cringleford proved decisive in enabling them to claim the Premiership title for the 3rd time overall.

The Championship was also very tight at the top and when Attleborough Town beat Taverham in March it looked like they had the upper hand in the race for the title, but a 2-0 win for Mulbarton against Attleborough combined with Taverham winning their last 4 matches meant that it was Taverham who lifted the trophy, finishing 1 point clear of Attleborough. As tight as it was at the top of the Championship, League One proved to be even closer as Scole United and Unthank Arms were neck and neck all season and in the end the fact that Scole beat Unthank twice in the course of the season was enough to see them be crowned champions courtesy of having a goal difference that was 12 better than Unthinks. Our expansion last season meant that for the first time we ran a League Two and Thetford Town proved to be the strongest team, winning all 10 of the matches, although they did not end with the maximum tally of 30 points due to them being found guilty of playing an ineligible player.

Our congratulations go to all 4 of our title winners in what was another memorable season of veterans league action. The strength of our league was underlined by the fact that we dominated the County Cup and the Final saw Premiership side Cringleford beat our League Two winners Thetford Town 3-1 in what was a very entertaining game played in front of 226 people.

For 2017-18 we welcome Morley & Deopham, East Harling, Erpingham, Hethersett Athletic, Micawbers, Newsman Valhalla and Sheringham all joining us.

Finally on behalf of the Management Committee I would like to thank everybody associated with our Club for their help and support last season and hopefully our eighth year will prove to be another enjoyable and successful one. Good luck for 2017-18!

Matt Carpenter

Secretary

Norfolk FA Veterans Football League

LEAGUE CONSTITUTION – 2017-18

Premiership

Attleborough Town FC
Cringleford FC
Horsford United FC
Mulbarton Wanderers FC
Quebec Vets FC
Taverham FC
Tavern Old Boys FC
Watton United FC

Championship

Easton St Faiths FC
North Walsham Town FC
Scole United FC
Sole & Heel FC
Thetford Town FC
Unthinks Arms FC
Wensum Albion FC
Wymondham Town FC

League One

Costessey Sports FC
Cottage FC
Cringleford Old Boys FC
Harts FC
Mattishall Wanderers FC
Mundford Exiles FC
Necton FC
Swaffham Town FC

League Two

East Harling FC
Erpingham United FC
Hethersett Athletic FC
Micawbers Tavern FC
Morley & Deopham FC
Newsman Valhalla FC
Sheringham FC

OFFICERS AND MANAGEMENT COMMITTEE

Chairman	Shaun Turner 32 London Road, Wymondham, NR18 9JD Tel : 01953 601345 Email : Shaun@Toilets.co.uk
Deputy Chairman	Ray Ewart 19 Shepherds Fold, Swaffham, PE37 7TR Tel : 01760 724581 Email : rayewart@aol.com
General Secretary	Matt Carpenter Norfolk County FA, 11 Meridian Way, Norwich, NR7 0TA Tel : 01603 704050 Email : Matt.Carpenter@NorfolkFA.com
Fixtures / Registrations Secretary	Tom Constance Norfolk County FA, 11 Meridian Way, Norwich, NR7 0TA Tel : 01603 704050 Email : Thomas.Constance @NorfolkFA.com
Treasurer	Lynnette Bygrave Norfolk County FA, 11 Meridian Way, Norwich, NR7 0TA Tel : 01603 704050 Email : Lynnette.Bygrave@NorfolkFA.com
Committee	Mark Clenshaw 21 Roundway Down, Norwich, NR7 0NR Tel : 01603 708107 Email : mark.clenshaw@sky.com
	Darren Crisp 45 Pimpernel Road, Horsford, Norwich, NR10 3SQ Tel : 01603 710185 Email : darrencrisp@btinternet.com
	Steve James 7 Riseway Close, Norwich, NR1 4NJ Tel : 01603 460998 Email : william.james20@ntlworld.com
	Phil Shaul 25 Cecil Road, Norwich, NR1 2QL Tel: 01603 661922 Email: phil@topcitylettings.co.uk
Auditor	Colin Nichols c/o Norfolk County FA, 11 Meridian Way, Norwich, NR7 0TA Tel : 01603 704050

NORFOLK FA REFEREE APPOINTMENTS OFFICER

Daryl Godbold
Norfolk County FA
11 Meridian Way
Norwich
NR7 0TA
Tel : 01603 704050
Mobile : 07554 422301
Email : Appointments@NorfolkFA.com





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Veterans Football League**

STANDARD CODE OF RULES 2017-18

DEFINITIONS

1. (A) In these Rules:

“Affiliated Association” means an Association accorded the status of an affiliated Association under the Rules of the FA

“AGM” shall mean the annual general meeting held in accordance with the constitution of the Competition

“Club” means a Club for the time being in membership of the Competition and **“Team”** means a side from a Club especially where a Club provides more than one Team in a division in accordance with the Rules

“Competition” means the Norfolk FA Veterans League

“Competition Match” means any match played or to be played under the jurisdiction of the Competition

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

“Deposit” means a sum of money deposited with the Competition as part of the requirements of membership of the Competition

“Fees Tariff” means a list of fees approved by the Clubs at a general meeting to be levied by the Management Committee for any matters for which fees are payable under the Rules

“Fines Tariff” means a list of fines approved by the Club at a general meeting to be levied by the Management Committee for any breach of the Rules

“Ground” means the ground on which the Club’s team(s) plays its Competition Matches

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

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

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

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

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

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

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

“Sanctioning Authority” means the Norfolk County Football Association.

“Secretary” means such person or persons appointed or elected to carry out the administration of the Competition

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

“The FA” means The Football Association Limited

“WGS” means the Whole Game System and the procedures for the operation thereof as determined by The FA from time to time.

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

(B) The Rules are taken from the Standard Code of Rules (the “Standard Code”)determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.

(C) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation thereto, subject to the provisions of Rule 16.

(D) The Competition will be known as Norfolk FA Veterans League (or such name as the Competition may adopt). The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.

(E) The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the rules, regulations and policies of The FA

NOMENCLATURE AND CONSTITUTION

2. (A) This Competition shall consist of not more than 32 Clubs approved by the Sanctioning Authority.

(B) All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the Norfolk County Football Association and must have a constitution approved by the Sanctioning Authority.

This Competition shall apply annually for sanction to the Norfolk County Football Association(s) and the constituent teams of Member Clubs may be grouped in divisions, *each not exceeding 12 in number*.

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

(D) Inclusivity and Non-discrimination

(i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination

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

(E) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including but not limited to Charter Standard and RESPECT programmes

(F) Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee.

(G) At the Annual General Meeting or at a Special General Meeting called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.

LR2.1 Not applicable in this competition.

LR 2.2 Not applicable in this competition.

ENTRY FEE, SUBSCRIPTION, DEPOSIT

3. (A) Applications by Clubs for admission to the Competition or the entry of an additional team(s) from the same Club must be made in writing to the Secretary and must be accompanied by the Entry Fee as set out in the Fees Tariff per team which shall be returned in the event of non-election.

At the discretion of a majority of the accredited voting members present applications, of which due notice has been given, may be received at the Annual General Meeting or a Special General Meeting.

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

(B) The Annual Subscription shall be £55 per team payable on or before the Annual General Meeting of the Competition in each year.

(C) In the event of any issue concerning the membership of any Club with the Competition the Management Committee may require a deposit to be paid by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit.

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

(E) Clubs must advise annually to the Secretary in writing by 1 July of its Sanctioning Authority affiliation number for the forthcoming Season. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

LR3.1 Not applicable in this competition.

LR3.2 Not applicable in this competition.

MANAGEMENT, NOMINATION, ELECTION

4. (A) The Management Committee shall comprise of the Officers of the Competition and up to 4 ordinary members who shall all be elected at the Annual General Meeting.

(B) All candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two Member Clubs, not later than 30th April in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting.

(C) The Management Committee shall meet as and when required with no more than three calendar months between each meeting.

On receiving a requisition signed by two-thirds of the members of the Management Committee the Secretary shall convene a meeting of the Committee.

(D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.

(E) All communications received from Clubs must be conducted through their nominated Officers.

LR4.1 Not applicable in this Competition.

POWERS OF MANAGEMENT

5. (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all sub-committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of the Football Association or affiliated Association

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

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

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

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

With the exception of Rules 5(I), 6(H) and 19, for all breaches of Rule a formal written charge must be issued to the Club concerned. The Club charged shall be given seven days from the date of notification of the charge to reply to the charge and given the opportunity to:-

- (i) Accept or deny the charge
- (ii) Submit in writing a case of mitigation, or
- (iii) Put their case before the Management Committee at a Personal Hearing

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

Any fines levied shall be in accordance with the Fines Tariff.

The maximum fine permitted for any breach of a Rule is £250 and, when setting any fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

(E) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 16.

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

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

(G) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.

(H) A Club must comply with an order or instruction of the Management Committee and must attend to the business and/or the correspondence of the Competition, to the satisfaction of the Management Committee.

(I) All fines and charges are payable forthwith and must be paid within 21 days of the date of notification of the decision.

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

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

(K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General or Special General Meeting called to decide the constitution and the commencement of the Competition season.

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

ANNUAL GENERAL MEETING

6. (A) The Annual General Meeting shall be held not later than 30 June in each year. At this meeting the following business shall be transacted provided that at least two thirds of Members are present and entitled to vote:-

- (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
- (ii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
- (iii) Election of Clubs to fill vacancies.
- (iv) Constitution of the Competition for ensuing season.
- (v) Election of Officers and Management Committee.
- (vi) Appointment of Auditors.
- (vii) Alteration of Rules, if any
- (viii) Fix the date for the commencement of the season and kick off times applicable to the Competition.
- (ix) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.

(B) A copy of the duly audited/verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen days prior to the meeting, together with any proposed change of Rules.

(C) A signed copy of the duly audited/verified Balance Sheet and Statement of Accounts shall be sent to the Sanctioning Authority within fourteen days of its adoption by the Annual General Meeting.

(D) Each Club shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Fourteen days' notice shall be given of any Meeting.

(E) Clubs who have withdrawn their Membership of the Competition during the season being concluded or who are not continuing Membership shall be entitled to attend but shall vote only on matters relating to the season being concluded. This provision will not apply to Clubs expelled in accordance with Rule 17.

(F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chairman so decides.

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

(H) Any continuing Club must be represented at the Annual General Meeting.

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

AGREEMENT TO BE SIGNED

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

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

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

QUALIFICATION OF PLAYERS

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

(i) It is the responsibility of each Club to ensure that any Player registered to the Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 10 and over crossing borders including Wales, Scotland and Ireland.

(ii) While serving in any branch of Her Majesty's Regular Forces, a player must first obtain the consent of his Association Secretary before signing a registration form to play for a Club.

(iii) Each Club must have at least 11 Players registered 14 days before the start of each Playing Season

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

(i) Signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer which is submitted to the Norfolk County Football Association Registration Officer 2 days prior to the Player playing and whose registration has been confirmed by the competition prior to that Player playing in a Competition Match;

(ii) signed a fully and correctly completed Competition registration form in ink on a match day prior to playing which is countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club, and submitted to the Norfolk County Football Association Registration officer within two days of the match. The Player shall not play again until the Club is in possession of the approval of the Competition.

(iii) registered through WGS. Any registration form which is sent by either of the means set out at Rules

(B) (i) or (ii) above that is not fully and correctly completed will be returned to the Club unprocessed. If a Club attempts to register a player via WGS but does not fully and correctly complete the necessary information via WGS, the registration will not be processed.

For clubs registering players under Rules 8(B) (i) or (ii) registration forms will be provided in a format to be

determined by the Competition. For Clubs registering players via WGS (under Rule 8 (B) (iii)) Clubs must access WGS in order to complete the registration process.

(C) Not applicable in this league.

(D) A Player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) to any Club(s) shall be permitted to register and play for a Club in the Competition, save that the Player may be liable to be suspended from playing for that Club should the Player fail to comply with the terms of the Football Debt Recovery Regulations in respect of that Football Debt.

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

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

In the event of a player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the player shall be registered. The Norfolk County Football Association Registration Officer shall notify the Club last applying to register the player of the fact of the previous registration.

(G) It shall be a breach of Rule for a player to:-

- (i) Play for more than one Club in the Competition in the same season without first being transferred.
- (ii) Having registered for one Club in the Competition, register for another Club in the Competition in that season except for the purpose of a transfer.
- (iii) Submit a signed registration form or submit a registration through WGS for registration that the player had wilfully neglected to accurately or fully complete.

(H)(i) The Management Committee shall have the power to accept the registration of any player subject to the provisions of clauses (ii) and (iii) below.

(ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any player, at their discretion who has been charged and found guilty of registration irregularities. (Subject to Rule 16).

(iii) The Management Committee shall have power to make application to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16) subject to the right of appeal to the FA or the relevant County Football Association.

Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a participant from being involved in this Competition. Application should be made to the parent County of the Club the player is registered or intending to be registered with.

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

(Note: Action under Clause (iii) shall not be taken against a player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute and will in any case be subject to an Appeal to the Football Association. All decisions must include the period of restriction. For the purpose of this Rule, bringing the competition

into disrepute can only be considered where the player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in a period of two years or less from the date of the first offence.

(I) Subject to compliance with FA Rule C2(a) when a Club wishes to register a Player who is already registered with another Club it shall submit a transfer form (in a format as determined by the Competition) to the Competition accompanied by a fee as set out in the Fees Tariff. Such transfer shall be referred by the Competition to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Competition and to the Player concerned within three days of receipt of the notification. Upon receipt of the Club's consent, or upon its failure to give written objection within three days, the Competition may, on behalf of the Management Committee, transfer the Player who shall be deemed eligible to play for the new Club from such date.

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

(J) A player may not be registered for a Club nor transferred to another Club in the Competition after 31 March except by special permission of the Management Committee.

(K) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.

(L) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the Registrations Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Season only.

In the event of a player without a written contract changing his status to that of a contract player with the same Club, another Club in the Competition or with a Club in another Competition his registration as a player without a written contract will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 8 (A)(i)

(M) A player shall not be eligible to play for a team in any special championship, promotion or relegation deciding match (as specified in Rule 12(A)) unless the player has played 5 games for that team in this Competition in the current season.

(N) Not applicable in this League.

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

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

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

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

(P) (i) Priority must be given at all times to school and school organisations activities.

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

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

LR8.1 Any team shall not include more than three players who have played in a more Senior fixture in two or more of the three consecutive matches immediately prior to the game in question.

For the purposes of this Rule, a more senior fixture is defined as a more senior division in the League

LR 8.2 Subject to FA Rule C2(a) dealing with players without a written contract, when a player desires a transfer, the Club the player wishes to transfer to shall submit a fully completed transfer form to the League accompanied by a fee of £10. A transfer is not deemed complete until the Club seeking the transfer receives a registration confirmation from the Competition.

LR8.3 Not applicable in this competition

LR8.4 To be eligible to play in this Competition a player must be aged 35 years or over

LR 8.5 Further to rule 8(O) above, in the case of an unregistered player or players the team may have the points gained in the match deducted from its total and may be fined and/or otherwise dealt with at the discretion of the Management Committee.

CLUB COLOURS, CLUB NAME

9. (A) Every Club must register the colour of its shirts and shorts with the Secretary by 1 July, who shall decide as to their suitability.

Goalkeepers must wear colours which distinguish them from all other players and the match officials.

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

Any team not being able to play in its normal colours as registered with the Competition shall notify its opponents the colours in which they will play (including the colour of the goalkeepers jersey) at least 3 days before the match.

If, in the opinion of the referee, two Clubs have the same or similar colours, the away team shall make the change. A club must not delay the scheduled time of kick off for a competition match by not having a change of colours. Shirts must be numbered.

(B) Any Club wishing to change its name must obtain permission from the Sanctioning Authority and from the Management Committee. Any Club wishing to change its colours during the Playing Season must obtain permission from the Management Committee.

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

10. (A) The Annual General Meeting shall determine the date for the commencement of the season.

(B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board.

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

The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground.

Football Turf pitches (3G) are allowed in this Competition providing they meet the required performance standards and are listed on the FA's Register of Football Turf pitches. For clubs playing at Step 7 and below a pitch must be tested (by a FIFA accredited test institute) every three years and the results passed to the FA. The FA will give a decision on the suitability for use and add the pitch to the Register. The home Club is also responsible for advising participants of footwear requirements when confirming match arrangements in accordance with Rule 10(D).

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

The times of kick-off shall be fixed at the AGM and can only be altered by the mutual consent of the two competing clubs prior to the scheduled date of the match with written notification given to the competition at least 7 days prior.

Referees must order matches to commence at the appointed time and must report all late starts to the Competition.

The home team must provide goal nets and at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable.

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

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

(D) The Secretary of the home Club must give notice of full particulars of the location of, and access to, the ground and time of kick-off to the match officials and the Secretary of the opposing Club at least 3 clear days prior to the playing of the match. If not so provided, the away club shall seek such details and report the circumstances to the competition.

(E) A minimum of 7 players will constitute a team for a Competition match.

(F) (i) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine, deduct points from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.

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

(iii) Any Club unable to fulfil a fixture or where a fixture has been postponed for any reason must, without delay, give notice to the (*Fixtures*) Secretary, the Competition Referees Appointments Secretary, the Secretary of the opposing Club and the match officials.

(iv) In the event of a match not being played or abandoned owing to causes over which neither Club has control, it should be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the (Fixtures) Secretary within 5 days the Management Committee shall have power to order the match to be played on a named date or on or before a given date. Where it is to the advantage of the Competition and the Clubs involved agree, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand

(v) The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one team or its Club member(s) they shall be empowered to award the points for the match to the opponent. In cases where a match has been abandoned owing to the conduct of both teams or their Club member(s), the Management Committee shall rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match.

(vi) The Management Committee shall review any match that has taken place where either or both teams were under a suspension imposed upon them by the Association or Affiliated Association. In each case the team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 8(O) above. Where both teams were under suspension the game must be declared null and void.

(G) A Club may at its discretion and in accordance with the Laws of the Game use 5 substitute players in any match in this Competition who may be selected from 5 players.

Except for matches played at Step 7 of the National League System a player who has been substituted himself becomes a substitute and may replace a player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

The referee shall be informed of the names of the substitutes not later than 15 minutes before the start of the match and a Player not so named may not take part in that match.

A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.

(H) The half time interval shall be of at least 5 minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the referee.

(I) The Clubs taking part in a Competition Match shall identify a team captain who has a responsibility to offer support in the management of the on-field discipline of his/her team mates.

LR10.1 By no later than 15 minutes prior to the scheduled kick off time, a fully completed team sheet, as prescribed by the league, shall be given to both the opposing team and the Referee. Any Club failing to comply with this rule may be fined in accordance with the Fines Tariff

Any Club providing incomplete or incorrect information shall be liable to a fine in accordance with the Fines Tariff.

Team sheets received by clubs must be retained for the whole of the current season and must be supplied to the Competition within 5 days if such a request is made.

LR 10.2 In the event of the home club being unable to fulfil a League match because of inclement weather or ground conditions the home club shall before postponing the match and provided that the two teams

have not already played the reverse League fixture ascertain from their opponents whether their ground is available and if it is the match shall be played on the ground of the opposing team.

REPORTING RESULTS

11. (A) The *Fixtures* Secretary must receive within 3 days of the date played, the result of each Competition match in the prescribed manner. This must include the forename(s) and surname of the team players (in block letters) and also the Referee markings required by Rule 13, or any other information required by the Competition.

(B) Both Clubs shall SMS the result of each match to the Result Secretary via the Full -Time website within 3 hours of the scheduled kick off time of the match.

(C) The match result notification, correctly completed, shall be signed by a responsible member of the Club.

LR11.1 Not applicable in this competition.

LR11.2 Further to Rule 11(A) the prescribed manner refers to posting the team sheet on Full-time.

DETERMINING CHAMPIONSHIP

12. (A) Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points.

In circumstances where two or more teams are equal on points team rankings shall be determined by goal difference where the goals scored against by each team shall be deducted from the goals scored by that team and the largest positive difference shall be placed the highest. In the event of the goal difference being equal the highest placed team shall be the team which has scored the most goals. In the event that two or more teams have the same goal difference and have scored the same number of goals then the highest placed team shall be the team which has won the most matches.

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

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

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

(i) Not applicable in the Competition

(ii) Vacancies occurring after the conclusion of the season may be filled in any of the following ways:

(a) retention of otherwise relegated team(s)

(b) additional promotion of the next ranked team(s) from the Division below

(c) election

(iii) The last 2 teams in the lowest Division shall retire, but be eligible for re-election except as below, and be subject to the conditions of paragraph (B)(i) above.

(iv) When a senior team is relegated to a lower Division of which its reserve team is a member, or entitled to be a member, such reserve team must accept relegation to, or retain its position in, the

next lower Division; and should the senior team be relegated to the lowest Division its reserve team automatically retires from the Competition.

(v) Should either or both of the leading teams in any of the Divisions have its senior team in the next higher Division, promotion shall fall, at the discretion of the General Meeting, to the next highest team or teams in the Division concerned.

(C) Not applicable in this competition

(D) In the event of a team withdrawing from the Competition before completing 75% of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table. For the purposes of this Rule 12(D) a completed fixture shall include any Competition Match(es) which has been awarded by the Management Committee.

LR12.1 Further to Rule 12(D), in the event of a team completing 75% or more, but not all, of its fixtures, then the remaining points shall be awarded to the teams that the defaulting team should have played. No goals shall be awarded.

LR12.2 Not applicable in this competition.

LR12.3 Not applicable in this competition.

LR12.4 Not applicable in this competition.

LR12.5 Should one or more teams withdraw from any one Division after the fixtures have commenced the vacancies may be filled in any of the following ways:

- (a) retention of otherwise relegated team(s)
- (b) additional promotion of the next ranked team(s) from the Division below
- (c) election

REFEREES

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

(B) In the event of the non-appearance of the appointed Referee the appointed senior Assistant Referee shall take charge and a substitute Assistant Referee appointed by the competing Teams. In cases where there are no officially appointed Assistant Referees, the Clubs shall agree upon a Referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee. Individuals under the age of 16 must not participate either as a Referee or Assistant Referee in any open age competition.

(C) Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee.

(D) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final subject to either in the case of a ground of a Local Authority or the owners of a ground, the Representative of that body is the sole arbiter and whose decision must be accepted.

(E) Subject to any limits/provisions laid down by the sanctioning Association Match Officials appointed under this Rule shall be paid a match fee of £25 and travel expenses of 30p per mile, up to a maximum of £20.

The Home Club shall pay the Officials their fees and expenses before the match.

(F) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to expenses only. Where a match is not played

owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.

(G) A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Association with which he or she is registered.

(H) Each Club shall, in a manner prescribed from time to time by The Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition on the prescribed Form provided. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine.

(I) The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association/County Association.

(J) Not applicable in the competition.

(K) Referees and Assistant Referees shall be supplied, each Season, with a copy of the Competition Rules free of charge.

(L) *Not applicable in this competition.*

LR13.1 Further to Rule 13(B) it is ultimately the responsibility of the home club to provide a Referee. In the event of the home team failing to do so they may be fined in accordance with the Fines Tariff.

The non-appointment of a Referee shall not be deemed sufficient cause for the match not being played.

LR13.2 Not applicable in this competition

LR13.3 Not applicable in this competition

LR 13.4 For matches where Assistant Referees are appointed they shall be paid a match fee of £20 and travel expenses of 30p per mile, up to a maximum of £20.

In all cases Match Officials will be requested to travel together wherever possible.

CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

14. (A) A Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 31 March each Season.

(B) The Management Committee shall have the discretion to deal with a team being unable to start or complete its fixtures for a Playing Season.

(C) In the event of a Member Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee are empowered to refer the debt under the FA Football Debt Recovery provisions.

PROTESTS AND COMPLAINTS

15. (A) (i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.

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

(B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged with the Secretary within 5 days (excluding Sundays) of the match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A Member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.

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

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

(i) All parties must have received 7 days' notice of the Hearing should they be instructed to attend.

(ii) Should a Club elect to state its case in person then the Club should indicate such when forwarding the written response.

PROTESTS, APPEALS

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

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

(C) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.

(D) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within fourteen (14) days of the posting of the written notification of the decision causing the appeal, accompanied by a fee which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary.

(E) If so requested the Management Committee may arbitrate on any disputes, protests, appeals, claims or complaints between two Clubs in which event both Clubs shall send a non-returnable fee. Such arbitration shall be final and binding upon the parties to the arbitration.

(F) No appeal can be lodged against a decision taken at an Annual General Meeting or Special General Meeting unless this is on the ground of unconstitutional conduct.

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

17. (A) At the Annual General Meeting, or Special General Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda by direction of the Management Committee, the accredited delegates present shall have the power to exclude any Club or Team from membership which must be supported by (more than) two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A Club which is the subject of the vote being taken shall be excluded from voting.

(B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable, which must be supported by (more than) two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.

(C) Any official or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a player or players of another Club in the Competition to join them shall be liable to expulsion or such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clause (A) of this Rule.

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

18. (A) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-

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

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

SPECIAL GENERAL MEETINGS

19. Upon receiving a requisition signed by two-thirds (2/3) of the Clubs in membership the Secretary shall call a Special General Meeting.

The Management Committee may call a Special General Meeting at any time.

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

Each Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only, as will members of the Management Committee.

Any continuing Member Club must be represented at a Special General Meeting.

Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

ALTERATION TO RULES

20. Alterations, for which consent has been given by the Sanctioning Authority shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alteration made during the Playing Season to these Rules shall not take effect until the following Playing Season.

Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by 6th March in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 27th March and any amendments thereto shall be submitted to the Secretary by

17th April. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if [a majority] of those present, entitled to vote and voting are in favour.

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

FINANCE

21. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.
- (B) All expenditure in excess of £250 shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.
- (C) The financial year of the Competition will end on 31st May.
- (D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be audited/verified annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

INSURANCE

22. All Clubs must have valid public liability insurance cover of at least 10 million pounds (£10,000,000) at all times.

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

DISSOLUTION

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

FEES TARIFF

Rule Number	Description	Maximum Fee
3 (A)	Entry Fee	£ 20
3 (B)	Annual Subscription	£ 55
3 (C)	Deposit	£ 50
8 (E)	Registration Form	As per Norfolk FA Membership Rule 28.
8 (I)	Transfer Form	£ 10
15 (C), 16(A), 16(G)	Protest / Appeal Fees	£ 35

FINES TARIFF

Rule Number	Description	Maximum Fine
2 (B)	Failure to Affiliate	£ 50
2 (E)	Failure to Comply with FA Initiatives	£ 50
2 (F)	Unauthorised entry of teams into competitions	£ 50
3 (C)	Failure to pay a deposit	£ 30
3 (E)	Failure to provide affiliation number / details form	£ 30
4 (D)	Communications conducted by persons other than nominated officers	£ 30
5 (H)	Failure to comply with an instruction of the management committee	£ 30
5 (I)	Failure to pay a fine within 21 days of notice	£ 50
6 (H)	Failure to be represented at AGM	£ 50
7	Failure to submit the required written agreement or to notify changes to signatories	£ 30
8 (A) (iii)	Failure to have the required number of registered players prior to the season commencing	£ 30
8 (B)	Failure to correctly register a player	£ 30
LR8.1	Fielding more than the permitted number of players who have participated in senior competition matches	£ 30
8 (G)	Signing or playing for multiple Clubs, or inaccurate completion of a Registration Form	£ 30
8 (H) (ii)	Registration irregularities	£ 50
8 (O)	Playing an ineligible player	£ 30
8 (P)	Failure to give priority to school activities	£ 30
9 (A), 10 (B)	Delaying kick off / No nets / Corner Flags	£ 30
9 (B)	Failure to obtain consent for a change of Club name	£ 30
10 (C)	Failure to play matches on the date fixed	£ 30
10 (D)	Failure to provide details of a fixture	£ 30
10 (E)	Playing a match with less than the required number of players	£ 30
10 (F) (i), (ii) & (iii)	Failure to play fixture	£ 50
10 (I)	No Captain's armband	£ 30
LR10.1	Failure to adhere to team sheet procedure	£ 30
11 (A) & 11 (C)	Late Team sheet	£ 30
11 (B)	Failure to provide result	£ 30
13 (C)	Failure to provide Club Assistant Referee	£ 30
13 (E)	Failure to pay Match Officials' Fees and Expenses	£ 30

13 (F)	Failure to pay Match Officials where a match is not played	£ 30
13 (H)	Failure to provide Referee's mark	£ 30
LR13.1	Failure to provide a Referee	£ 30
14 (A)	Withdrawal from League after 31 March	£ 50
14 (B)	Failure to start / complete fixtures	£ 100
18 (A)	Failure to submit the required written agreement regarding the trophy	£ 30
22	Failure to have the required insurance	£ 50




MATCHDAY EXPERIENCE


**Play at the FDC Field of Dreams,
an 11-a-side floodlit grass pitch.**

The Matchday Experience:

- 90 minute fixture
- Home and away changing rooms
- FA qualified Referee
- Refreshments pre-match and at half-time
- Entrance music
- Framed team photo

**For more information call
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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

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 this country. They also identify a range of sanctions which may be taken if these codes are not abided by.

COACHES, TEAM MANAGERS AND OFFICIALS

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

In the FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over-competitive parents, spectators and coaches on the sideline.



Play your part and observe The Football Association's **Respect** Code of Conduct in everything you do.

On and off the field, I will:

- 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
- Always respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- 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
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend an FA education course
- 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 Licensed Coaches Club membership may be withdrawn.

ADULT PLAYERS

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

Players tell us they want a referee for every match, yet 7,000 match officials drop out each season because of the abuse and intimidation they receive on and off the pitch. Respect your referee today and you may just get one for every match this season.



Play your part and observe The Football Association'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 officials' 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.

IMPORTANT INFORMATION FOR CLUB SECRETARIES

REPORTING RESULTS

In accordance with League Rule 11(B), both Clubs are required to text the result of each match no later than three hours following kick off of the match. Failure to do so will incur a fine of up to £30 and/or the Club being dealt with as the Management Committee decide.

For each team, two mobile numbers can be registered. Initially the details provided on your League Registration form will be registered, but if you want to change this, please advise the League Secretary of the names and numbers of the individual(s) you want to register at least 48 hours prior to kick off.

During each game, the FA system will send an SMS Text Message to each registered mobile number, reminding you to send in the result of the game. After the game, both the home and away clubs should report the score by replying to their message giving the score for the game, **home team first, away team second and separated by a hyphen.**

Example of the message you will receive:

FA Full-Time Automated Results: CRI v DER, Sun 31 Aug 14:30. Reply with home and away scores exactly in format: H-A e.g. 3-2

To report a 2-1 win to the home side, you would simply reply **2-1**

It is important to note that you should not add other information or Full-Time will ignore it. Also, the text must be sent from one of the registered mobiles as these are the only numbers the system will recognise. The system also allows you to report postponements (**P-P**) and abandonment (**A-A**).

Hints and Tips

If you are having problems with sending in results, please check the following:

- Your message alert must be sent from one of the registered numbers.
- Make sure you give the **home score first, away score second.**
- Tell the League if you change your mobile number.
- Tell the League if a fixture is incorrect on Full-Time before the game is played.

TEAM SHEETS

Clubs will be issued with pads of team sheets ahead of the season. These must be completed and exchanged with the party indicated at the top right of the team sheet at least 15 minutes before kick off. It is important to remember that you still need to enter these into Full-Time within 4 days of your matches too so Clubs can cross-check the sheet they receive on a match day, with that on Full-Time. Please remember you do not need to send team sheets to us and it is recommended to keep hold of both yours and your opposition's team sheets for the whole season in case of any disputes.

HOSPITALITY

Whilst it is recognised that some Clubs will have more support and help available than others, as agreed at the League's first AGM, each Club is expected to provide post match hospitality for visiting teams, officials and match officials.

CLUB DETAILS

ATTLEBOROUGH TOWN

Secretary David Young, 2 Buckenham Road, Attleborough NR17 1NQ
Mobile: 07843 099620 Email: daveyoung606@gmail.com

Alt Contact Terry MacArthur
Tel: 01953 451690 Mobile: 07796 144833 Email: terrymacarthur@hotmail.com

Ground Station Road, Attleborough, NR17 2AS

Colours Royal Blue Shirts, Royal Blue Shorts, Royal Blue Socks

COSTESSEY SPORTS

Secretary Shaun Copland, 14 Edrich Way, Norwich, NR5 9NX
Mobile: 07807 854993 Email: s.copland@yahoo.co.uk

Alt Contact Stephen Keer
Tel: 01603 403630 Mobile: 07807 163340 Email: skeer6nrq@nsix.org.uk

Ground Breckland Park Recreation Ground, Breckland Road, Costessey, Norwich, NR5 ORW

Colours Red Shirts, Red Shorts, Red Socks

THE COTTAGE

Secretary John Williams, 21 Abbey Court, Bracondale, Norwich, NR1 2AW
Tel: 01603 633901 Mobile: 07817 522836 Email: jmw21@btinternet.com

Alt Contact Mark Swaby
Mobile: 07766 806111 Email: mark-swaby@hotmail.co.uk

Ground Thorpe High School (4G pitch), Laundry Lane, Thorpe St Andrew, Norwich

Colours Red Shirts, Red Shorts, Red Socks

CRINGLEFORD VETERANS OLD BOYS

Secretary Simon Nicholl, 87 Leng Crescent, Norwich, NR4 7NZ
Tel: 01603 464077 Mobile: 07733 242873 Email: simon.nicholl@live.co.uk

Alt Contact Ian Bartlett
Mobile: 07748 623153 Email: ian.w.bartlett@btinternet.com

Ground Easton College (3G pitch), Easton, Norwich, NR9 5DX

Colours Navy Shirts, Navy Shorts, Yellow Socks

CRINGLEFORD VETERANS

Secretary Simon Nicholl, 87 Leng Crescent, Norwich, NR4 7NZ
Tel: 01603 464077 Mobile: 07733 242873 Email: simon.nicholl@live.co.uk

Alt Contact Mick Sanders
Mobile: 07940 891122 Email: m.sanders745@btinternet.com

Ground Easton College (3G pitch), Easton, Norwich, NR9 5DX

Colours Yellow Shirts, Blue Shorts, Blue Socks

EAST HARLING

Secretary Darren Iles, 36 Rosecroft Way, Thetford, Norfolk, IP24 2XR
Tel: 01842 761173 Mobile: 07764 943461 Email: ilesey@aol.com

Ground East Harling Sports Club, Church Road, Recreation Ground, East Harling, NR16 2NB

Colours Green & White Shirts, Green Shorts, Green Socks

EASTON ST FAITHS

Secretary Andrew Soanes, 39 Blackwell Avenue, Norwich, NR7 8XN
Tel: 01603 460430 Mobile: 07818 072982 Email: acsoanesy@ntlworld.com

Alt Contact Martin Butcher
Tel: 01603 880810 Mobile: 07501 478581 Email: martin.butcher@hotmail.co.uk

Ground Manor Road, Horsham St Faiths, NR10 3LF

Colours Grey Shirts, Grey Shorts, Pale Blue Socks

ERPINGHAM UNITED

Secretary Matthew Quinn, 22 Bradfield Road, North Walsham, Norfolk, NR28 0HG
Tel: 01692 406681 Mobile: 07979 501781 Email: mattquinn@hotmail.co.uk

Alt Contact Tim Young
Mobile: 07900 694457 Email: timyoung678@icloud.com

Ground Erpingham Village Hall, The Street, Erpingham, NR11 7QB

Colours Maroon Shirts, Maroon Shorts, Maroon Socks

HARTS VETERANS

Secretary Neville Short, 4 Bramford Court, Stowmarket, IP14 2EA
Tel: 01449 615744 Mobile: 07476 860886 Email: nevillesshort@yahoo.co.uk

Alt Contact Barry Little
Mobile: 07803 759896

Ground Diss High School, Walcot Road, Diss, IP22 4DH

Colours Blue Shirts, Blue Shorts, Blue Socks

HETHERSETT AHTLETIC

Secretary Wayne Johnson, 9 Birch Road, Hethersett, NR9 3QH
Tel: 01603 810581 Mobile: 07590 908461 Email: waynebjohnson@btinternet.com

Alt Contact Alex McDowell
Mobile: 07808 289129 Email: rangershammy@hotmail.com

Ground Memorial Playing Field, Park Drive, Hethersett, NR9 3EF

Colours Orange Shirts, Black Shorts, Black Socks

HORSFORD UNITED

Secretary Damian Fahy, 15 Beech Close, Thetford, IP24 3JX
Mobile: 07946 781546 Email: damo2303@yahoo.co.uk

Ground Horsford Recreation Ground, Holt Road, Horsford, Norwich, NR10 3DN

Colours Green Shirts, Green Shorts, Green Socks

MATTISHALL WANDERERS

Secretary Emma Road, 6 Ivy Way, Mattishall, NR20 3PW
Mobile: 07887 442133 Email: mattishallwanderers@gmail.com

Alt Contact Trevor Rudd
Mobile: 07484 694250 Email: infinityshore@gmail.com

Ground Mattishall Sports & Social Club, South Green, NR20 3TY

Colours Blue Shirts, Blue Shorts, Blue Socks

MICAWBERS TAVERN

Secretary Chris Alger, Heath Cottage, Woodbastwick Road, Blofield, Norwich, NR13 4QH
Mobile: 07519 040342 Email: calger_derby@hotmail.com

Alt Contact Shaun Hudson
Mobile: 07766 735110 Email: huddy26@googlemail.com

Ground Thorpe High School, Laundry lane, Norwich, NR7 0XS

Colours Red & Black Shirts, Black Shorts, Red & Black Socks

MORLEY AND DEOPHAM

Secretary Paul Macisaac, Maybank, Harling Road, East Harling, NR16 SQW
Tel: 01953 714969 Mobile: 07979 772040 Email: jockmcsack@btinternet.com

Alt Contact Stephen Parry
Tel: 01508 578666 Mobile: 07983 716034 Email: steve.parry@hartismere.com

Ground Morley Village Hall, Golfs Links Road, Morley St Peter, NR18 9SU

Colours Red & Blue Shirts, Navy Shorts, Navy Socks

MULBARTON WANDERERS

Secretary Jeff Nurse, 46 Gowing Road, Mulbarton, NR14 8AT
Tel: 01508 578925 Mobile: 07738 716925 Email: J.nurse@btinternet.com

Alt Contact Andy Shannon
Tel: 01508 578273 Mobile: 07733 323364 Email: andy19.shann63@btinternet.com

Ground Mulberry Park, Mulbarton, NR14 8AE

Colours Blue & Black Striped Shirts, Black Shorts, Blue Socks

MUNDFORD EXILES

Secretary Mark Rolph, 18 St Leonards street, Mundford, Thetford, Norfolk, IP26 5HG
Tel: 01842 878810 Mobile: 07769 946471 Email: mrolph1968@live.co.uk

Alt Contact Louis Rolph
Tel: 01842 878810 Mobile: 07769 699503 Email: lrolph@lsk.co.uk

Ground The Glebe, St Leonards Street, Mundford, Thetford, Norfolk, IP26 5DW

Colours Red Shirts, Black Shorts, Black Socks

NECTON

Secretary Derek Woodbine, 80 Brackenwoods, Necton, Swaffham, PE37 8EX
Tel: 01760 721256 Mobile: 07771 682100 Email: derekwoodbine@aol.com

Alt Contact Darren Naughton
Mobile: 07785 571545 Email: dnaugh76@googlemail.com

Ground Necton Sports Social Club, Tuns Road, Necton, Swaffham, PE37 8EH

Colours Blue & Yellow Shirts, Blue Shorts, Blue Socks

NEWSMAN VALHALLA

Secretary Matt Colley, 27 Three Corner Drive, Norwich, NR6 7HA
Mobile: 07818 062323 Email: matcolo@gmail.com

Alt contact Ben Potter
Mobile: 07535 983381 Email: benmalzypotter@hotmail.co.uk

Ground Eaton Park, South Park Avenue, Norwich, NR4 7AZ

Colour Green & White Hoops Shirts, White Shorts, Red Socks

NORTH WALSHAM TOWN

Secretary Neil Coop, Cliff View, Mundesley Road, Trimmingham, NR11 8ED
Tel: 01263 834760 Mobile: 07771 896902 Email: neiljcoop@btinternet.com

Ground Greens Road, North Walsham, NR28 0HW

Colours Orange & Black Shirts, Black Shorts, Orange Socks

QUEBEC VETS

Secretary Steve James, 7 Riseway Close, Norwich, Norfolk, NR1 4NJ
Tel: 01603 460998 Mobile: 07880 700329 Email: william.james20@ntlworld.com

Alt Contact Ricky Gotterson
Tel: 01603 402161 Mobile: 07817 320232 Email: rickygotterson@gmail.com

Ground Open Academy (3G pitch), Salhouse Road, Norwich, NR7 9DL

Colour Purple Shirts, White Shorts, Purple Socks

SCOLE UNITED

Secretary Paul Head, 2 Round House Cottages, Denton, Harleston, IP20 0AB
Tel: 01986 788171 Mobile: 07951 143220 Email: paulhead123@gmail.com

Alt Contact Christiaan Partridge
Tel: 01379 788009 Mobile: 07903 661945 Email: cjp@doctors.org.uk

Ground Scole Playing Field, Ransome Avenue, Scole, Diss, IP21 4EA

Colours Yellow Shirts, Black Shorts, Yellow Socks

SHERINGHAM

Secretary Suzanne Cherrie, Sheringham FC, Weybourne Road, Sheringham, Norfolk, NR26 8HF
Mobile: 07961 435261 Email: suze0509@hotmail.com

Alt Contact Eddie Hammond
Tel: 01263 826055 Mobile: 07470 065320 Email: shazanded12@tiscali.co.uk

Ground Sheringham FC, Weybourne Road, Sheringham, NR26 8HF

Colours Red Shirts, Red Shorts, Red Socks

SOLE AND HEEL

Secretary Mark Clenshaw, 21 Roundway Down, Norwich, NR7 0NR
Tel: 01603 708107 Mobile: 07928 778687 Email: mark.clenshaw@sky.com

Alt Contact Phil Nurse
Mobile: 07928 026592

Ground Rackheath Playing Field, Green Lane West, Norwich, NR13 6LT

Colours Yellow & Green Shirts, Green Shorts, Green Socks

SWAFFHAM TOWN

Secretary Ray Ewart, 19 Shepherds Fold, Swaffham, Norfolk, PE37 7TR
Tel: 01760 724581 Mobile: 07990 526744 Email: rayewart@aol.com

Alt Contact Paul Hutchins
Mobile: 07917 117100 Email: phcs@btopenworld.com

Ground Shoemakers Lane, Swaffham, PE37 7NT

Colours Black & White Striped Shirts, Black Shorts, Black Socks

TAVERHAM

Secretary John Miller, 40 Three Mile Lane, Norwich, NR5 0RP
Mobile: 07887 850186 Email: johnmiller0@icloud.com

Alt Contact Will Abigail
Mobile: 07917 431469

Ground Hinks Meadow, Taverham, Norwich, NR8 6GH

Colours Navy & Blue Shirts, Navy Shorts, Blue & Navy Socks

TAVERN OLD BOYS

Secretary Tracy Johnson, 79 Commercial Road, Dereham, NR19 1AE
Tel: 01362 6527702 Mobile: 07860 626155 Email: johnsonfamily8@btinternet.com

Alt Contact Graham Barrett
Tel: 01362 690798 Mobile: 07933 206415 Email: barrett1nr@btinternet.com

Ground Scarning playing field, Shipdham Lane, Scarning, NR19 2PG

Colours White Shirts, Black Shorts, Black Socks

THETFORD TOWN

Secretary Jackie Skipp, 19 The Glade, Thetford, IP24 1JS
Tel: 01842 761355 Mobile: 07753 147098 Email: jackieskipp@live.co.uk

Alt Contact David Thirtle
Tel: 01842 754974 Mobile: 07933 176662 Email: lorraine.thirtle@sky.com

Ground Thetford Town FC, Mundford Road, Thetford, IP24 1NB

Colours Claret Shirts, Claret Shorts, Claret Socks

UNTHANK ARMS

Secretary Mark Dickerson, 5 Grange Close, Norwich, NR6 7DH
Tel: 01603 460668 Mobile: 07443 580814 Email: aimee.dickerson@yahoo.co.uk

Alt Contact Bob Stangroom
Tel: 01508 494048 Mobile: 07981 785818 Email: r.stangroom@btinternet.com

Ground Recreation Road Sports Centre, Recreation Road, Norwich, NR2 3PA

Colours Orange Shirts, Black Shorts, Black Socks

WATTON UNITED

Secretary Paul Rayner, 6 Field Maple Road, Watton, Norfolk, IP25 6GA
Tel: 01953 882166 Mobile: 07770 606313 Email: paulrayner.pr@gmail.com

Alt Contact David Baker
Mobile: 07930 511685 Email: davidjohnbaker1972@gmail.com

Ground Watton Sports Centre, Dereham Road, Watton, IP25 6EZ

Colours Green Shirts, Black Shorts, Green Socks

WENSUM ALBION

Secretary David Holmes, 2A The Turn, Hevingham, Norwich, NR10 5QP
Tel: 01603 755203 Mobile: 07773 752739 Email: david.holmes80@me.com

Alt Contact Stephen Sadler
Tel: 01603 528850 Mobile: 07766 120752 Email: steviesadler@hotmail.co.uk

Ground Open Academy, Salhouse Road, Norwich, NR7 9DL

Colours Green Shirts, Green Shorts, White Socks

WYMONDHAM TOWN

Secretary Craig Wright, 1 Ladysmith Road, Norwich, Norfolk, NR3 4TN
Mobile: 07581 082081 Email: craigwright500@gmail.com

Alt Contact Joff Garwood
Mobile: 07539 075026 Email: j.garwood1@sky.com

Ground King's Head Meadow, Wymondham, Norfolk, NR18 0QB

Colours Red & Black Shirts, Black Shorts, Black Socks with Red trim

GUIDE TO MARKING OF REFEREES

The mark awarded by a club must be based on the Referee's overall performance. It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The Referee's performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

Mark Range	Comment
100-86	The Referee demonstrated very accurate decision-making and controlled the game very well using management and communication skills effectively to add value to the game.
85-76	The Referee demonstrated accurate decision-making and controlled the game well using management and communication skills to contribute positively to the game.
75-61	The Referee demonstrated reasonably accurate decision-making and despite some shortcomings generally controlled the game well.
60 and below	The Referee demonstrated shortcomings in the accuracy of decision-making and control which affected the game.

NOTES

Club officials should use the full range of marks within each category to help distinguish between different performance levels, e.g. within the 85-76 category a mark of 84 indicates a better performance than a mark of 77.

While some Referees may have below average performances, there will usually have been some positive aspects of their performance, so extremely low marks should be very rare.

When club officials are marking a Referee, they should always look at the game as a whole and not isolated decisions. The result of the match should not influence the mark and disciplinary action should be judged objectively.

When a mark of 60 or lower is awarded, an explanation must be provided to the Competition via email to the league secretary to Matt.Carpenter@NorfolkFA.com. The purpose of this is to assist Referees to improve their performance levels, so the comments should be as helpful as possible.

HOW TO DECIDE ON THE REFEREE'S MARK

The following questions focus on the key areas of a Referee's performance. They are intended as an "aide memoire", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the Referee.

CONTROL AND DECISION MAKING

- How well did the Referee control the game?
- Were the players' actions recognized correctly?
- Were the Laws applied correctly?
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the Referee always within reasonable distance of incidents?
- Was the Referee well positioned to make critical decisions, especially in and around the penalty area?

- Did the Referee understand the players' positional intentions and keep out of the way accordingly?
- Did the Referee demonstrate alertness and concentration throughout the game?
- Did the Referee apply the use of the advantage to suit the mood and temperature of the game?
- Was the Referee aware of the players' attitude to advantage?
- Did the Referee use the assistants effectively?
- Did the officials work as a team, and did the Referee lead and manage them to the benefit of the game?

COMMUNICATION AND PLAYER MANAGEMENT

- How well did the Referee communicate with the players during the game?
- Did the Referee's Level of involvement/profile suit this particular game?
- Did the Referee understand the players' problems on the day – e.g. difficult ground/weather conditions?
- Did the Referee respond to the changing pattern of play/mood of players?
- Did the Referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the Referee pro-active in controlling of the game?
- Was the Referee's authority asserted firmly without being officious?
- Was the Referee confident and quick thinking?
- Did the Referee appear unflustered and unhurried when making critical decisions?
- Did the Referee permit undue questioning of decisions?
- Did the Referee deal effectively with players crowding around after decisions/incidents?
- Was effective player management in evidence?
- Was the Referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the Referee negatively?

FINAL THOUGHTS

- Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- Judge the performance over the whole game. Don't be too influenced by one particular incident.
- Don't mark the Referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.



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info@leathesprior.co.uk
 01603 610911

CHARITY EVENTS AT THE FDC

If you are looking for a fun, innovative way to fundraise for your charity or good cause then why not host a Small Sided Football Tournament at the FDC

Charity Event Package includes

- Exclusive use of the main centre and bar including staff
- Use of three of our fully enclosed 3G 5-a-side pitches
- Full tournament Administration

To speak about your next fundraising event or to check availability simply call the FDC on **01603 704050 (ext2)** or email **TheFDC@NorfolkFA.com**

@theFDCNorfolk

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theFDCNorfolk.com