



# Norfolk Veterans League

# Official Handbook 2024-25

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## Foreword

Welcome to the 2024-25 Norfolk County FA Veterans League Handbook! It is pleasing that we move into the new season with 52 teams in Membership of the competition.

2023-24 was a successful season as we welcomed nine new teams into the league. During the season we did lose four teams in North Walsham Town, Horsford, Stalham Town and F.C. Unathletico which unfortunately caused issues mainly for the Championship so hopefully this season with a full quota of teams it will be a better season for all concerned. It was pleasing to be able to crown Cringleford Veterans, Outwell Swifts, Cromer YOB, AFC Lynn, Yaxham Reserves, Terrington and Harleston Town Reserves as our division winners so congratulations to those teams.

We have been able to recruit a new member to the League Management Committee in Liz Sturman who I'm hoping will enjoy his time on the Committee and will continue to help grow Veterans Football in Norfolk.

For 2024-25 I'm delighted to be able to welcome twelve new teams to the league and our best wishes go to Bradenham & Mattishall, Bradenham & Mattishall Reserves, Acle Rangers, Caister, Madra Reserves, Salhouse Rovers, Stalham Town, AFC Lynn Reserves, KLSC, Earlham Wanderers, Horsford and Poringland Wanderers who we hope will enjoy their first season in the League.

Finally, on behalf of the Management Committee I would like to thank everybody associated with our Clubs for their help and hard work over the course of another season. It is greatly appreciated by all within the League along with everybody at Norfolk FA and here's hoping that the 2024-25 season is a successful and enjoyable one for everyone involved.

### Thomas Constance

Secretary

Norfolk County FA Veterans Football League

## League Constitution – 2024-25

Premiership	Championship	League One (E)	League One (W)	League Two (E)	League Two (W)	League Two (C&S)
AFC Lynn	Aylsham	Cottage	Bradenham & Mattishall Res.	Acle Rangers	AFC Lynn Reserves	Earlham Wanderers
Bradenham & Mattishall	Cringleford OB	F.C. Steamers	East Harling	Buxton	Costessey Sports	Horsford
Cringleford Veterans	Cromer YOB	Harleston Town Reserves	England's Hope	Caister	KLSC	Newsman Valhalla
Dussindale & Hellesdon Rovers	Harleston Town	Hemsby	Feltwell United	Erpingham United	Necton	Poringland Wanderers
Fakenham Town	Terrington	Madra	Morley & Deopham	F.C. Viking	Swaffham Town	Scole United
Outwell Swifts	Wymondham Town	Martham	Mundford	Madra Reserves	Woottons	Sprowston Reserves
Sprowston		Newton Flotman	Rockland United	Salhouse Rovers	Woottons OB	Wensum Albion
Unthank Arms		Yelverton	Yaxham	Stalham Town		

## Officers and Management Committee

**Chairman**                      **Matt Carpenter**  
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**Secretary and  
Fixtures &  
Registrations Secretary**    **Thomas Constance**  
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**Auditor**                         **Colin Nichols**  
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### Norfolk FA Referee Appointments Officer

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# Norfolk Veterans League

# Standard Code of Rules 2024-25

## 1. DEFINITIONS

(A) In these Rules:

“Affiliated Association” means an Association accorded the status of an Affiliated Association under the rules of The FA.

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

“Club” means a club for the time being in membership of the Competition.

“Club Portal” means the system used by Clubs to affiliate teams as determined by The FA from time to time.

“Competition” means the Norfolk County 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, as set out at Schedule A.

“Fines Tariff” means a list of fines approved by the Clubs at a general meeting to be levied by the Management Committee for any breach of the Rules, as set out at Schedule A.

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

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

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

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

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

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

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

“Player Registration System” means The FA system to register players as determined by The FA from time to time

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

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

“Sanctioning Authority” means The Norfolk County Football Association Limited.

“Scholarship” means a Scholarship as defined in the FA Rules.

“Season” means the period of time between one AGM and the next AGM.

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

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

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

“The FA” means The Football Association Limited.

“Virtual Meetings” means meetings held electronically

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

- (B) Unless stated otherwise, terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and also the other way round.

## **GOVERNANCE RULES**

### **2. COMPETITION NAME, CONSTITUTION**

- (A) The Competition will be known as One Broker Veterans League (or such other name as the Competition may adopt). The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall automatically cease to be a member of the Competition.
- (B) This Competition shall consist of not more than 50 Teams approved by the Sanctioning Authority.
- (C) The geographical area covered by the Competition membership shall be the County of Norfolk.
- (D) The administration of the Competition under these Rules will be carried out by the Management Committee in accordance with the rules, regulations and policies of The FA.
- (E) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation to them, subject to the provisions of Rule 7.
- (F) The Rules are taken from the Standard Code of Rules (the “Standard Code”) determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.
- (G) 1. All Clubs must be affiliated to an Affiliated Association  
2. This Competition shall apply annually for sanction to the Sanctioning Authority and the constituent Teams of Clubs may be grouped in divisions, each not exceeding 12 in number.
- (H) Inclusivity and Non-discrimination
- (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (including those contained in the Equality Act 2010).
  - (ii) This Competition and each Club must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.
  - (iii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.
- (I) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including, but not limited to, England Football Accredited and RESPECT programmes. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (J) All Participants shall abide by The Football Association Regulations for Safeguarding Children and Regulations for Safeguarding Adults at Risk as determined by The FA from time to time.
- (K) Clubs shall not enter any of their Teams playing in the Competition in any other competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff. A Club must immediately inform the Competition of the details of any fixture(s) in any other competition in which the Club has entered, for which written consent of the Management Committee has been obtained.
- (L) At the AGM or a SGM called for the purpose, a majority of the delegates present shall have power to

decide or adjust the constitution of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 22.

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

### **3. CLUB NAME**

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

### **4. ENTRY FEE, SUBSCRIPTION, DEPOSIT**

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

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

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

- (B) The annual subscription shall be payable in accordance with the Fees Tariff for each Team payable at a date agreed at the AGM or set by the Competition.
- (C) In the event of any issue concerning the membership of any Club with the Competition the Management Committee may require a Deposit to be paid (in accordance with the Fees Tariff) by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (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 ensure that all its teams participating in the Competition are recorded as affiliated on the Club Portal for the forthcoming Playing Season by the following date 31<sup>st</sup> August. Clubs must advise the Competition Secretary in a manner prescribed by the Sanctioning Authority, or on the prescribed form, of details of its headquarters, its Officers and any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

### **5. MANAGEMENT, NOMINATION, ELECTION**

- (A) The Management Committee shall comprise the Officers of the Competition and up to 6 members who shall all be elected at the AGM.
- (B) Retiring Officers shall be eligible to become candidates for re-election without nomination provided that the Officer notifies the Secretary in writing not later than 30 April in each year.
- All other candidates for election as Officers of the Competition or members of the Management Committee shall be nominated to the Secretary in writing, signed by the secretaries of two Clubs, not later than 30 April in each year. Names of the candidates for election shall be circulated with the notice of the AGM. In the event of there being no nomination for any office by the date stated in the earlier part of this Rule, nominations may be received at the AGM.
- (C) The Management Committee shall meet a minimum of twice a season or as and when required.
- On receiving a requisition signed by two-thirds (2/3) of the members of the Management Committee the Secretary shall convene a meeting of the Management Committee.
- (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 Officers and sent to the Secretary.

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

## 6. POWERS OF MANAGEMENT

- (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all 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 FA 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 on each Club 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 at all such meetings, but no member shall be allowed to vote on any matters directly relating to that member or to the Club so represented or where there may be a conflict of interest. This shall also apply to the procedure of any sub-committee.
- (D) In the event of the voting being equal on any matter, the Chair shall have a second or casting vote.
- (E) The Management Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified.

With the exception of Rules 6(J), 8(H), and 9, for all alleged breaches of a Rule the Management Committee shall issue a formal written charge to the Club concerned. The Club charged shall be given 7 days from the date of notification of the charge to reply. In such reply a Club may:

- (i) Accept the charge and/or submit in writing a case of mitigation for consideration by the Management Committee; or
- (ii) Accept the charge and notify the Competition Secretary that it wishes to put its case of mitigation at a hearing before the Management Committee; or
- (iii) Deny the charge and submit in writing supporting evidence for consideration by the Management Committee; or
- (iv) Deny the charge and notify the Competition Secretary that it wishes to have a hearing before the Management Committee.

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

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

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

With the exception of Teams playing in a Regional NLS Feeder League of the National League System, the maximum fine permitted for any breach of a Rule is £250 and, when setting any fine, the Management Committee must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

The maximum fine permitted for a breach of a Rule by a Team playing at Regional NLS Feeder League Level is £500.

No Participant under the age of 18 can be fined.

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

- (F) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance

with Rule 7.

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

- (G) A minimum of fifty percent [50%] of its members shall constitute a quorum for the transaction of business by the Management Committee or any of its sub-committees.
- (H) The Management Committee, as it may deem necessary, shall have power to fill any vacancies that may occur in their number.
- (I) A Club must comply with an order or instruction of the Management Committee and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (J) Subject to a Club's right of appeal in accordance with Rule 7 below, all fines and charges must be paid within 14 days of the date of notification of the decision. Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within a further 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.
- (K) A member of the Management Committee appointed by the Competition to attend a meeting or Competition Match may have any reasonable expenses incurred refunded by the Competition.
- (L) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the AGM or SGM called to decide the constitution and the commencement of the Playing Season., subject to the provisions of the National League System Regulations or Women's Football Pyramid Regulations (which shall take precedence if applicable).
- (M) The business of the Competition as determined by the Management Committee may be transacted by electronic mail or facsimile.

## **7. PROTESTS, CLAIMS, COMPLAINTS, APPEALS**

- (A)
  - 1. All questions of eligibility, qualification of Players or interpretations of the Rules shall be referred to the Management Committee or a sub-committee duly appointed by the Management Committee.
  - 2. Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities will not be entertained by the Management Committee unless a protest is lodged with the referee prior to the commencement of the Match.
- (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 Competition 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 inquiry 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 before the protest or complaint being heard.
  - 1. All parties must have received a minimum of 7 days' notice of the hearing should they be instructed to attend.
  - 2. Should a Club elect to state its case in person then it should indicate such when forwarding the written response.
- (E) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.
- (F) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within 14 days of the posting of the written notification of the decision causing the appeal,

accompanied by a fee (as set out in the Fees Tariff), which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary. The procedure for the appeal shall be determined by the Sanctioning Authority, and the Sanctioning Authority may (but is not obliged to):

- (i) invite submissions by the parties involved;
- (ii) convene a hearing to hear the appeal;
- (iii) permit new evidence; or
- (iv) impose appropriate deadlines

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

- (G) No appeal can be lodged against a decision taken at an AGM or SGM unless this is on the ground of unconstitutional conduct.
- (H) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee (as set out in the Fees Tariff) which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and in these circumstances may, in addition, be ordered to pay the costs at the direction of the Management Committee.

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

## **8. ANNUAL GENERAL MEETING**

- (A) The AGM 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) Confirm the minutes of the last AGM.
  - (ii) Adopt the annual report, balance sheet and statement of accounts from the previous season or accounting period.
  - (iii) Election of Clubs to fill vacancies.
  - (iv) Constitution of the Competition for the ensuing Season.
  - (v) Election of Competition Officers and Management Committee members.
  - (vi) Appointment of auditors/verifiers.
  - (vii) Alteration of Rules, if any (see Rule 14)
  - (viii) Agree the date for the beginning of the Playing Season and kick off times applicable to the Competition.
  - (ix) Agree the date for the end of the Playing Season (save for Regional NLS Feeder League which shall be determined by The FA).
  - (x) Other business of which due notice shall have been given and accepted by the Chair as being relevant to an AGM.
- (B) A copy of the duly audited/verified balance sheet, statement of accounts and agenda shall be forwarded to each Club at least 14 days prior to the meeting, together with any proposed Rule changes.
- (C) A signed copy of the duly audited/verified balance sheet and statement of accounts shall be sent to the Sanctioning Authority within 14 days of its adoption by the AGM.
- (D) Each Club shall be empowered to send two delegates to an AGM. Each Club shall be entitled to one vote only. 14 days' notice shall be given of any AGM.
- (E) Clubs who have withdrawn their membership of the Competition during the Playing 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 12.*

- (F) All voting shall be conducted by a show of hands, or count of email or virtual responses (for virtual meetings) unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chair so decides.
- (G) No individual shall be entitled to vote on behalf of more than one Club.
- (H) 1. Any continuing Club must be represented at the AGM. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.  
2. Any club that has submitted a valid application to join the Competition for the forthcoming season must have the opportunity to be put forward for membership and to have a vote taken on their membership application.
- (I) Officers of the Competition and Management Committee members shall be entitled to attend and vote at an AGM, but cannot also cast a vote on behalf of a club (see rule 8(G))
- (J) Where a Competition is an incorporated entity, the Officers of the Competition shall ensure that the Articles of Association of the Competition are consistent with the requirements of these Rules.

## **9. SPECIAL GENERAL MEETINGS**

- (A) On receiving a requisition signed by two-thirds (2/3) of the Clubs in membership the Secretary shall call an SGM.
- (B) The Management Committee may call an SGM at any time.
- (C) At least 7 days' notice shall be given of a meeting under this Rule, together with an agenda of the business to be transacted at such meeting.
- (D) Each Club shall be empowered to send two delegates to all SGMs. Each Club shall be entitled to one vote only.
- (E) Any Club failing to be represented at a SGM shall be fined in accordance with the Fines Tariff.
- (F) Officers of the Competition and Management Committee members shall be entitled to attend and vote at all SGMs, but cannot also cast a vote on behalf of a club (see rule 9 (D)).

## **10. AGREEMENT TO BE SIGNED**

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

"We, (A) (name) [ ] of (address) [ ] (Chair)/(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, if elected or accepted into membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 7."

The agreement shall be signed:

- (i) Where a Club is an unincorporated association, by the Club Chair and Secretary; or
- (ii) Where a Club is an incorporated entity, by two directors of the Club.

Any change of Chair, Secretary or Directors of the Club as named on the above agreement must be notified to the Norfolk County Football Association to which the Club is sanctioned and to the Secretary of this Competition.

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

## **11. CONTINUATION OF MEMBERSHIP, WITHDRAWAL OF A CLUB**

- (A) Any Club intending, or having a provisional intention, to withdraw a Team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing of such intention by 31st March each season. This does not apply to a Club moving in accordance with Rule 22(B). Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (B) The Management Committee shall have the discretion to deal with a Team being unable to start or

complete its fixtures for a Playing Season, including, but not limited to, issuing a fine in accordance with the Fines Tariff.

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

## **12. EXCLUSION OF CLUBS, TEAMS. MISCONDUCT OF CLUBS, OFFICERS, PLAYERS, MANAGEMENT COMMITTEE**

- (A) At the AGM or SGM called for the purpose in accordance with the provisions of Rule 9, notice of motion having been duly circulated on the agenda by direction of the Management Committee, the accredited delegates present shall have the power to: (1) remove a member of the Management Committee from office; (2) exclude any Club or Team from membership. Both of which, must be supported by more than two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A member of the Management Committee or Club which is the subject of the vote being taken shall be excluded from voting.
- (B) At the AGM, or at an SGM called for the purpose in accordance with the provisions of Rule 9, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable, provided this is supported by more than two-thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.
- © Any Officer or member of a Club found guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a Player or Players of another Club in the Competition to join them shall be liable to such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of 12.(A) and/or 12. (B) of this Rule.

## **13. TROPHY**

- (A) The following agreement shall be signed on behalf of the winners of the cup or trophy:-  
“We (A) (name) \_\_\_\_\_ and (B)(name) \_\_\_\_\_, the Chair and Secretary of \_\_\_\_\_ FC (Limited), members of and representing the Club, having been declared winners of \_\_\_\_\_ cup or trophy, and the cup or trophy having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the cup or trophy to the Competition Secretary on or before \_\_\_\_\_. If the cup or trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.”

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

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

LR13.1 Cups and Trophies must be engraved and returned to the Competition by no later than 1 March. Failure to do so may result in a fine in accordance with the Fines Tariff.

## **14. ALTERATION TO RULES**

- (A) Alterations, for which consent has been given by the Sanctioning Authority, shall be made to these Rules only at the AGM or at an SGM specially convened for the purpose called in accordance with Rule 9. Any alteration made during the Playing Season to these Rules shall not take effect until the following Playing Season, except in exceptional circumstances and approved by the Sanctioning Authority or The FA.
- (B) Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by 1st February in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 7<sup>th</sup> April and any amendments to these proposals shall be submitted to the Secretary by 23<sup>rd</sup> April. The proposals and proposed amendments to these proposals shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if a majority of those present and entitled to vote and voting are in favour.
- (C) A copy of the proposed alterations to Rules to be considered at the AGM or SGM shall be submitted to

the Sanctioning Authority or The FA (as applicable) at least 28 days prior to the date of the meeting.

## **15. FINANCE**

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

## **16. INSURANCE**

- (A) All Clubs must have valid public liability insurance cover for a minimum of ten million pounds (£10,000,000) at all times.
- (B) All Clubs must have valid personal accident cover for all Players registered with them from time to time. The Players' Personal Accident Insurance 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 Authority. In instances where The FA is the Sanctioning Authority, the minimum recommended cover will be the cover required by the Affiliated Association to which a Club affiliates.
- (C) Failure to comply with Rule 16(A) or 16(B) will result in a fine in accordance with the Fines Tariff.

## **17. DISSOLUTION**

- (A) Dissolution of the Competition shall be by resolution approved at an SGM by a majority of three quarters (3/4) of the members present and shall take effect from the date of the relevant SGM.
- (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:
  - 1. Any surplus assets (save for a trophy or any other presentation), remaining after the discharge of the debts and liabilities of the Competition shall be transferred only to another Competition or Affiliated Association or The Football Association Benevolent Fund or to such other charitable or benevolent object in the locality of the Competition as determined by resolution at or before the time of winding up, and approved in writing by the Sanctioning Authority.
  - 2. If a Competition is discontinued for any reason a trophy or any other presentation shall be returned to the donor if the conditions attached to it so provide or, if not, dealt with as the Sanctioning Authority may decide.



## MATCH RELATED RULES

### 18. QUALIFICATION OF PLAYERS

- (A) A Player is one who, being in all other respects eligible, has:
1. Registered through the Player Registration System and received approval from the Competition. Or
  2. signed a fully and correctly completed Competition registration form in ink on a match day prior to playing which is countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club, and submitted to the Competition within two days (Sundays excluded) subsequent to the Competition Match. The Player shall not play again in a subsequent match until the Club has registered the player through The FA Player Registration System and is in possession of the approval from the Competition. A maximum of [11] Players may be registered in this manner.

Any registration that is not fully and correctly completed will be returned to the Club unprocessed and the player classed as unregistered. If a Club attempts to register a player via the Player Registration System but does not fully and correctly complete the necessary information via the Player Registration System, the registration will not be processed.

For Clubs registering Players under Rule 18(A)(2), registration forms will be provided in a format to be determined by the Competition. For Clubs registering Players by the Player Registration System, Clubs must access the Player Registration System in order to complete the registration process.

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

- (B)
1. Contract players are not permitted in this Competition with the exception of those Players who are registered under Contract with the same Club who have a team operating at Steps 1 to 6 of the National League System or Tiers 1-4 of the Women Pyramid System.
  2. It is the responsibility of each Club to ensure that any Player registered to the Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 10 and over crossing borders including Wales, Scotland and Ireland.
  3. Each team must have at least 11 Players registered 14 days before the start of each Playing Season. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
  4. In the event of a Non Contract Player changing his status to that of a Contract Player with the same Club, or with a Club in another Competition their registration as a Non Contract Player will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 18 (B) 1.

- (C) A Player that owes a Football Debt (as defined under the Football Debt Recovery Regulations) shall be permitted to register for a Club but will be suspended from football activities if the player does not comply with the terms of the Football Debt Recovery Regulations in respect of that Football Debt.

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

- (E) The Management Committee shall decide all registration disputes.

In the event of a player signing a registration form or having a registration submitted for more than one Club in the Competition the valid registration submitted first shall take precedence. The Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

- (F) It shall be a breach of Rule for a Player to:-

1. Play for more than one Club in the Competition in the same Playing Season without first being transferred.
2. Having registered for one Club in the Competition, register for another Club in the Competition in that Playing Season except for the purpose of a transfer, or where the Competition adopts Rule 18 (P)
3. Submit a signed registration form as per Rule 18(A)(2) or submit a registration through the Player Registration System that the Player had willfully neglected to accurately or fully complete.

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

- (G) 1. The Management Committee shall accept the registration of any Player subject to the provisions of Rules 18(G) (2) and (3) below.
2. The Management Committee shall have power to refuse, cancel or suspend the registration of any Player or may fine any Player, at their discretion (in accordance with the Fines Tariff) who has been charged and found guilty of registration irregularities (subject to Rule 7).
3. The Management Committee shall have power to make application to refuse or cancel the registration of any Player charged and found guilty of undesirable conduct (subject to Rule 7) subject to the right of appeal to the Sanctioning Authority. Application should be made to the parent County of the Club the Player is registered or intending to be registered with.

Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a Participant from being involved in this Competition.

4. A Player who has previously had a registration removed in accordance with Rule 18(G)3 but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the Player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition may consider a further charge of bringing the Competition into disrepute.

(Note: Action under Rule 18(G) 3 shall not be taken against a Player for misconduct until the matter has been dealt with by the Sanctioning Authority, and then only in cases of the Player bringing the Competition into disrepute and will in any event be subject to an appeal to the Sanctioning Authority or The FA. All decisions must include the period of restriction. For the purpose of this Rule, bringing the Competition into disrepute can only be considered where the Player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in any competition (and is not restricted to the Competition) in a period of two years or less from the date of the first offence.)

- (H) Subject to compliance with FA Rule C when a Club wishes to register a player who is already registered with another club it shall submit a transfer notification to the Competition via the Player Registration System. A fee as set out in the Fees Tariff will be required.

Such transfer shall be referred by the Competition to the club for which the player is registered. Should this club object to the transfer it should state its objections in writing to the Competition and to the player concerned within 3 days of receipt of the notification. Upon receipt of the club's consent, or upon its failure to give written objection within 3 days, the Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date.

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

- (I) 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.
- (J) Registrations are valid for one Playing Season only.
- (K) A Player shall not be eligible to play for a Team in any special championship, promotion or relegation deciding Competition Match (as specified in Rule 22(A)) unless the Player has played 5 Competition Matches for that Team in the current Playing Season.
- (L) A Team shall not include more than [3] Players who have played in [2] or more (of the three consecutive) senior Competition Matches (immediately prior to the game in question) during the current Playing Season unless a period of 21 clear days has elapsed since they last played. 21 clear days is counted by excluding the day when the relevant Player last played and the day when the Player intends to play again.

For the purpose of this Rule a senior competition(s) is/ a [more senior division].

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

- (M) 1. Subject to Rule 18(M)(2), any Club found to have played an ineligible Player in a Competition Match or Matches where points are awarded shall have the points gained from that Competition Match deducted from its record, up to a maximum of 12 points, and have levied upon it a fine (in accordance with the Fines Tariff).



2. The Management Committee may vary the sanction as relates to the deduction of points set out at Rule 18(M)(1) only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status.
3. Where a Club is found to have played an ineligible Player in accordance with Rule 18(M)(1) above, the Management Committee may also, at its discretion order one or more of the following (if appropriate):
  - a) Award the points available in the Competition Match in question to the opponents, subject to the Competition Match not being ordered to be replayed; or
  - b) Levy penalty points against the Club in default; or
  - c) Order that such Competition Match or Matches be replayed (on such terms as are decided by the Management Committee).

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

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

(O) Not applicable in this competition.

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

If a Player's registration is cancelled they will not be eligible to re-register in the Competition for a period of 28 days from the date of cancellation.

LR 18.1 Any team shall not include more than three players who have played in two or more of the three consecutive Senior fixtures 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 18.2 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 as per the fees tariff. A transfer is not deemed complete until the Club seeking the transfer receives a registration confirmation from the Competition.

LR 18.3 To be eligible to play in this Competition a player must be aged 35 years or over

LR 18.4 Further to rule 18(M) 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.

LR 18.5 Further to Rule 18(A), all registrations must be completed on WGS. Where a player is a match day registration that is not entered on WGS prior to kick off, a Norfolk FA Adult Offline Consent Form must be fully completed, signed by the player and countersigned by an Officer of the Club. Furthermore, the Form must be countersigned by an Officer of the opposing Club. Details of the player registration must then be entered on WGS by midnight on the day of the match. The player shall not play again on a subsequent match day until the player is registered and approved on WGS.

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

## 19. CLUB COLOURS

- (A) Every team must register the colour of its shirts and shorts with the Secretary by 1 July and the Competition Secretary shall decide as to their suitability.
- (B) Any team wishing to change the colour(s) and/or design(s) of its shirt(s) and short(s) during the Playing Season must obtain permission from the Competition Secretary in advance of making that change.

- (C) Goalkeepers must wear colours which distinguish them from all other Players and the Match Officials.
- (D) No Player, including the goalkeeper, shall be permitted to wear black or very dark shirts.
- (E) 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 colours of the goalkeepers jersey) at least 3 days before the Competition Match.
- (F) If, in the opinion of the referee, two Teams have the same or similar colours, the away Team shall make the change. Should a Team delay the scheduled time of kick off for a Competition Match by not having a change of colours they will be fined in accordance with the Fines Tariff.
- (G) Shirts must all be numbered and no two shirts shall have the same number, failing which a fine will be levied in accordance with the Fines Tariff.

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

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

Clubs must take all reasonable precautions to keep their Grounds in a playable condition. All Competition 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 Competition Matches and to order the Club concerned to play its Competition Match(es) on another ground.

Artificial Football Turf Pitches (3G) are allowed in this Competition provided they meet the required performance standards and are listed on the FA's Register of Football Turf Pitches - <https://footballfoundation.org.uk/3g-pitch-register>. All Football Turf Pitches used must be tested (by a FIFA accredited test institute) every three years and the results passed to The FA. The FA will give a decision on the suitability for use and add the pitch to the Register.

The home Club is also responsible for advising Participants of footwear requirements when confirming match arrangements in accordance with Rule 20(C).

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

The times of kick-off shall be agreed at the AGM and can only be altered by the mutual consent of the two competing Clubs and the Competition.

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

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

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

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

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

- (B) Except by permission of the Management Committee all Competition Matches must be played on the dates originally agreed but priority shall be given to The FA and parent County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a Competition match with the consent of the Competition Secretary. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

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

- (C) An Officer of the home Club must give notice of full particulars of the location of, and access to, the Ground, time of kick-off and kit colours (including goalkeeper) to the Match Officials and an Officer of the opposing Club at least 5 clear days prior to the playing of the Competition Match. The opposing Club must confirm receipt and give notice of its kit colours (including goalkeeper) at least 3 days prior to the playing of the Competition Match. If either is not provided, the relevant Club shall seek such details and report the circumstances to the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) In accordance with the Laws of the Game, the minimum number of Players which will constitute a Team for a Competition Match is 7. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (E) 1. Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall decide whether it should either:
  - a) award the points from the Competition Match in question to the Club's opponents (without the awarding of goals)
  - OR
  - b) order the Competition Match to be rescheduled. The Management Committee shall also have the power to order the rescheduled Competition Match to be played on a neutral ground or on the opponent Club's Ground if they are satisfied that such action is warranted by the circumstances.

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

- a) impose a fine (in accordance with the Fines Tariff),
  - b) deduct points from the defaulting Club,
  - c) order the defaulting Club to pay any reasonable expenses incurred by the opponents
- 2. Any Club with more than one Team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, A Team.
  - 3. Any Club unable to fulfil a fixture or where a Competition Match has been postponed for any reason must, without delay, give notice to the Competition Secretary, the Norfolk FA Referees Appointments Officer (where applicable), the secretary of the opposing Club and the Match Officials. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
  - 4. In the event of a Competition Match not being played or abandoned owing to causes over which neither Club has control, it should be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Competition. Failing such agreement and notification to the Competition within 5 days the Competition shall have the power to order the Match to be played on or before a given date. Where it is to the advantage of the Competition, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
  - 5. The Management Committee shall review all Competition Matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a Match was abandoned owing to the conduct of one Team or its Club member(s) they shall award the points for the Match to the opponent. In cases where a Match has been abandoned owing to the conduct of both Teams or their Club member(s) they shall award the points for the Match to the opponent. In cases where a match has been abandoned owing to the conduct of both Teams or their Club member(s), the Management Committee shall rule that neither Team will be awarded any points for that Match and it shall not be replayed. No fine(s) can be applied by the Management Committee for an abandoned Match.

The Management Committee shall review any Match that has taken place where either or both Teams were under a suspension imposed upon them by The FA or Affiliated Association. In each case the Team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 18(N) above. Where both Teams were under suspension the

game must be declared null and void and shall not be replayed.

- (F) A Club may at its discretion and in accordance with the Laws of the Game use substitute Players in any Competition Match. A Club may name up to 5 substitute Players of whom not more than 5 may be used.  
A Player who has been substituted 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 (and a representative of the opposing Club) shall be informed of the names of the Players taking part in the Match (including the substitutes) not later than 20 minutes before the start of the Competition Match and a Player not so named may not take part in that Competition Match.  
A Player who has been named as a substitute before the start of the Competition Match but does not actually play in that game shall not be considered to have been a Player in that Competition Match within the meaning of Rule 18 of this Competition.
- (G) The half time interval shall be of at least 5 minutes' duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the referee.
- (H) The Teams taking part in a Competition Match shall identify a Team captain who shall wear an armband and shall have a responsibility to offer support in the management of the on-field discipline of their teammates. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (I) Where a suspension imposed in relation to a Football Debt (as defined under the Football Debt Recovery Regulations) upon a Club by The FA or Affiliated Association is not lifted, and/or the Club does not provide confirmation from The FA or Affiliated Association that such suspension is lifted to the Competition Secretary by [12pm] [2] days before a fixture, that fixture will be treated as an unfulfilled fixture and dealt with in accordance with Rule 20(E).

LR20.1 Further to Rule 20 (F) the player information must be provided on a fully completed team sheet as prescribed by the Competition. Shirt numbers on the team sheet must correspond with the correct number worn by each player. 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 20.2 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. Any Club failing to comply with this rule may be fined in accordance with the Fines Tariff.

LR 20.3 Further to Rule 20(A), failure to ensure that a match commences at the scheduled time for kick off other than for reasons related to the required equipment and specified in Rule 20(A) will result in a fine in accordance with the Fines Tariff.

LR20.4 Teams will be permitted to call off one league game per season for any reason. The minimum notice to invoke such a call off is 5 days. This call off cannot be used for matches to be played after 1<sup>st</sup> April or for the purpose of participation in an external competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

## **21. REPORTING RESULTS**

- (A) The Competition 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 23, or any other information required by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (B) Both Clubs shall use SMS/FA Full-Time/FA Matchday as directed by the Competition to notify the result of each Competition Match to the Results Secretary by no later than 3 hours of the scheduled kick off of the match. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

- (C) The match result notification, correctly completed, shall be signed by an Officer of the Team, or as prescribed by the Competition. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.

LR 21.1 Further to Rule 21(A) the prescribed manner refers to posting the team sheet on Full-Time.

## **22. DETERMINING CHAMPIONSHIP**

- (A) Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for a drawn Competition Match. The Teams gaining the highest number of points in their respective divisions at the end of the Playing Season shall be adjudged the winners.  
Competition Matches must not be played for double points.  
In the event of two or more Teams being equal on points at the end of the Playing Season, rankings shall be determined by the following criteria, in the order of priority in which they appear:  
(NB: for Regional NLS Feeder Leagues criteria 1 & 2 are mandatory; for all other Competitions they are optional):
1. [Goal difference (where the goals scored against each Team shall be deducted from the goals scored by that Team and the Team with the most favourable goal difference shall be placed highest).
  2. In the event of two or more Teams being equal, the Team which has scored the most goals during the Playing Season shall be placed highest.]
  3. In the event of two or more Teams being equal, the Team that has won the most matches during the Playing Season shall be placed highest.
  4. In the event of two or more Teams being equal, the Team which has the better playing record against the other Team in their head to head Competition Matches during the Playing Season will be placed highest.
  5. One-off fixture or play-off games as determined by the League 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 below, subject to the provisions of Rule 2(L).
- 1 Not applicable in this competition.
  - 2 Vacancies occurring after the conclusion of the Playing Season may be filled in any of the following ways:
    - a) retention of otherwise relegated Team(s);or
    - b) additional promotion of the next ranked Team(s) from the division below; or
    - c) election.
  - 3 The last 2 Teams in the lowest division shall retire, but be eligible for re-election except as below, and be subject to the conditions of Rule 22 (B)1 above.
  - 4 When a senior Team is relegated to a lower division of which its reserve Team is a member, or entitled to be a member, such reserve Team must accept relegation to, or retain its position in, the next lower division; and should the senior Team be relegated to the lowest division its reserve Team automatically retires from the Competition.
  - 5 Should either or both 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 Playing Season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. For the purposes of this Rule 22(D) a completed fixture shall include any Competition Match(es) which has been awarded by the Management Committee.
- (E) Not applicable in this competition.

LR 22.1 Further to Rule 22(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.

LR 22.2 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

## **23. MATCH OFFICIALS**

- (A) Registered referees (and assistant referees where approved by The FA or County FA) for all Competition Matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority.
- (B)
  - 1. In the event of the non-appearance of the appointed referee the appointed senior assistant referee shall take charge and a substitute assistant referee appointed by the competing Teams.
  - 2. In cases where there are no officially appointed Match Officials in attendance, the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that Competition Match, have the full powers, status and authority of a registered referee. Individuals under the age of 16 must not participate either as a referee or assistant referee in any Competition Match.
- (C) Where assistant referees are not appointed each Team shall provide a Club assistant referee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (D) The appointed referee shall have power to decide as to the fitness of the Ground in all Competition Matches and that decision shall be final, subject to the determination of the Local Authority or the owners of a Ground, which must be accepted.
- (E) Subject to any limits/provisions laid down by the Sanctioning Authority, Match Officials appointed under this Rule shall be paid a match fee in accordance with the Fees Tariff and travel expenses of 35p per mile, up to a maximum of £25.  
Match Officials will be paid their fees and expenses by the home Club before the Competition Match. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (F) In the event of a Competition Match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to expenses only. Where a Competition Match is not played owing to one Club being in default, that Club shall be ordered to pay the Match Officials, if they attend the Ground, their full fee and expenses. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (G) A referee not keeping their engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Affiliated Association with which they are registered.
- (H) Each Club shall, in a manner prescribed from time to time by The FA, award marks to the referee for each Competition 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 (in accordance with the Fines Tariff) 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 Sanctioning Authority.
- (J) Not applicable in this competition.
- (K) Match Officials shall be supplied, each season, with a copy of the Competition Rules free of charge.
- (L) Not applicable in this competition.

LR23.1 Further to Rule 23(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.

LR 23.2 The Referee's fee for all games shall be split equally between both teams.

LR 23.3 For matches where Assistant Referees are appointed they shall be paid a match fee of £20 and travel

expenses of 35p per mile, up to a maximum of £25.

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

<b>FEES TARIFF</b>		
<b>RULE NUMBER</b>	<b>DESCRIPTION</b>	<b>MAXIMUM FEE</b>
4 (A)	CLUB ENTRY FEE	£20
4 (B)	TEAM ANNUAL SUBSCRIPTION	£80
4 (C)	DEPOSIT	£50
7 (C), 7 (E), 7(H)	PROTEST/APPEAL FEES	£35
18 (D)	PLAYER REGISTRATION FEE	£25
18 (H)	TRANSFER FEE	£15
		<b>FEE</b>
23 (E)	REFEREE FEES	£25
23 (E)	ASSISTANT REFEREE FEES	£20



FINES TARIFF		
RULE NUMBER	DESCRIPTION	MAXIMUM FINE
2 (G)	FAILURE TO AFFILIATE	£50
2 (I)	FAILURE TO COMPLY WITH FA INITIATIVES	£50
2 (K)	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£50
3	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£30
4 (C)	FAILURE TO PAY A DEPOSIT	£30
4 (E)	ENSURE TEAMS ARE RECORDED AS AFFILIATED IN THE CLUB PORTAL	£30
5 (E)	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£30
6 (I)	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£30
6 (J)	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	£50
8 (H)	FAILURE TO BE REPRESENTED AT AGM	£50
9 (E)	FAILURE TO BE REPRESENTED AT SGM	£50
10	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£30
11 (A)	FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE	£50
11 (B)	FAILURE TO COMMENCE/COMPLETE FIXTURES	£100
13 (A)	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£30
LR13.1	FAILURE TO RETURN / ENGRAVE TROPHY AS REQUIRED	£30
16 (C)	FAILURE TO HAVE THE REQUIRED INSURANCE	£50
18 (A)	FAILURE TO CORRECTLY REGISTER A PLAYER	£30
18 (B) (3)	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE SEASON COMMENCING	£30
18 (F)	REGISTERING OR PLAYING FOR MULTIPLE CLUBS, OR INACCURATE COMPLETION OF A REGISTRATION FORM	£30
18 (G)(2)	REGISTRATION IRREGULARITIES	£50
18 (L)	FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITIONS MATCHES	£50
18 (M)	PLAYING AN INELIGIBLE PLAYER	£30
18 (N)	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£30
LR 18.1	FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITION MATCHES.	£30
LR 18.4	PLAYING AN UNREGISTERED PLAYER.	£30
LR 18.5	FAILURE TO CORRECTLY REGISTER A PLAYER ON A MATCH DAY.	£30
19 (F)	DELAYING KICK OFF DUE TO NO CHANGE OF COLOURS	£30
19 (G)	FAILURE TO NUMBER SHIRTS AND/OR FAILURE TO HAVE DIFFERENT	£30

	NUMBER SHIRTS	
20 (A)	DELAYED KICK OFF DUE TO FAILURE TO PROVIDE REQUIRED EQUIPMENT. FAILURE TO PROVIDE THE CORRECT NUMBER OF MATCH BALLS	£30
20 (B)	FAILURE TO PLAY MATCHES ON THE DATE FIXED	£30
20 (C)	FAILURE TO PROVIDE DETAILS OF A FIXTURE	£30
20 (D)	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	£30
20 (E) (1) (3) & (4)	FAILURE TO PLAY FIXTURE AND/OR FAILURE TO PROVIDE THE REQUIRED NOTICE	£50
20 (H)	NO CAPTAIN'S ARMBAND	£30
LR 20.1	FAILURE TO ADHERE TO TEAM SHEET PROCEDURE	£30
LR 20.2	FAILURE TO ADHERE TO REVERSE FIXTURE PROTOCOL	£30
LR 20.3	FAILURE TO KICK OFF ON TIME FOR ANY OTHER REASON	£30
LR 20.4	FAILURE TO PROVIDE THE REQUIRED NOTICE	£30
21 (A)	LATE RESULT NOTIFICATION FORM	£50
21 (B)	FAILURE TO PROVIDE RESULT	£30
21 (C)	RESULT NOTIFICATION NOT SIGNED BY APPROPRIATE SIGNATORIES	£30
23 (C)	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	£30
23 (E)	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	£30
23 (F)	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	£30
23 (H)	FAILURE TO PROVIDE REFEREE'S MARK	£30
LR 23.1	FAILURE TO PROVIDE A REFEREE	£30

## 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**

- **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 21(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 HOR, 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 20 minutes before kick-off. It is important to remember that you still need to enter these into Full-Time or Matchday 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 where possible.

## Club Directory

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## Referee Marks

### Guide to Marking – Considerations

#### Overall Decision Making

##### **Did the Referee;**

- Recognise patterns of play and not invade player/game space
- Correctly recognise and award throw-ins, goal-kicks and corners
- Demonstrate consistent and credible recognition, detection and interpretation of 'normal' Law 12 offences i.e. but not limited to; foul tackles, holding, aerial challenges, handball etc.
- Recognise Law 11 + 12 offences and advantage application opportunities, not merely possession, applied in credible areas and/or applied without detriment to match control
- Demonstrate awareness of when appropriate to use the range of management techniques available, before resorting to formal disciplinary action i.e. the STEP process
- Recognise where player(s), teams(s) are using time consuming tactics and takes positive appropriate action i.e. preventative actions
- Demonstrate high levels of fitness and work rate throughout the entire game to meet the demands of the game

#### Judgement of Major Decisions

*(Cautions/Non-Cautions, Send Offs/Non-Send Offs, Penalties/Non-Penalties, Goal Awarded/Disallowed or any other significant game changing decisions)*

##### **Did the Referee;**

- Demonstrate identification of 'significant game impact' incidents and offences with appropriate action(s) applied
- Demonstrate the ability to recognise the importance of potential key match decisions and effectively move towards/gain an optimum viewing angle to (a) judge, (b) enhance credibility and (c) adds value to the decision

*In the highly unlikely event of there being no major decisions, a standard mark of 15 should be awarded to the Referee.*

#### Overall Control and Player Management

##### **Did the Referee;**

- Act in a positive manner in their Pre-match Communication and Off-Field Behaviour
- Lead their team, ensuring all officials worked in harmony without contradictory decisions (where ARs are appointed)
- Display empathy for the game, managing game situations in an empathetic manner recognising the ever changing ebbs/flows, nature and temperature of the game and adapts refereeing style to suit
- Recognise when/how to raise his/her profile to aide their match control and remain in self-control of emotions, demonstrating composure
- Recognise when appropriate to enter face-to-face dialogue with the Assistant Referee(s) (where applicable), to aide visual co-operation and major decision making
- Effectively manage, when appropriate, two-way interaction with players, technical staff etc.
- Demonstrate a natural authority/confidence – not influenced by players, spectators or team officials



# Norfolk Veterans League