

# Royal Air Force (County) Football Association





THALES

# Handbook 2017-18



## **Table of Contents**

Page

Foreword	6
Board of Trustees and Officers	12
Leagues	16
Royal Air Force (County) Football Association	17
Regional Directors and OIC Contacts	20
Objects, Membership and Affiliation of the Association	31
Respect - Codes of Conduct	35
Association Regulations - Travel	39
Rules and Regulations - General	41
Rules and Regulations - Competitions	47
Matches against Foreign Clubs	53
On-Field Disciplinary Procedures	56
Football Debt Recovery	73
Disciplinary Commissions and Appeal Boards	75
Disciplinary Procedures Dealt with by Affiliated Associations	78
Regulations for FA Appeals	81
Safeguarding Adults at Risk	86
Kit and Advertising Regulations	94
Third Generation (3G) Football Turf Pitches	102
The Football Association Equality Policy	103
Referees- Roll of Officers	104
Referees' Committee	105
Guide to Marking Referees	106
Rules Governing RAF Referees	107
Regulations for the Registration and Control of Referees	122

Goalpost Safety Guidelines	138
Goalpost and Pitch Sizes	139
Guidance Notes on Line Marking of Football Pitches	141
Inter-Service Champions	144
Inter-Service Champions (Ladies)	145
Inter-Service Champions (U23)	146
President's Cup Winners	147
Jubilee Cup Winners	148
RAF FA Challenge Cup Winners	149
RAF FA Junior Challenge Cup Winners	150
RAF Inter League / Inter Region (White Cup) Winners	151
RAF FA Festival of Football Winners	152
RAF FA Ladies Inter-Station Cup Winners	153
RAF FA Veterans Cup Winners	154
RAF FA Club of the Year	155
The ICARUS Football Club	156
RAF FA Courses	157
Memorandum and Articles Of The Association	158

**Group Captain Rich Pratley**  
**Chairman – Royal Air Force Football Association**



Having watched a series of young England teams run out as victors in various tournaments it reminded me that to be successful on the pitch, you need more than just talent to succeed. Commitment, planning, organisation and passion all contribute to make the difference. Football as they say '*is a funny old game*', you can be totally outplayed but still come out victorious. It is a '*game of two halves*', unless you end up playing extra time and unlike in other sports, nobody wants a silver medal as ultimately that means you have lost! Success is something we aspire for as an Association but success can be measured in many different ways. The wider aspects of the Association mean that we cannot just focus on the pitch and need to deliver excellence, encourage maximum participation at all levels of ability and engagement with local communities across the UK and beyond utilising football as a medium to support our primary output and support CAS' aims and objectives globally. When considered against these criteria the 2016-17 season was very successful and something that all involved in RAF Football should be rightly proud of, as collectively we are all responsible.

On the field, the Ladies Representative Team secured the Women's Inter-Services on goal difference. After drawing with 1-1 with the Navy and the Army. With the Army and Navy drawing 0-0 this saw the LRT lift the trophy at RAF Cosford which was a fitting end to a very successful season. The Army ran out worthy winners of the Men's IS competitions but an improved performance on the 15/16 event raises optimism levels that we will be pushing for a return to winning ways in this year's Inter-Services. The U23s performed well in the home fixture against the Army, going into the final match with the RN with a chance of victory but a strong RN U23 team proved to be too much of a challenge with the RN running out 3-0 victors, albeit the score line flattered the victors. In the Keith Christie Trophy (RAF Challenge Cup), Honington ran out clear winners against a frustrated Waddington side that just couldn't match the energy and drive of their opposition on the day. In the Plate, Benson once again proved victorious in a repeat of last year's Plate final. Both sides competed for every loose ball and showed passion in a controlled manner.

Once again we have seen an impressive amount of Inter- and Intra-Station games that are taking place, which has ensured that football remains the RAF's largest participation sport. This is only possible due to the outstanding contributions made across all aspects of the Service not only by players, but by referees, coaches and football administrators. All provide the lifeblood for our sport to continue to grow, for this I thank you all as without you games would never take place.

Off the field, I continue to believe that we are standard bearers for setting standards, especially relating to governance and organisation. This would not be possible without the exceptional efforts of our RAFFA HQ staff. John, Vince and Sheila consistently raise the bar and work tirelessly to ensure all aspects of RAF Football are catered for; without them we would not achieve anything close to the output we manage now. I am continuously amazed by the energy, commitment and passion shown particular as we are all busy with our primary roles.

The activities taking place across the breadth of the Association demonstrates the level of support provided by a large number of

volunteers in all areas. An overriding passion for football fuels the efforts to support our aims. With events such as the Veterans 7-a-Side tournament, Annual Festival of Football or the myriad of football development courses all proving highly successful and well supported, it is warming to know that opportunities to play, coach, learn or contribute remain high. Behind the scenes I am grateful for the efforts of my Board of Trustees. With output that is often unseen by the masses, the level of professionalism reinforces why we are revered by the other Service and County FAs.

Our achievements would not have been possible without the RAF Sports Board and the fantastic contribution of all our sponsors: The RAF Association, RAF Benevolent Fund, ISS, SecureCloud+, Thales UK, and Cool Water Direct.

Resting on our laurels is never going to be an option as we cannot stand still and have to continue to strive for excellence. As an Association that seeks in all areas to learn, develop and blossom, we have to look at utilising the best practice of others; whether this be within football or from business in general. The generous support of sponsors, but also the RAF Sports Board and the Football Association, is key to achieving our vision. I remain immensely proud to be Chairman of RAF Football and look forward to building on the success achieved by the Ladies Representative Team and the progress made by the Senior Representative Team and U23s. With the enthusiasm, commitment and professionalism shown in all areas, I firmly believe that our time is coming again for all Representative teams. Even if we I am proved to be wrong, we can seek solace in the wise words of Sir Bobby Robson in that *"We didn't underestimate them, they were just a lot better than we thought!"*





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**Royal Air Force Football Association**  
**(Founded 1920)**

**Roll of Officers**

**Patron**

HER MAJESTY THE QUEEN

**Presidents**

Air Chief Marshal Sir Leslie N Hollinghurst, CBE KCB DFC	1946-1953
Air Marshal Sir Gordon Harvey, KBE CB	1953-1957
Air Chief Marshal Sir Harry Broadhurst, GBB KBE DSO DFC AFC	1957-1962
Air Vice Marshal Sir Edgar Lowe, KBE CB	1962-1964
Air Vice Marshal Gordon Jones, CB CBE DSO DFC	1964-1965
Air Vice Marshal B Ball, CB CBE	1965-1968
Air Chief Marshal Sir Thomas Prickett, KCB DSO DFC	1968-1970
Air Marshal Sir John Rowlands, GC KBE OBE	1970-1973
Air Vice Marshal Sir Ivor Broom, KCB CBE DSO DFC AFC	1974-1977
Air Marshal Sir Donald Hall, KCB CBE AFC	1977-1986
Air Marshal Sir Michael Simmons, KCB AFC	1986-1993
Air Commodore Keith Minton, BSc (Econ)	1993-1994
Air Marshal Sir Christopher Coville, KCB BA FCIPD FRAeS	1994-2002
Air Chief Marshal Sir Malcolm Pledger, KCB OBE AFC BSc FRAeS	2002-2006
Air Vice Marshal N D A Maddox CBE MBA RAF	2006-2009
Air Chief Marshal Sir S J Hillier KCB CBE DFC ADC MA RAF	2009 to present

**Chairmen**

Air Marshal Sir Cyril Cooke, KCB CBE	1946-1951
Air Vice Marshal W J Seward, CB CBE	1951-1954
Air Vice Marshal S R Ubee, CB AFC	1954-1955
Group Captain J C Kilkenny	1956-1958
Air Commodore A D Messenger, CBE	1958-1960
Group Captain A E Lowe, CBE DFC	1960-1963
Group Captain C M Fell, AFC	1963-1965
Air Commodore L H Moulton, DFC	1965-1969
Air Commodore C M Fell, AFC	1969-1971
Group Captain A White, MBE	1971-1974
Group Captain F Vincent, OBE	1974-1979
Group Captain A A Cartwright	1979-1980
Group Captain A S Godwin	1980-1983

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## Roll of Officers Handbook

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Wing Commander R J L Harris	1983-1985
Group Captain C W C Heal, OBE	1985-1986
Group Captain K H Minton, ADC	1986-1990
Wing Commander B C Atkinson, OBE	1990-1994
Group Captain G W Gibson, CBE	1994-1996
Group Captain S J Morris	1996-1997
Group Captain R Sturman, FRAeS FIMgt	1997-1999
Wing Commander C S Burns	1999-2002
Group Captain I S Middleton, MBA BA	2002-2003
Group Captain P J Thorogood MA MRAeS MILT	2003-2006
Air Commodore M T Doel OBE MA Bed FRAeS RAF	2006-2008
Group Captain M C Neville CBE BSc RAF	2008-2011
Group Captain S A Harper OBE MA RAF	2011-2014
Group Captain R D Pratley MSc MA* BA RAF	2014 to present

### **Honorary Secretaries**

Squadron Leader G A Hadley	1946-1963
Wing Commander A White, MBE	1963-1966
Squadron Leader F J Smith	1966-1968
Squadron Leader P A Cooper	1968-1971
Squadron Leader J D Brett	1971-1973
Flight Lieutenant M G T Standing	1973-1974
Flight Lieutenant A V Heron	1974-1975
Squadron Leader D R Stewart	1975-1977
Squadron Leader M G T Standing	1977-1980
Flight Lieutenant C P Clayton	1980-1981
Squadron Leader J A Miller	1981-1983
Squadron Leader A V Heron, MBE	1983-1986
Group Captain P W Hilton	1986-1997
Wing Commander E W Mahon	1997-1999
Wing Commander R N Williams	1999-2000
Squadron Leader J Read	2000-2000
Squadron Leader R W Moorhouse	2000-2003
Squadron Leader N Hope	2003-2005
Squadron Leader P A McClurg	2005-2007
Flight Lieutenant P Mardon	2007-2008

### **Secretaries**

Mr Vince Williams	2008 to present
-------------------	-----------------

**Royal Air Force (County) Football Association**  
**Board of Trustees and Officers**

**Patron**

Her Majesty The Queen

**President**

Air Chief Marshal Sir S J Hillier KCB CBE DFC ADC MA RAF

**Life Vice Presidents**

Air Marshal Sir Christopher Coville KCB BA FCIPD FRAeS RAF Ret'd  
Air Marshal Sir Michael Simmons KCB AFC RAF Ret'd  
Air Commodore K Minton BSc (Econ) FIMgt RAF Ret'd  
Group Captain A A Cartwright MA RAF Ret'd  
Group Captain G W Gibson CBE RAF Ret'd  
Group Captain P W Hilton RAF Ret'd  
Group Captain A White MBE RAF Ret'd  
Wing Commander B C Atkinson OBE RAF Ret'd  
Wing Commander C S Burns RAF Ret'd  
Wing Commander R N Williams RAF Ret'd  
Group Captain P Thorogood RAF Ret'd  
Squadron Leader D McDermott RAF Ret'd  
Air Commodore M Doel OBE MA BEd FRAeS RAF Ret'd  
Group Captain M C Neville CBE BSc RAF Ret'd

**Vice Presidents**

Air Marshal S Atha CB DSO MABSC RAF  
Air Marshal J Young CB OBE BSc MA MSc CEng FIET FRAeS HonFAPM RAF

**Honorary Life Vice President**

Greg Dyke

**Chairman**

Group Captain R Pratley (Rich)  
Assistant Head - Defence Operational Capability  
MOD Main Building  
London  
Tel. 0207 2182544

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Board of Trustees and Officers  
Handbook

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**Deputy Chairman**

Group Captain N Jones (Neil)  
DCOS JFHQ  
Northwood Headquarters  
Middlesex  
HA6 3HP

Tel: 019323 955156 Mil: 93605 5156

**County Secretary**

Mr V Williams (Vince)  
RAF FA HQ  
RAF Brize Norton  
Carterton  
Oxfordshire  
OX18 3LX

Tel: 01993 895704 Mil: 95461 5704  
Mobile: 07946 572015

**Football Development Officer**

Mr J Duff (John)  
RAF FA HQ  
RAF Brize Norton  
Carterton  
Oxfordshire  
OX18 3LX

Tel: 01993 895989 Mil: 95461 5989  
Mobile: 07985 188384

**Director of Football Delivery**

Squadron Leader M Blagojevic (Martin)  
SO2 Costing Cell  
HQ Air Cmd  
RAF High Wycombe  
Buckinghamshire  
HP14 4UE

Tel: 01494 496864 Mil: 95221 6864

**RAF FA Chief of Staff**

Wing Commander (Retd) K Watt (Keith)  
Base Manager, C-17 Field Services  
Boeing Defence UK Limited  
RAF Brize Norton  
Oxfordshire  
OX18 3LX

Tel: 01993 867918

**Director of Finance**

Squadron Leader L Arthur (Leanne)  
HQ Air Continuous Improvement Team  
Room 21 Meteor Block  
RAF High Wycombe  
Buckinghamshire  
HP14 4UE

Tel: 01494 496856 Mil: 95221 6856

**Trustee**

Air Commodore S Harper (Simon)  
ACOS Pers Pol  
Room 1E17  
RAF High Wycombe  
Buckinghamshire  
HP14 4UE

Tel: 01494 497155 Mil: 95221 7155

**Director of Discipline**

Squadron Leader R Lewis (Rich)  
OC Force Development  
RAF Boulmer  
Alnwick  
Northumberland  
NE66 3JF

Tel: 01665 607405 Mil: 95818 7405

**Director of Communications**

Squadron Leader G Parker (Garf)  
SO2 AFPP-Air Programme Team (FES) and  
Employment Policy Development  
HQ Air Cmd  
RAF High Wycombe  
Buckinghamshire  
HP14 4UE

Tel No: 01494 497746 Mil: 95221 7746

**Director of Safeguarding**

Group Captain G Bettington (Gordon)  
DCOS Community Support  
HQ Air Cmd  
RAF High Wycombe  
Buckinghamshire  
HP14 4UE

Tel: 01494 495640 Mil: 95221 5640

**Director of Representative Teams**

Wing Commander J Hetherington (John)  
SO1 Infra Capability Plans  
MOD Main Building  
London  
SW1A 2HB

Tel: 0207 2186191 Mil: 9621 86191

**Director of Referees**

Squadron Leader D McGinley (Dan)  
No 1 Radio School  
DSCIS  
RAF Cosford  
West Midlands  
WV7 3EX

Tel: 01296 656524 Mil: 95237 6524

**FA Councillor / Shirts For Africa Appeal**

Wing Commander N Hope (Neil)  
SO1 DAAM  
RAF Shawbury  
Shrewsbury  
Shropshire  
SY4 4DZ

Tel: 03067 707489 Mil: 96770 7489

**Royal Air Force (County) Football Association**

**Headquarters**

RAF Brize Norton  
Carterton  
Oxfordshire  
OX18 3LX

Secretary (Vince Williams) 95461 5704 / 01993 895704

Football Development Officer (John Duff) 95461 5989 / 01993 895989

Football Dev Asst (Sheila Haining) 95461 5559 / 01993 895559

Fax. 01993 895545

Email. [info@royalairforcefa.com](mailto:info@royalairforcefa.com)

Website. [www.royalairforcefa.com](http://www.royalairforcefa.com)

**The Royal Air Force Football Association (a company limited by  
guarantee registered in England and Wales) Company no. 06641135  
Registered office: Alexandra House, St Johns Street, Salisbury, Wiltshire,  
SP1 2SB.  
Registered Charity no. 1129460.**

### **Leagues (RAF FA Affiliated)**

#### **RAF London League**

Chairman: Flt Lt Scott Hyndman (RAF Halton 95237 x6509)  
Dep Chairman: Flt Lt Alan Kilday (RAF Benson 95261 x5186)  
Secretary: Sgt Andrew Blissett (RAF Brize Norton 95461 x7907)  
Fixture Secretary: Sgt Paul Carter (RAF Northolt 95233 x8609)  
Referees Appointment Sec: Sgt Danny Curle (RAF Brize Norton 95461 x7649)  
Treasurer: Sgt Ian Harmston (RAF High Wycombe 95221 x7231)

#### **Lincolnshire Inter-Service League**

Chairman: Flt Lt Tony Clayton (Andover 07554 415667)  
Secretary: Cpl Shane Mitchley (RAF Waddington 95771 x8610)  
Fixtures Secretary: Cpl Greg Moodie (RAF Digby 95712 x7360)  
Referees Appointment Sec: Cpl Adam Baguley (RAF Coningsby 95721 x6365)  
Treasurer: Sgt Craig Maitland (RAF Digby 95712 x7243)

#### **West Midlands Inter-Service League**

Chairman: WO Dave Nevins (RAF Shawbury 95531 x7019)  
Secretary: FS Kenny Hewitt (RAF Shawbury 95531 x7019)  
Fixtures Secretary: Vacant  
Referees Appointment Sec: Flt Lt Andy Mortimer (RAF Shawbury 95531  
x7019)  
Treasurer: FS Danny Jackson (RAF Shawbury 95531 x7377)

#### **Cyprus (Major & Minor Units Leagues)**

Chairman: Wg Cdr Chris Brown (RAF Akrotiri 94120 x5397)  
Secretary: Cpl Glenn Scott (RAF Akrotiri 94120 x6519)  
Fixture Secretary: Cpl Scott Cochrane (RAF Akrotiri 94120 x6318)  
Discipline Secretary: Cpl Mark Andrews (RAF Akrotiri 94120 x6318)  
Treasurer: Sgt Ken Winslade (RAF Akrotiri 94120 x6111)

websites: [www.full-time.thefa.com](http://www.full-time.thefa.com)



## **Royal Air Force (County) Football Association**

1. The Association is to be managed by a body, which shall be known as the Board of Trustees of The Royal Air Force Football Association. The day to day management of football and Association business within the RAF shall be exercised by the Board of Trustees with advice and assistance provided by the RAF Sports Board, County Secretary and Football Development Officer:
  - a. President. The President will be appointed by the RAF Sports Board.
  - b. The Board of Trustees. The subscribers to the Memorandum are the first Trustees. Future Trustees shall be appointed by resolution of the Board.
  - c. Chairman. The appointment or re-appointment of one Trustee as Chairman by the Board of Trustees must be approved by the RAF Sports Board. The Chairman is normally to take the chair at the Board of Trustee Meetings.
  - d. The County Secretary. For Board of Trustees meetings the Secretary shall provide at least 14 days notice to Trustees, together with a proposed agenda. Additional items of business shall be passed to the County Secretary not later than 7 days prior to the date of meetings.
  - e. Football Development Officer.
  - f. The RAF Sports Board Representative is to be appointed by the RAF Sports Board.

### **RAF FA Board of Trustees**

1. In accordance with the Memorandum and Articles of the Association the Board of Trustees is to consist of at least three and (subject to the Board being able to increase the maximum number) not more than nine individuals, all of whom must be Company Members of the Charity and serving members of the Royal Air Force. A minimum quorum of 3 must be present at each Board of Trustees Meeting. The Chairman or (if the Chairman is unable or unwilling to do so) some other member elected by those present presides at a meeting. Except for the Chairman of the meeting, who has a second or casting vote, every Trustee has one vote on each issue.
2. The detailed organisation and management of the affairs of the Association is to be conducted by the Board of Trustees in accordance with the Memorandum and Articles of the Association.
3. A Deputy Chairman may be appointed by the Board of Trustees.
4. The Chairman is to appoint the Football Association Councillor. This appointment is to be ratified by the President. It is not a requirement that The Football Association Councillor is a Trustee.
5. Two standing committees; namely the Disciplinary Committee and the Referees Committee shall control all matters of misconduct and refereeing as necessary on behalf of the RAF FA Board of Trustees. At least one member of each Committee must be a Trustee and both standing committees shall remain responsible to the Board of Trustees.

### **Powers and Duties**

6. All decisions made, resolutions passed, penalties imposed, or arbitration's made by Royal Air Force Football Association Board of Trustees shall be final and conclusive, subject to appeals allowed to the Football Association as per FA Rules and Regulations.
7. The Board of Trustees is to have the full powers to make decisions upon all matters of policy and procedures to be followed by the Association in accordance with the Memorandum and Articles of Association.
8. Each Trustee is to present annual reports to the Board of Trustees for inclusion in the Annual Trustees report.

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**Regional Directors and OIC Contacts**

**Regional Directors**

**North (1 Gp)**

Flt Lt James Maguire  
RAF Leeming  
95851 x8583

**Central (22 Gp)**

FS Andy Oakley  
Corsham  
96927 x3676

**East (38 Gp)**

FS Si Waldock  
Northwood HQ  
93605 x6427

**West (2 Gp)**

Sqn Ldr Prince Ubhi  
RAF High Wycombe  
95221 x6085

## **Station Contacts**

### **Akrotiri (Cyprus)**

OIC - Capt Glen Bullivant (00357 25276724)

Sec - TBA

Manager - Sgt Matthew John (94120 6318)

### **Ayios Nikolaos (Cyprus)**

OIC - Maj Andy Bedward (00357 97604955)

Sec - Maj Andy Bedward (00357 97604955)

Manager - Cpl Martin Gedge (00357 23957765)

### **Benson**

OIC - Flt Lt Matt Turl (95261 7021)

Sec - SAC Luke Willis (95261 7792)

Manager - Sgt David Arscott (95261 7023)

### **Boulmer**

OIC - Fg Off Tomas Burns (95818 7364)

Sec - SAC Jim Williams (95818 7743)

Manager - FS Carl Beattie (95818 7765)

### **Brize Norton**

OIC - Flt Lt Jimmy Blunden (95461 6160)

Sec - Cpl John Sword (95461 6408)

Manager - Sgt Matt Willis (95461 6157)

**Chicksands**

OIC - Lt Adam Warland (94649 2279)

Sec - Cpl Michael O'Hara (94649 7817)

Manager - Sgt Ryan McDowell (94649 7758)

**Coningsby**

OIC - Fg Off Stuart Manley (95721 7352)

Sec - Cpl James Rainbow-Copsey (01526 835383)

Manager - Sgt Craig Zenko (01526 346285)

**MoD Corsham**

OIC - Capt (USAF) Quang Tran (96770 7292)

Sec - Sgt Andrew Murphy (01225 847227)

Manager - Sgt Andrew Murphy (01225 847227)

**Cosford**

OIC - Sqn Ldr Chris Wilson (01902 704672)

Sec - SAC Josh Barton (01902 704958)

Manager - FS Dean Atkinson (01902 704958)

**Cranwell**

OIC - Sqn Ldr Daniel Sammut (95751 6281)

Sec - SAC Steve Green (95751 7680)

Manager - Sgt Tom Morton / Sgt David Jennings (95751 6066)

**College Cranwell (Cadets)**

OIC - Flt Lt Ian Leman (95751 6210)

Sec - Flt Lt Ian Leman (95751 6210)

Manager - Flt Lt Ian Leman (95751 6210)

**Dam Neck (Virginia Beach, USA)**

OIC - FS Tim Dickinson (001 757 492 6739)

Sec - SAC Shawn Myers (001 757 492 6810)

Manager - Cpl Christian Gudger (001 757 492 4803)

**Dhekelia Station (Cyprus)**

OIC - Cpl James Minto (94120 x4394)

Sec - Cpl Peter Fry (00357 24746068)

Manager - Cpl Peter Fry (00357 24746068)

**Digby**

OIC - Sgt Paul Williams (95712 7309)

Sec - SAC Josh Mincher (01526 327657)

Manager - Cpl Lee Gash (01526 327293)

**Episkopi Station (Cyprus)**

OIC - WO1 Steve Whitby (94120 2960)

Sec - Cpl Ben Burrows (94120 3299)

Manager - Sgt Nick Robinson (94120 3651)

### **Fylingdales**

OIC - Flt Lt Andrew Stacey (95893 7337)

Sec - TBA

Manager - Sgt John Bell (95893 2340)

### **Halton**

OIC - WO Mark Smith (01296 657062)

Sec - SAC Scott Stone (01296 656332)

Manager - Sgt Daniel Martin (01296 656631)

### **Henlow**

OIC - Cpl Shane Courtney (01462 851515 x8011)

Sec - SAC Liam Yates (01462 851515 x8011)

Manager - Cpl Shane Courtney (01462 851515 x8011)

### **High Wycombe**

OIC - FS Gary Longley (95221 6102)

Sec - SAC James Griffiths (95221 5665)

Dep Sec - Mr Alfie Ellis (95221 4386)

Manager - Cpl Ashley Hurst (95221 4112 / 4533)

### **Honington**

OIC - Fg Lt Liam Summerfield (95991 7758)

Sec - Flt Lt Matt Pickford (95991 6064)

Manager - FS Steve Harrison (95991 7926)



**Joint Engineering Squadron (Cyprus)**

OIC - Sgt Jamie Lee (94120 6804)

Sec - Cpl Michael Derrick (94120 6817)

Manager - Sgt Jamie Lee (94120 6804)

**JLS (Cyprus)**

OIC - Lt David Akers (92527 5032)

Sec - LCpl Mark Rogers (92527 6833)

Manager - LCpl Mark Rogers (92527 6833)

**JMS (Cyprus)**

OIC - Flt Lt Chris Curran (94120 6663)

Sec - SAC Adam Williams (94120 6663)

Manager - SAC Chris Dunham (94120 6663)

**Lakenheath (USAF)**

OIC - Master Sergeant Eric Hagan (01638 545532)

Sec - Master Sergeant Eric Hagan (0638 545532)

Manager - Steven Frost

**Leeming**

OIC - Flt Lt James Maguire (95851 8583)

Sec - Cpl Stephen Connolly (95851 6742)

Manager - FS Michael Clarke (95851 6955)

### **Linton-on-Ouse**

OIC - SAC Chris Bell (95871 7511)

Sec - SAC Christopher Bell (95871 7511)

Manager - Cpl Glenn Burns (95871 7511)

### **Lossiemouth**

OIC - FS Richard Grimshaw-Else (95161 7265)

Sec - SAC Jordan Attwood (01343 817213)

Manager - SAC(T) Stuart Grant (01343 817304)

### **Marham**

OIC - Sgt Danny Tindall (95951 6004)

Sec - Cpl Samuel Lynch (95951 6394)

Manager - Sgt Glenn West (95951 7642)

### **Medical Services**

OIC - Sqn Ldr Andrew Blyth (RAF Waddington 01522 727221)

Sec - SAC Lewis Coates (RAF Marham 95951 7025)

Manager - WO Rudy Pierre (RAF Honington 01359 269561)

### **Northolt**

OIC - Flt Lt Lucas Meza (95233 8634)

Sec - Cpl Richard Butler (95233 8290)

Manager - SAC(T) Andrew Sutton (95233 8079)

**Northwood**

OIC - Sgt Liam Baldwin (01923 957803)

Sec - Sgt Jay Hall (01923 958800)

Manager - Cpl Greg McHale (01923 957803)

**Odiham**

OIC - Sgt David Grant (95235 7106)

Sec - Cpl Andy Houston (95235 5221)

Manager - SAC Tim Hayward / SAC Ben Greenwood (95235 7364)

**RAF Police**

OIC - Flt Lt Baz McGuire (RAF Henlow 95381 7107)

Sec - Sgt Fraser Bruce (AFCO Glasgow 0141 2245753)

Manager - Sgt Nathan Kaye (RAF Halton 95237 6128)

**RAF Regiment**

OIC - Flt Lt John Carter (01526 347388)

Sec - Sgt David Jennings (01400 266066)

Manager - Sgt Tom Morton (01400 266066)

**RAF Real Chadwell (Cyprus)**

OIC - Sgt Jack Elkin (00357 2527 6111)

Sec - Sgt Jack Elkin (00357 2527 6111)

Manager - SAC Joel Pickersgill (00357 2527 6370)

**RAF Real Sosobad (Cyprus)**

OIC - WO2 Martin Butt (94120 6278)

Sec - Cpl John Bowen (94120 6462)

Manager - Cpl Chris Whinnerah (94120 6828)

**Salt Lake (Cyprus)**

OIC - TBA

Sec - Sgt J P Luckin (94120 7949)

Manager - TBA

**Shadwell (Cyprus)**

OIC - TBA

Sec - SAC David Small (94120 6318)

Manager - TBA

**Scampton**

OIC - Fg Off Lee Newberry (95760 3089)

Sec - SAC Greg Barrass (95760 3361)

Manager - Sgt Gareth Stone (95760 3230)

**Shawbury**

OIC - FS Danny Jackson (95531 7377)

Sec - Cpl Neil Hudson (95531 7344)

Manager - FS Danny Jackson (95531 7377)

**Spadeadam**

OIC - Cpl Paddy Gritton (01665 607742)

Sec - TBA

Manager - TBA

**MoD St Athan**

OIC - Mr Ian Thomson (01446 797426)

Secretary - SAC Stephen Jones (01446 797342)

Manager - Cpl Robert Ross (01446 797063)

**St. Mawgan**

OIC - Cpl Neil Moore (95423 7771)

Sec - SAC Jamie Lawrence (95423 7912)

Manager - Cpl Neil Moore (95423 7771)

**Swanwick Military**

OIC - Fg Off Chris Cooper (95119 2356)

Sec - Sgt Craig Hughes (01489 612356)

Manager - FS Mark 'Ginge' Davis (01489 612356)

**TSW Stafford**

OIC - Fg Off Charlie Woollatt (95551 7712)

Sec - Cpl Dean Price (01785 787125)

Manager - CT Richie Killick (95551 7090)

**Valley**

OIC - Plt Off Guy Mabbott (95581 6826)

Sec - Cpl Matt Lockwood (95581 6764)

Manager - Cpl Matt Lockwood (95581 6764)

**Waddington**

OIC - Sqn Ldr Kenny Hemlin (01522 726818)

Sec - SAC(T) Jack Wilde (95771 6025)

Manager - SAC Joe Barrett (95771 7234)

**Wittering**

OIC - Fg Off Barry Laws (95351 7918)

Sec - SAC Richard Moran (95351 7263)

Manager - FS Kevin Kennedy (95351 7021)

**Wyton**

OIC - FS Ross Thomson (95371 5844)

Sec - Cpl Grace Finch (95371 5846)

Manager - SSGt Geoff McGrail (95371 7288)

## **Objects, Membership and Affiliation of the Association**

### **Objects**

1. The Association shall be called the Royal Air Force Football Association (RAF FA). The primary object of the Association shall be to promote the efficiency of the Royal Air Force by providing opportunities to indulge in the sport of Association Football thereby developing team spirit, unit morale and encouraging physical fitness.
2. In order to attain the primary object, the subsidiary purpose of the Association shall be the responsibility for the encouragement and management of Association Football in the Royal Air Force through the following pursuits:
  - a. The promotion and management of Association Cup Competitions and the arrangements of Representative matches.
  - b. The recruitment, training, qualification and continued development of Association Football Referees and Association Football Coaches.
  - c. The maintenance of discipline in accordance with the letter and spirit of the Laws of the Game.
  - d. The particular encouragement and development of Association Football within the Royal Air Force Training Schools and other formations.

### **Membership**

3. Ordinary Membership. Ordinary Membership of the Association is open to:
  - a. All serving members of the Royal Air Force.
  - b. Members of other Armed Forces of the Crown serving with the Royal Air Force.
  - c. Members of the Commonwealth and Foreign Forces during any period they are serving under Royal Air Force command.
4. Associate Membership. Associate Membership of the Association is open to:
  - a. Members of other Armed Forces of the Crown not serving with the Royal Air Force.
  - b. Members of the Regular Reserve of the Royal Air Force, Royal Air Force Volunteer Reserve, Royal Auxiliary Air Force, University Air Squadrons and Training Cadet Squadrons.
  - c. Personnel of Commonwealth and Allied Forces serving under the Command of other Armed Forces of the Crown.
  - d. Civilians who offer their services as instructors or who provide specialist advice or equipment for general use.

## **Affiliation**

5. The Association is to be affiliated annually to the Football Association and shall annually appoint a representative to serve as the Royal Air Force Association member of the Football Association Council.
6. The Association is automatically elected to the membership of the UK Armed Forces Football Association and shall there be represented by the Chairman and the County Secretary of the Royal Air Force Football Association.
7. All Royal Air Force Stations within the United Kingdom and North West Europe are affiliated to the Association through Service Funds and are required to complete an annual Affiliation Form and return it to RAF FA HQ by 1st July each year or a £30 fine may be enforced; such income shall be vested in the name of the Royal Air Force Football Association. All RAF Football Leagues within the United Kingdom must annually affiliate to the Association.
8. The Association is to pay the annual Affiliation fee to the Football Association.
9. The Association shall pay an annual subscription to the UK Armed Forces Football Association as agreed during its Annual General Meeting and will be represented on the Executive Committee as per its constitution.



# Your RAF Benevolent Fund:

## how we're supporting serving men and women

**You probably know that the RAF Benevolent Fund helps veterans. But did you know about all the services we provide for the serving RAF?**

- We've helped to build and equip 27 childcare centres to make childcare on stations as convenient and affordable as possible.
- We'll pay for up to 6 confidential relationship counselling sessions with Relate.
- We fund fast-track, specialist benefits and money advice at Citizens Advice Bureaux nationwide.
- We're providing games areas and trained youth workers to keep your children and teenagers safely occupied on stations.
- We offer subsidised short breaks for serving families at Seacot House on the West Sussex coast.

We're also here to help you and your families in individual cases. This ranges from assistance with the cost of caring for children with special needs or a serious illness, to help with adapted housing for those who have been medically discharged due to injuries sustained in Service.

The help and support we receive from you through the Give As You Earn Scheme has helped us to deliver a broad range of services and will continue to help as we seek new ways to improve the morale and wellbeing of the serving RAF.

## You give. And we give back.



Childcare Centres



Relationship Counselling



Benefits and Money Advice



Supporting Youth

[www.rafbf.org](http://www.rafbf.org)

0800 198 2400



**RAFBF**  
THE HEART  
OF THE RAF FAMILY

Taking  
**Football**  
To  
**Africa**  
and beyond appeal

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Your donation is appreciated.

Contact the appeal Co-ordinator:  
Squadron Leader Neil Hope MBE  
Community Relations Officer, RAF Shawbury  
01939 250157 Ext. 7572  
Mobile: 07903135508  
E-mail: [neil.hope999@btopenworld.com](mailto:neil.hope999@btopenworld.com)  
or [neil.hope648@mod.uk](mailto:neil.hope648@mod.uk)



Since 2006 over 66,500 donated items, ranging from football kit to school stationery, have been delivered to 42 countries across the world and distributed to schools and places which really need them. Bringing joy to so many.

### **RESPECT**

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

- Respect is a behavioural code for Football
- Respect is about recognising that the integrity of the game is more important than the result of the match
- Respect is For ALL and plays a key part in uniting the game
- 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.
- Respect is not a slogan. It is a collective responsibility of those involved in football to create a safe, fun and inclusive environment in which the game can take place.

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

### **YOUNG PLAYERS – RESPECT CODE OF CONDUCT**

When playing football, I will:

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

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

I may:

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

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club

#### **SPECTATORS – RESPECT CODE OF CONDUCT**

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

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

I will:

- Remember that children play for FUN.
- Applaud effort and good play as well as success.
- Respect the Referee's decisions even when you don't agree with them
- Appreciate good play from whatever team it comes from
- Remain behind the touchline and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Support positively. When players make a mistake offer them encouragement not criticism
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour

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

I may be:

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

In addition:

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

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

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

On and off the field, I will:

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

# Respect - Codes of Conduct

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## Handbook

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests

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

I may be:

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

In addition:

- My FA Coaching Licence may be withdrawn

### **MATCH OFFICIALS**

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

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

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

I will:

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

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

I may be:

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

### **ADULT PLAYERS**

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

Play your part and observe The FA's Respect Code of Conduct for players at all times.

On and off the field, I will:

- Adhere to the Laws of The Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always respect the match official's decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect.
- Remember we all make mistakes.
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

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

I may:

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

In addition:

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

## **Association Regulations - Travel**

### **Travel**

1. Trustees and Officers of the Association are authorised to claim travelling expenses as a charge against Public Funds under the terms of JSP 752, when attending Board of Trustees or Associated Meetings which have been authorised by the Directorate of RAF Sport.
2. Officers and Airmen selected for RAF FA Representative matches are allowed to claim their cost of travel as a charge against Public Funds under the terms of JSP 752 Chapter 4, Section 8, for the matches authorised by the Royal Air Force Sports Board. Subsistence allowance is not to be charged to Public Funds.
3. Travel by Station/Unit Teams. RAF Station/Unit teams competing in Service Football Leagues sanctioned by the Service Football Association are authorised to travel as a charge against Public Funds under the terms of JSP 752 Chapter 4, Section 8.
4. Overseas Travel Restrictions. No UK based RAF FA team or club or organisation is permitted to play any association football fixture overseas without the express sanction of the RAF FA and authority of the Directorate of RAF Sport. Furthermore the RAF FA is required to obtain the permission of The Football Association before any UK based RAF team confirms fixtures with civilian clubs abroad.
5. Neutral Referees and Assistant Referees. Service competitions require that officials should be appointed by an independent body. Officials are allowed to travel at concessional rates provided due regard is paid to economy in selecting these officials. It should normally be possible to provide officials from Units within 100 miles radius of the match, irrespective of how far the teams have to travel. This concession applies only to officials who are registered members of the RAF FA. The Authority to be quoted on all relevant claims is JSP 752. Officials are to quote their own unit's UIN when submitting claims. Officials should not be expected to travel on team coaches.
6. Sports Tours. Units must receive an invitation from the host in the first instance. Overseas Visits must then be authorised by the Station Commander or PEdO.

Units are then to submit details of their overseas visit to the RAF FA Secretary (Brize Norton). Info should include dates and duration of tour, location to be visited, whether or not you will be playing against a local side (civilian), names of those attending and proof of 1 & 2 above being in place.

If the sports visit is in the UK the RAF FA will write back to you with a sanction letter.

For Overseas Visits unit's need to complete an FA form 'Application to Play Matches against Foreign Opposition'. This form will be sent to you by the RAF FA Secretary if applicable. Once this is completed and returned The RAF FA will then approve the overseas visit and issue a sanction letter. This information and approval is copied to the FA at Wembley Stadium, London.

The FA is required to clear Overseas Visits with foreign Football Association's, as well as be kept informed should anything untoward occur during the overseas visit. The FA may also wish to exploit any PR opportunities.

It is important that plenty of time is given for the above. The upshot is, if the RAF FA has not authorised the Overseas Visit then it will not take place.

## Association Regulations - Travel Handbook

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Once the above criteria have been met the unit can then apply to the Directorate of RAF Sport for Authority. Guidance and advise on 'How to Organise Overseas Visits' is on the RAF Sports Federation website within FAQs;

<http://www.raf.mod.uk/rafsportsboard/faqs/organizingoverseasvisits.cfm>

Project Officer's are reminded that applications to the RAF Sports Lottery to assist with funding **must** be received by the RAF Sport Lottery a minimum of **ONE** month before departure.



## **Rules and Regulations - General**

### **Financial Responsibilities**

1. The Director of Finance of the Association and of the Referee Committee is to be a commissioned officer of the Royal Air Force. The Treasurers of all other Association Football organisations within or directly related to the Royal Air Force are to be of Senior non-commissioned status or higher; the Chairman of the Association is solely authorised to approve the exceptions to the rule.
2. The Trustees must comply with the requirements of the Companies Acts and of the Charities Act as to keeping financial records, the independent examination or audit of accounts as detailed within the Articles of Association of The Royal Air Force Football Association.
3. The Board of Trustees may at any time call upon Association clubs, players or other individuals, to produce any books, property ledgers, letters or documents which the Board of Trustees may think fit to summon for routine or specific examination. All RAF FA Affiliated Football Clubs are to keep properly vouched accounts of all expenditure incurred in connection with football matters.

### **Officers I/C Football (OICs)**

4. Each RAF Station shall appoint an Officer I/C Football who shall be responsible for promoting and managing **all** football activities. In addition to co-coordinating Station commitments, he, or in his absence his formally appointed deputy, shall comply with the following requirements:
  - a. To ensure that all affiliation and regulation requirements are met. To promote football participation for all on their Units.
  - b. To provide an effective liaison with the Association's Disciplinary Committee in the observance of Disciplinary Committee Rules and Procedures within these Association Rules and Regulations.
  - c. To ensure that the Royal Air Force Football Association has first claim on all RAF personnel for representative matches and to effect the release of such players subject to the permission of their Commanding Officers.
  - d. Should a player be posted to another Unit whilst under suspension, the Officer in Charge of Association Football will at once inform the Unit to which the player is posted.
  - e. To ensure that the following measures are strictly observed:
    - (1) A recruit, if under notice of suspension at the time of his enlistment from any Association affiliated to The Football Association, must complete the term of suspension after his enlistment in the Royal Air Force.
    - (2) A player selected to represent the Royal Air Force at any level higher than Station Team competitions, but prevented from leaving his Unit for reasons of essential

# Rules and Regulations - General

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## Handbook

duty or disciplinary measures, may not, on the day in question, play football for his Station or Unit.

- (3) That all details of matches to which referees and assistant referees are appointed are to be confirmed with those officials at least 48 hours prior to kick off.

### **Sanction and Control of Leagues and Competitions**

5. Clubs forming a League or Competition, all of which are members of the Royal Air Force Football Association, shall make annual application to, and the League or Competition shall be sanctioned only by and be under the jurisdiction of the Royal Air Force Football Association. One copy of the league and/or competition rules is to be forwarded with such application; such Rules must conform to the Football Association 'Standard Code of Rules'.
6. Clubs forming a League or Competition consisting of more than one Service Football Association shall make annual application for sanction to both the Royal Air Force Football Association and to the Service Association under whose jurisdiction the League or Competition is controlled. One copy of the League and or Competition Rules is to be forwarded with such application.
7. Royal Air Force Football Association Clubs wishing to enter any League or Competition which is not under the jurisdiction of any Service Football Association, shall make annual application for sanction to the Royal Air Force Football Association; such application must be accompanied by the written approval of the Commanding Officer to whom the Club is responsible. Additionally, details of the County Football Association or Competition Secretary must be provided and an assurance is to be obtained that the name of the Royal Air Force is not to be used without formal permission for any trade, advertising or sponsorship purpose. One copy of the League and/or Competition Rules is to be forwarded with such application.

### **Players**

8. Subject to the permission of the County Secretary, serving members of the Royal Air Force may be authorised to participate in Association Football Competitions in a manner which fully meets the requirement of Royal Air Force Instructions concerning 'Injuries or Death arising from participation in games and recreational activities', vide AP 1922.
9. Any player selected to play in any match under the jurisdiction of the Royal Air Force Football Association, who, without good and sufficient cause, refuses to comply with the match arrangements made and notified to him, may be adjudged by the Board of Trustees to have been guilty of misconduct, and any Club who may have been deemed to have encouraged or instigated such player to commit a breach of instructions or Rule shall be deemed guilty of a similar offence and the case shall be dealt with by the Board of Trustees.

### **Selection of Players - Precedence**

10. The selection of players shall be governed by the following order of precedence:
  - a. UK Armed Forces FA Representative fixtures.
  - b. RAF FA Representative fixtures.

- c. RAF FA Inter-Region White Cup Competition.
  - d. RAF FA Challenge Cup Competitions.
  - e. Inter-Service Cup-Winners Competition (Jubilee Cup).
  - f. Affiliated Service Football League fixtures/competitions.
  - g. Station/Unit representative games.
  - h. Inter-Section Competitions.
11. Players receiving notice of selection must immediately confirm their availability, through their Commanding Officer, to the appointing authority. Thereafter, the player must obtain the permission of the appointing authority before playing in a game of lower precedence during the period of six days prior to the notified match date.

### **Policy – Refusal to Play Representative Football**

12. Station Representation. In the event that an officer or airman declines an invitation to play for his station for no good reason it will be for the OIC Football to recommend to his Stn Cdr that any permission to play for a civilian club be either withheld or withdrawn. Such individuals are not to be considered for selection at RAF or Combined Service levels.
13. RAF Representation. Officers or Airmen who decline to play at RAF level are not to be included in representative teams participating in the White Cup (Inter Region Competition). The inclusion in this competition of players who do not wish to represent the RAF would both deny other willing players of the opportunity to gain selection and would defeat the object of the competition which is to identify new and emerging talent for the RAF Representative Squad.
14. UK Armed Forces Representation. Only players who have represented the RAF will be eligible for selection for the UK Armed Forces Representative Squad. Refusal of an invitation to play for the UK Armed Forces without good reason is likely to prejudice the individual's chances of future selection even though he may continue to be a member of the RAF Representative Squad. Final selection of players rests with the UK Armed Forces Manager / Head Coach.
15. Miscellaneous Cases. It is inevitable that there will be occasions when a representative player may ask to be overlooked for selection for a Service team for personal reasons of a temporary nature. Every case should be considered on its merits at the appropriate level but, where there is disagreement, it must be explained to the individual that his refusal to play may prejudice his chances of selection in the future. Nevertheless the overall aim must be to promote football at all levels, and requests for short-term temporary screening from selection should normally be granted. Similarly, those who indicate that they wish to withdraw their objection to play representative football, whatever the level, should be encouraged in their attempt to gain/regain representative status.

### **Misconduct**

16. In the event of any player, official, or Association Member being proved, to the satisfaction of the Board of Trustees, to have been guilty of any breach of Association Rules or of misconduct the Board of Trustees shall have the power to order the offending player, official, or members to be removed from the Royal Air Force Football Association or suspended for a stated period, or otherwise dealt with as the Board of Trustees may deem fit.
17. Players, officials and spectators are only allowed to take part in or attend matches on condition that they observe the Rules, Regulations and procedures of the Royal Air Force Football Association; every affiliated Association, League, Competition or Club is required to observe and enforce such Rules, Regulations and procedures.
18. Every Association, League and/or Club is responsible to the Royal Air Force Football Association for the action of its players, officials and spectators. A League or Club shall be guilty of misconduct if it fails to satisfy the Board of Trustees or a Disciplinary Commission thereof that it has taken all reasonable precautions to prevent any degree of assault or threat, upon or to, officials or players.
19. Suspensions awarded as a result of misconduct shall apply to all classes of football, both Service and Civilian and disciplinary cases and records will be recorded on the FA's Whole Game System (WGS).

### **The Rules, Regulations and Byelaws of The Football Association**

20. The Royal Air Force Football Association is a County Association within the meaning of the Rules, Regulations and bylaws of The Football Association and, subject to the disciplines and privileges of Air Force Law, shall abide by such rules, Regulations and bylaws.

### **Trustees Alteration of Rules**

21. Any matter which may arise and is not covered by Rule, Regulation, Procedure or policy directive of any kind shall be referred to the Board of Trustees of the Association, whose decision shall be wholly binding upon all persons subject to Rule.
22. Alterations to the Rules of the Association are subject to the sanction of the Board of Trustees and where applicable the Sports Board of the Royal Air Force in accordance with the Memorandum and Articles of the Association.

### **Representative Team Colours / Caps**

23. The awarding of Representative Team Colours or Caps shall be governed by the following:
  - a) **SRT** - Navy tie for x1 Inter Service fixture, Cap for x3 Inter-Service fixtures.
  - b) **LRT** - Broach for x1 Inter Service fixture, Cap for x3 Inter Service fixtures.
  - c) **U23s** - Maroon tie for x1 Inter Service Fixture.

## **Association – Organisation and Management**

24. The detailed organisation and management of Association affairs shall be conducted by the Board of Trustees.

## **Insurance**

25. All players, at all levels, are strongly advised to arrange their own personal accident insurance and personal liability insurance.

The authority issued by the RAF Sports Board puts personnel “on duty” law JSP765 Chapter 1 Annex A. This “duty” status provides cover under the Armed Forces Compensation Scheme – it is NOT insurance and any claim is assessed. The relevant paragraph is Chapter 1 Para 0113 – which reads as follows:

**0113.Sporting activities.** Benefits may be paid (in accordance with the rules of the scheme) when injury sustained or worsened or death occurs while participating in physical development activities recognised as on-duty at Annex A, approved as:

- a. sporting activities as a player, a referee (or equivalents e.g. umpire), an organiser or a representative of a particular sport or sporting organisation when:
  - (i) the sport is declared as an event in synopsis, a recognised sport, as individual or collective training as detailed at Annex B, which enhances the fitness, initiative and endurance of members of the Armed Forces, or
  - (ii) playing approved sports as detailed at Annex B, but only when involved in Inter Service and individual Service championships; and
  - (iii) the relevant Service authority has authorised the sport and recognised the particular event and the organisation and training for it;
- b. undertaking physical fitness and swimming tests, approved by the relevant Service, which are undertaken for the purpose of meeting and maintaining the physical standards required of members of the Armed Forces; or
- c. physical fitness training involving a regular programme of activity using a Service recognised method of delivery involving components of physical development or swimming competencies;
- d. adventurous training courses or adventurous expeditions during training phases and in full service approved by the relevant Service in accordance with Joint Service Publication 419.

If the fixture is authorised then the personnel involved are “on Duty”. Public liability insurance is normally the responsibility of the host/organiser of the fixture.

Payment of compensation to Service personnel (including TA) who are injured when playing sports:

If Service personnel are injured through the fault of another Service person who is on duty, then they can claim compensation under common law from MOD. However, if they are injured through the fault of another Service person who is OFF duty, or by anyone else (e.g. a civilian player) then they would have to claim compensation under common law

from that other person, not MOD. There may also be occasions when Service personnel are injured in an accident which is not the fault of any other person (a "pure accident"), in which case they cannot claim compensation under common law from anyone.

Because of the difficulty of, or inability to, claim compensation under common law in the latter two situations, MOD recommends that Service personnel should have their own personal accident insurance policy in order to ensure that they have access to some financial recompense.

With regard to the amount of compensation paid, this is determined by the Rules of Court and depends upon the cost of medical treatment, loss of earnings, additional expenses etc which the injured person has suffered.

Service personnel, whether on or off duty, may also be entitled to compensation under the Armed Forces Pension and Compensation Schemes.

Liability of MOD to pay compensation to other players who are injured by Service personnel (including TA) when playing sports:

If Service personnel on duty cause injury to another person (be that a Service person or anyone else) then MOD will pay any compensation which may be due under common law. However, if Service personnel are off duty the payment of any common law compensation is their own responsibility and MOD recommends that they should have their own personal liability insurance policy to cover such a risk.

### **International Clearance**

26. All Service players must abide to FA Rules and Regulations to ensure that if moving borders and wishing to play for a Civilian team then International Clearance is obtained. Forms and further information can be obtained via RAF FA HQ or the FA Registrations department. International Clearance is not required if Service Personnel are only playing Station and/or Representative football.

### **Civilian Leagues and Clubs**

27. A player whilst serving in any branch of Her Majesty's Regular Forces shall not hold a contract of employment with any club / be registered as a professional player.

### **Safety Management Plan**

28. The Safety Management Plan (SMP) is applicable to all personnel who are involved in the delivery of RAF Football Association (RAF FA) activities and applies to all serving RAF personnel (regular and reserve), civilian employees and contractors involved in such activities. The aim of the SMP is to support the effective management of Risk to Life (RtL) in all areas of RAF FA activity and to ensure such risk is mitigated to a level judged to be tolerable and ALARP. The SMP can be accessed via RAFFA MOSS site.

## **Rules and Regulations – Competitions**

### **Eligibility of Players**

1. Association Competitions.
  - a. Officers, other ranks and ratings of the Royal Navy, Army, Commonwealth and Foreign Forces serving with the Royal Air Force for more than 28 days are permitted to play for the station to which they are seconded in the Inter-Station competitions only and in accordance with AP3415. They may not play in the Inter-Region Competition.
  - b. The Unit for which a player plays in the semi-final of a competition shall have the right to claim his/her services in the Final, even though the player has been posted or attached to another Unit/Command since the semi-final round.
2. Inter-Station Competition.
  - a. An officer or airman may play only for the Unit to which he is assigned except as provided in sub-paragraphs b. below. This ruling applies also during a period of attachment to another unit of up to, and including, 28 days.
  - b. During attachments exceeding 28 days, the parent Unit will have first claim on a player for the first 28 days, if this right is not exercised, and in any event after 28 days, a player may play for the Unit to which he is attached.
  - c. Personnel assigned to non-RAF TLBs, miscellaneous and special duty positions, and personnel serving on permanent detachments, are eligible to play for their local parenting Unit if not required by the Unit to which they have assigned/attached.
  - d. Personnel may not play for both their parent Unit and the Unit to which they are assigned/attached in any particular round of the competition.
  - e. For the purposes of these rules, all competitions sanctioned by the Association will be deemed to be separate competitions. 'Cup Tied' procedures do not apply in RAF FA tournaments.
  - f. All MOD employed civilians may participate in Inter-Station cup competition, but preference is to be given to Service personnel when selecting teams. Where Service personnel are available to play; civilians must not take their place. When Service personnel are not available, up to 49% of the team and up to 49% of the squad may be civilians. Teams wishing to play civilian personnel must ensure that they are affiliated to their local County Football Association. Any queries on eligibility are to be referred to the RAF FA Director of Football Delivery.
  - h. In exceptional circumstances, a Unit may play up to 4 contractors in a RAF Cup fixture if it was otherwise to be postponed due to lack of available military players. A written submission must be made to RAFFA HQ in advance of the fixture, to include confirmation that the individuals are covered by 3rd Party Liability Insurance (be that personal and/or as part of their subs to the Football Club).

### **Safe Custody Of Association Trophies**

3. All Competition trophies are the property of the Association. On behalf of the Officer Commanding the trophy winning unit, the Officer I/C Association Football may take the trophy into unit safe custody, on formal charge, until the Association requests return. The custodian is responsible for loss of or damage to the trophy whilst held on charge and during conveyance to the unit from the Association and vice versa. The winning unit is also responsible for the cost of updating the engraved record of trophy-winners and for cleaning and polishing the trophy before returning it to the Association.

### **Competitions of the Association**

4. The competitions of the Association shall be called:
  - a. The President's Cup Competition.
  - b. The RAF FA Inter-Region Cup Competition (White Cup).
  - c. The RAF Football Association Challenge Cup Competition (Keith Christie Trophy).
  - d. The RAF Football Association Ladies 8 a-side Competition.
  - e. The RAF Festival of Football 5-a-side Competition.
  - f. The RAF Veterans 7 a-side Competition.
5. The entire control and management of the Competitions shall be vested in the RAF Football Association and all participants shall be subject to their jurisdiction.
6. The President's Cup. The RAF Senior or Mens Development and/or Womens representative side(s) will compete annually against an invited team for the President's Cup. Each game will be of 90. minutes duration. If the scores are equal at the end of 90 minutes, the result shall be decided by the taking of penalty kicks, as per The Laws of the Game. The match will take place on a date to be set each season.
7. The RAF FA Inter-Region (White Cup). Teams representing 4 main RAF regions or Groups will play annually for the White Cup. The aim of the competition is to provide an intermediate standard of football between Station and Representative level in order that new and emerging talent can be identified for the RAF Representative Squad. The format, rules and arrangements for the competition will be issued annually by the RAF FA Director of Football Delivery.
8. RAF FA Challenge Cup Competition (Keith Christie Trophy). Stations and Units wishing to enter the RAF FA Challenge Cup Competition shall do so through Regional Directors. OICs are to complete formal entry forms, submitting them to Regional Directors. Regional Directors, in turn, are to provide a list of teams competing within their regions to the RAF FA Director of Football Delivery and the RAF FA HQ by 15 July annually. Dates for each stage of the competitions shall be agreed and promulgated well in advance each season.
9. Format. The RAF FA Challenge Cup format is based around a 4-region construct – North, Central, East and West. Each region will be sub-divided into 2 groups (Regional and Group composition shall be reviewed annually). Groups shall operate on a league basis, with teams playing each other only once – home/away matches will alternate on an annual



# Rules and Regulations - Competitions

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## Handbook

basis (this may not always apply depending on group composition). Final positions of league tables will be determined by (a) points, (b) goal difference, (c) goals scored. The winners of each group shall progress to the Quarter-final stage of the main Challenge Cup, whilst the group runners-up shall enter the quarter-final stage of the Plate competition. Regional Directors, working with stations within their regions, shall administer, organise and manage the competition throughout the league phase; they shall then 'deliver' the 4 teams from their region by 24 January each year, to compete in the knockout stages of the Challenge Cup and Plate competitions. The RAF FA Director of Football Delivery, in conjunction with the RAF FA HQ, will then administer the knock out stages on behalf of the RAF FA.

10. Knockout Stages. The quarter-final draw will be made without consideration for geographical proximity of qualifying stations. In each tie, the game shall be played on the ground of the Station or Unit first drawn unless mutually agreed and the consent of the Director of Football Delivery has been obtained. Subsequent Semi-Final ties shall be played at neutral venues unless mutually agreed and the consent of the Director of Football Delivery has been obtained. Should there be a conflict of interest between a league fixture and RAF Cup fixture, the RAF Cup fixture will take precedence over the league fixture.
11. Team Sheets and Results. Team sheets for all ties are to be handed to the referee 30 minutes before kick off. The OIC, or representative, of the HOME team (in group and knockout fixtures) shall forward the results of matches to both his Regional Director and to the RAF FA HQ, within 24 hours of the match being played. **The RAF FA shall reserve the right to impose a fine on those units who fail to notify results as directed.**
12. Club Colours. No Club shall be permitted to register or play in shirts the colour of which is likely to cause confusion with the outfits worn by the match officials (i.e. black or dark blue). The goalkeeper shall play in kit clearly distinguishable from the colours of the shirts worn by all other players in the match and match officials. In semi-final and the final cup ties, when the colours of the competing teams are similar, both OICs should agree on which team should change colours, in the event that OICs cannot come to an agreement then both teams must change colours.
13. Duration of Matches and Extra Time.
  - a In all group stages all matches are to be 90 minutes duration with a half time interval not exceeding 15 minutes.
  - b In all quarter-finals, semi-finals and final, a positive match result is to be obtained as follows:
    - (1) In the event of a draw after 90 minutes, an extra 30 minutes are to be played comprising 2 halves, each lasting 15 minutes.
    - (2) If the scores are level at the end of extra time, the winners shall be determined by the taking of kicks from the penalty-mark, in accordance with The Laws of the Game.
14. Substitutes. In all UK Armed Forces and RAF FA fixtures/competitions (unless otherwise stipulated), each team may use up to 3 substitutes from 7 named substitutes, **as per FA Rules and Regulations**, providing the substitutes have been included on the team sheet handed to the referee prior to the kick off. Rolling substitutes are not permitted in any fixtures with the exception of veterans (over 35) fixtures where

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## Rules and Regulations - Competitions

### Handbook

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there is no limit on the number of rolling substitutes that can be made during the match and Leagues who may, if agreed at their AGMs, allow rolling substitutions.

15. Fixtures. Dates for the RAF FA Challenge Cup fixtures will be promulgated by the Regional Directors of Football prior to the start of each season. All fixtures are to be played on the dates stated and all fixtures are to kick off at 1330hrs, unless a change is mutually agreed by the OIC of both competing teams. Any changes to the stated fixture list must not prejudice future rounds of the RAF FA Challenge Cup competition and should not coincide with RAF Representative and Inter-Region competition fixtures  
**The home side must confirm, in writing, fixture details (date, venue, teams, colours, kick off time) to the away team at least 3 days prior to the date of the fixture.**
16. Match Officials. In all cases, it is the responsibility of the Home Team to confirm fixture details (date, venue, teams, colours, kick off time) to the appointed match officials at least 48 hours prior to kick-off. The home Unit will pay match officials fees if found to have failed in informing match officials of changes and postponements and they have travelled plus any other punishments as agreed by the Board of Trustees.
17. Overseas Teams. Overseas Units may enter the RAF Challenge Cup subject to being able to provide accommodation for visiting teams and/or have Unit funding for fulfilling fixtures on the main land.
18. Cancellation Policy. To assist deconfliction with Service League and Representative matches, **a strict no-cancellation policy is in force for all RAF FA Cup Fixtures**. It is therefore crucial that the fixture list is regularly checked against the station diary to ensure compliance with this rule. Bad administration by Units will not be accepted as an excuse for postponing a fixture at short notice. The dates of all group and knockout ties shall be agreed and promulgated well in advance. Within the group stages, Regional Directors will lead in formulating the fixture programme, together with station OICs and, where appropriate will liaise with Service Leagues secretaries. Save in the event of an unfit ground (para 20 refers) or other exceptional circumstances, any team that fails to fulfil a fixture shall automatically forfeit the tie to the opposition. During the group stages, 3 points and a 10 - 0 win will be awarded to the opponents. The Association has the power to instruct the use of neutral venues in any fixtures where it will significantly increase the likelihood of the fixture being played. During the knockout stage, the team that fails to fulfil a fixture will be automatically knocked out of the competition. Irrespective of which team is responsible for the cancellation or postponement, it is always the responsibility of the home team to notify all match official's and the Referees' Appointment Secretary when a fixture has been cancelled or postponed. **Any team deemed to have cancelled an unacceptable amount of fixtures shall have its entry into the following year's competition reviewed by the RAF FA Director of Football Delivery.**
19. Disqualification. The RAF FA Board of Trustees shall have the power to disqualify any competing team or player, who may be proved to be guilty of a breach of the Association Rules or Regulations.
20. Fitness of Pitch. The appointed Referee shall be the sole judge of the fitness of the field of play however, should the appointed referee be unavailable for an inspection, a local senior referee may be called upon to inspect the fitness of the pitch and report directly to either the Regional Director or the RAF FA HQ. If weather conditions are likely to prevent the match being played, OIC Football at the host Station is to advise the OIC of the visiting team accordingly. Where possible and practical, action to postpone a match must be taken in sufficient time to prevent visitors and officials departing.

# Rules and Regulations - Competitions

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## Handbook

21. Artificial Pitches In line with Football Association Rules and Regulations allowing the use of artificial pitches in all FA competitions, except the FA Cup, artificial pitches that conform to at least FIFA 1\* Standard can be used for RAF FA Challenge Cup fixtures.
22. Appointment of Referees and Assistant Referees. The Referees Appointments Officer, in accordance with The Rules Governing Referees, is responsible for the appointment of qualified match officials to control RAF FA Competition games. Although Regional Directors will liaise with RAF FA Referees' Area Secretaries to provide match officials, match officials on the posted or attached strength of either competing Station team will not be appointed unless there is no alternative. After each match, Referees are to send team sheets to the appropriate Regional Director for the regional stages of the cup competition or to the RAF FA County Secretary for the knock out stages of the competition.
23. Accommodation. Notification of accommodation and catering requirements is the responsibility of the OIC of the visiting team. Details are to be passed on to the host Station at the earliest opportunity.
24. Discipline. The OIC of the visiting team is responsible for the behaviour of their team and supporters and is to ensure that the requirements of the host station are strictly observed. If the OIC of the visiting team is not accompanying his team, he is to ensure that a suitable deputy is nominated to take charge of the party.
25. Match Expenses – Referees and Assistant Referees. The match officials shall be paid in the manner and in the amounts published in the Rules Governing Referees. For RAF Cup semi-finals on neutral grounds the paying of match officials shall be shared equally by both teams with payment being made on the day of the match.
26. Technical Area. For Inter-Station 11v11 football, technical areas should be marked as follows:
  - a. The technical areas extend 1 m on either side of designated seating areas (if present) and extend forward up to a distance of no less than 1 m from the touchline. If there is no designated seating area, the area should be wide enough for the number occupants permitted in competition rules.
  - b. Technical areas should be located on the same side of the pitch, either side of the halfway line with a minimum distance of 3 m between each area.
  - c. It is recommended that white markings are used to define the areas. If it is not possible to mark with lines, training cones should be used.
  - d. The number of persons permitted to occupy the technical areas may be defined by the competition rules. If competition rules do not state the requirement, then the referee is to agree the number with both teams before the beginning of the match based on the following guidelines:
    - i. All named substitutes.
    - ii. The manager and designated coaches.
    - iii. The physiotherapist.
  - e. The occupants of the technical area are identified before the beginning of the match in accordance with the competition rules. If competition rules do not state, occupants should be named on team sheets provided to the referee before the beginning of the match.

# Rules and Regulations - Competitions

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## Handbook

- f. Only one person at a time is authorised to convey tactical instructions from the technical area.
  - g. The coach and other officials must remain within its confines except in special circumstances, e.g. a physiotherapist entering the field of play, with the referee's permission, to assess an injured player.
  - h. The coach and other occupants of the technical area must behave in a responsible manner.
  - i. Substitutes must warm up in the area behind the near side Assistant Referee, between the halfway line and the goal line.
27. Spectator Areas. For Inter-Station 11v11 football, spectator demarcation lines serve to separate spectators from the field of play. Spectator lines should be marked no less than 1m from each touch line and parallel to the touchlines.
28. RAF Cup and Plate Winners. Each team will, where applicable, be offered places to the Football League Championship Play-Off Final or other such opportunities as offered to the Military by the Football authorities. The RAF FA reserves the right to appoint one place for a 'Duty Adult'.
29. Disputes. All questions relating to matches, the qualification of players and the interpretation of the Rules or Regulations, or any other dispute, protest or complaint, shall be referred to the RAF FA, whose decision shall be final and binding, subject to appeal to the Football Association. Every protest or complaint of any kind must be submitted in writing to the County Secretary within 3 working days of the match being played.
30. Rules and Regulations. The RAF FA Board of Trustees shall have the power to alter or add to the above Rules and Regulations, as they from time to time deem expedient. Any matters not covered by the foregoing rules and regulations shall be dealt with at the discretion of the Board of Trustees, whose decision shall be final and binding.
31. The RAF Football Association Ladies 8-a-side Competition Date, Format, Rules and Regulations will be advised separately from RAF FA HQ ahead of the competition, which subject to Directorate of RAF Sport approval, shall take place on an annual basis.
32. The RAF Festival of Football 5-a-side Competition Date, Format, Rules and Regulations will be advised separately from RAF FA HQ ahead of the competition, which subject to Directorate of RAF Sport approval shall take place on an annual basis.

## **MATCHES AGAINST FOREIGN CLUBS**

In accordance with FIFA Regulations Governing International Matches and FA Rule B.4 (b), any Football club (with a team of any age group) wishing to play a match or series of matches against members of another national association and/or in the territory of another national association must apply on the prescribed forms to The FA at least 60 days before the date of the intended match or series of matches, where possible. Applications which cannot be made by the deadline should still be submitted and The FA will endeavour to provide permission prior to the match(es).

Premier League and EFL teams should submit all applications directly to [sanctioning@thefa.com](mailto:sanctioning@thefa.com). All other teams should submit the form to their County FA, who will forward the application on The FA.

Any queries in relation to matches against foreign opposition can be sent to [sanctioning@thefa.com](mailto:sanctioning@thefa.com).

# Matches against Foreign Clubs

## Handbook

**APPLICATION TO PARTICIPATE IN MATCHES AGAINST FOREIGN OPPOSITION**

**Only for use by those that are NOT a Premier League or English Football League Club**

To be completed in full and forwarded to the County Association to which your Club is Sanctioned/Affiliated at least 60 days prior to the date of the intended match or the first of a series of matches.

We .....,the applicant Club with Affiliation Number ....., wish to arrange the following match(es) against the following foreign team(s):-

Name of Club(s)/ Tournament	-First Team -Reserves -Age Group	Date of match(es) and kick-off time	Venue	Host Association	National Associations of Team(s)

*(If insufficient space, please provide a separate list along with this form)*

In submitting this application we acknowledge and confirm that in relation to the match(es)/tournament for which consent to participate is requested we shall fully comply with the Laws of the Game and all FA Rules, Regulations, Procedures and Policies.

**In circumstances where the match(es)/tournament involves one or more youth teams, we additionally acknowledge and confirm the following:**

- We shall fully comply with The FA's Safeguarding Children Policies and Procedures - <http://www.thefa.com/football-rules-governance/safeguarding>;
- We shall at all times be responsible for the safeguarding and welfare of our Club's Officials, Players and Staff;
- We hold written consents from the parents/carers of all young persons aged under 16 that will attend the match(es)/tournament. No young person shall participate in the match(es)/tournament in the absence of such consent;
- Where match(es)/tournaments involving young persons of school age are due to take place during term time, we hold written permissions from the head teachers of all young persons involved;
- We have read and shall adhere to the Safe Sports Events, Activities and Competitions Guidance provided by the NSPCC, Child Protection in Sport Unit - <https://thecpsu.org.uk/resource-library/2013/safe-sport-events-activities-and-competitions/> and
- We have satisfied ourselves that there will be an adequate Safeguarding Plan (compliant with the NSPCC's Safe Sports Events, Activities and Competitions Guidance), onsite emergency procedures and first aid provision in place to ensure the safety and welfare of all participants of the Club at all times during the match(es)/tournament.

If the Club requires safeguarding support please contact your County Welfare Officer.

Club Signatory ..... Print Name .....  
 Email address ..... Date .....

**TO BE COMPLETED BY THE COUNTY FOOTBALL ASSOCIATION**

..... County Football Association hereby approves the above application to play against foreign teams.

Signed by the Secretary/Youth Secretary .....  
 Print ..... Date .....

Completed form to be forwarded to:  
 Licensing & Sanctioning Dept, The Football Association, Wembley Stadium, London, SW1P 9EQ, PO Box 1966  
 Email: [sanctioning@thefa.com](mailto:sanctioning@thefa.com) Tel: 0800 169 1863 x4601



## ON-FIELD DISCIPLINARY PROCEDURES

### PART 5

For Players associated with teams in all divisions of Leagues at Steps 5-7 of The National League system and below, including Youth Football.

These procedures also apply to County Association and League Representative Football.

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

Subject to paragraph 11.5(h) below concerning Players moving between Clubs, for the purpose of these Procedures any references to a Player's Club means the Club for which the Player was playing when he was cautioned, dismissed or reported for misconduct.

#### 1. DEFINITIONS

- 1.1 In these Procedures the words “**County Association**” refer to the appropriate County Association or other Affiliated Association, and the words “**the County Association Secretary**” mean and include any person nominated to discharge a part of the regulatory and disciplinary administration of the County Association as well as its actual secretary and Disciplinary Commission means a commission established by the appropriate County Association or other Affiliated Association.
- 1.2 Wherever gender is referred to in these Procedures, either shall be inferred, as relevant.
- 1.3 All written communications from a Player to the County Association Secretary must be sent by the secretary of the Player's Club unless the Player is no longer registered with that Club.
- 1.4 Every County Association must set out in its rules or regulations a copy of these procedures, which are to be followed after a Player has been cautioned or dismissed from the field of play while playing in a match for a Club or a particular team of a Club not dealt with by The Association.
- 1.5 Wherever “**written**” or “**letter**” is referred to in these Procedures this is deemed to include communication by fax, e-mail or any other form of electronic online communication. Where a County Association chooses to communicate by fax or e-mail or other electronic means, it must take all reasonable steps to ensure that the address or fax number used is current.
- 1.6 These Procedures are effective from 1st July 2006 until further notice.
- 1.7 The term “**suspension**” in these Procedures means the suspension is from playing football or acting as a Match Official only and any other sanction required for the period of suspension must be specified in the decision letter (unless it is covered elsewhere within these Procedures as being a suspension from all football / football activity) .
- 1.8 Any reference to cautions and sendings off in these Procedures refers only to those received playing for teams subject to these Procedures. Those received playing for teams not subject to these Procedures will be separate and not added to the total received pursuant to these Procedures.
- 1.9 The accumulation of cautions and sendings off within these Procedures are further categorised as Steps 5 to 7 Football, Saturday Football, Sunday Football, Midweek Football, Veterans Football and Representative Football.
- 1.10 Financial penalties for Misconduct must not be imposed on any player in Youth Football (for the purposes of these Procedures to mean a reference to any match for a team drawn from the age group of Under 18 and below). Where a standard punishment or Regulatory Commission decision applicable to a Youth Football Player includes any financial sanction then the Player's Club is liable for the sum imposed.



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# On-Field Disciplinary Procedures

## Handbook

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### 2. TIMING

Disciplinary procedures shall commence no later than 90 days, and the outcome determined no later than 180 days from receipt of the report of alleged Misconduct, or otherwise be void, unless dispensation is received from The Association in writing to extend or dispense with either or both of these time limits. If deemed reasonable, any period of delay requested or caused by the Participant will not count towards the 90/180 days. For all cases where an interim suspension order (as defined in paragraph 18 below) has been imposed or for a matter involving an abandoned match or for playing whilst under a suspension, the County Association must aim to conclude any proceedings within 28 days. The County Association must use due diligence to Charge and/or finalise cases within the above periods of time and must conform with the requirements set out in these Procedures, subject to the effects of the adoption by the County Association of any of the alternative and optional powers set out in paragraph 19 below.

### 3. ADMINISTRATIVE PROCEDURES – MATCH OFFICIAL REPORTS

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

### 4. GENERAL

- 4.1 Without prejudice to the foregoing paragraphs of these Procedures, a County Association shall have the power to delegate to The Association or to another Affiliated Association its powers and duties to investigate and/or adjudicate in cases where it may be advantageous so to do.
- 4.2 If a Referee omits to show the appropriate card when taking action against a Player, this does not nullify the caution or sending-off offence. However, the attention of the Referee should be drawn to the correct procedure.
- 4.3 A Participant consents to abide by the Laws of the Game, the Rules and Regulations of The Association or an affiliated Association and to reasonable proportionate disciplinary action when playing the game. The issue of a caution is a decision based on a question of fact on the field of play upon which the Referee's decision is final. The recording of the caution and the consequences that follow are both reasonable and proportionate. Cautions, not being the subject of appeal, do not breach the Human Rights Act 1998.
- 4.4 When a Player is dealt with by a Disciplinary Commission cases must be dealt with on their merits and a punishment awarded consistent with the overall nature and effect of the offence(s); also the Player's record of Misconduct over the current and previous five playing seasons.
- 4.5 County Associations will impose split suspension periods where matches have to be carried over to the following playing season. The last day of the first suspension period shall be the Player's team's last competitive match of the playing season. The suspension will recommence with that same team's start of the following playing season. Competitive matches are defined in paragraph 11.3 below.
- 4.6 It is the duty of the Club Secretary and the Player, by the deadline stated on any notification, to ensure that the County Association Secretary receives the completed player reply form with such information that includes: -
  - (a) The full name and address of the Player.
  - (b) The Player's date of birth (and other personal identification data requested).
  - (c) The name of each Club for which the Player is currently registered or was registered in the previous two playing seasons.
  - (d) The signature of the Player concerned (where applicable).

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## On-Field Disciplinary Procedures Handbook

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- (e) The names of any school, college or other educational establishment currently attended by the Player.

If the Player is not available to sign the pro-forma document, the Club should complete and return it indicating the reason for the non-completion together with the administration fee and confirmation as to whether or not the Player has been made aware of the contents. Any suspension order resulting from failure to comply with this paragraph 4.6 (a) to (e) above shall be on the Club and the individual player, subject to paragraph 17 below.

- 4.7 Clubs may participate in a pilot programme as set out by Council and will be required to abide by the regulations and terms of that programme.
- 4.8 Payment of any fine or costs in respect of disciplinary matters must be paid in accordance with the terms set out by the County Association.
- 4.9 Any period of suspension under these Procedures shall apply only to football at Step 5 and below of the National League System and for Clubs operating outside of the National League System, unless approval has been granted by The Association for such suspension to be extended across all categories of football.

### 5. REPORTING OFFENCES BY MATCH OFFICIALS

(a) *Caution Offences*

Referees must submit to the relevant County Association within two days of the match (Sundays not included) a report stating the offence. Referee reports for all County Representative football must be sent to the appropriate County Association. All FA County Youth Cup matches will be dealt with by the appropriate County Association, but a copy of the report must be submitted to The Association.

(b) *Sending Off Offences and Extraordinary Incidents*

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

### 6. CAUTION OFFENCES

A Player who has been cautioned in a match, will be notified through his Club by the County Association of the offence reported by the Referee. At the same time he will be advised of the total number of cautions recorded during the current playing season and, any punishment resulting from their accumulation. An administration fee of £10.00 will be charged for the processing of each report. Any such punishment will take effect regardless of whether or not the notification of it from the County Association is received before it is due to take effect in accordance with these Procedures.

### 7. SENDING OFF OFFENCES

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

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

**8. CLAIMS OF MISTAKEN IDENTITY**

In the case of a claim of alleged mistaken identity concerning a Player cautioned or sent off in a match, the Players concerned and the Club must within three working days of the match submit in writing to the County Association particulars upon which the claim is founded, including the right to claim wrongful dismissal. If the County Association Secretary, or his nominees, are satisfied that the claim warrants further investigation, a Disciplinary Commission shall be convened and will meet within the 14 days before any automatic penalty is due to take effect. If the appointed Disciplinary Commission is satisfied that mistaken identity has been proven in a case, the record of the offence will be transferred to the appropriate offender, who will be subject to disciplinary action in accordance with these Procedures.

The relevant fee which must be included with the evidence is £50 for teams at Steps 5-7 in the National League System. For teams outside of the National League system the fee is £30, which may be retained if the claim is deemed to be unfounded and be used in full or in part to cover any costs incurred by a Disciplinary Commission. In the event of the fee not covering the amount of costs charged, an additional amount may be charged by the Disciplinary Commission.

**9. CLAIMS OF WRONGFUL DISMISSAL**

In the case of a claim of wrongful dismissal for offences with a penalty imposed under the Laws of the Game of an immediate dismissal (excluding Law S6, the use of offensive or insulting or abusive language/gestures or S7, receiving a second caution in a game), evidence upon which the claim is founded, which must include a video cassette recording/DVD showing the incident, if one is available, must be submitted by the Player concerned and his Club, together with the relevant fee and MUST be received by the County Association by the close of business of the fourth working day following the match (as below\*). An indication by fax or e-mail (discipline@[insert name of county]fa.com e.g discipline@essexfa.com) on the second working day following the game is required to alert the disciplinary department of the County Association that a claim is to be submitted.

\* Saturday or Sunday game by Thursday

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

*(If Bank Holidays fall within the period, the appropriate number of extra days will be made available but the claim must still be heard by the scheduled commencement of the automatic penalty arising from the relevant dismissal.)*

Once the claim is lodged with the County Association and the claim has conformed with the criteria, the Club will then be advised whether the claim has been accepted or not.

An accepted claim will be placed before a Disciplinary Commission as soon as possible but no later than the eighth working day but in all cases before an automatic penalty is due to take effect. The Club, the Player and Match Officials will not be invited to attend. The Disciplinary Commission will be dealing with the level of punishment only. The dismissal from the field of play will always remain on the record of the Club and the Player and be the subject of the administration fee and the appropriate number of penalty points for a sending off.

The only decisions available to the Disciplinary Commission are:-

- (i) The punishment will remain with the fee being retained;

# On-Field Disciplinary Procedures

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## Handbook

- (ii) Only where the Disciplinary Commission is satisfied that the Referee made an obvious error in dismissing the Player, the punishment will be withdrawn, the fee returned and that paragraph 11.5(f) below will not be invoked if the Player is sent off again following the offence.

The relevant fee is £50 for teams at Steps 5-7 in the National League System. For teams outside of the National League system the fee is £30 and will be retained if the case is deemed to be unfounded and returned if any alterations are made to the offence or punishment.

### **10. DISMISSALS – CLAIMS THAT THE STANDARD PUNISHMENT IS CLEARLY INSUFFICIENT**

- (a) All Players dismissed from the field of play shall be subject to at least a one match suspension, save only where a successful claim for wrongful dismissal is brought.
- (b) The County Association may seek to increase the disciplinary consequences of the dismissal of a Player from the field of play, where the County Association is satisfied that the standard punishment that would otherwise apply following the dismissal is clearly insufficient.
- (c) Claims may be brought under this paragraph only for on-field offences which have resulted in a sending off under Law 12(1) (serious foul play), Law 12(2) (violent conduct), or Law 12(3) (spitting)
- (d) Where the County Association brings such a claim a Referee's report showing that a Player was dismissed for serious foul play under Law 12(1), violent conduct under Law 12(2), or spitting under Law 12(3) shall be conclusive evidence that the player breached the relevant Law and shall not be subject to challenge, save for where any such dismissal is subject to a claim for wrongful dismissal.
- (e) The Disciplinary Commission that considers a claim of this type is concerned with only the question of whether the standard punishment should not be imposed in view of the truly exceptional facts of the case. This role is not to usurp the role of the Referee and the correctness of the dismissal from the field of play shall not be subject to any scrutiny by the Disciplinary Commission, will remain on the record of the Club and the Player, will remain the subject of the administration fee and will accrue the appropriate number of penalty points for the sending off.
- (f) Claims brought under this paragraph shall be determined based on written or oral evidence. The Match Officials, Club and Player are entitled to be present or represented at the Disciplinary Commission if the Player elects for a personal hearing.
- (g) If possible, prior to the commencement of the suspension, but in all cases before the completion of the standard punishment applying to the dismissal that is subject of the claim, a Disciplinary Commission will be convened to decide the matter on any relevant documentary, video and oral evidence submitted. The following procedures will be used at a Disciplinary Commission unless the Disciplinary Commission thinks it appropriate to amend them:
  - I. The Disciplinary Commission Secretary will produce;
    - (i) The Referee's report, reports from any other Match Official and any other evidence supporting the Referee's action.
    - (ii) All statements, video and other evidence provided in support of the claim.
    - (iii) The written reply and all evidence and submissions provided by the Player in response to the claim.

# On-Field Disciplinary Procedures

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## Handbook

- II. After considering the evidence, the Disciplinary Commission will decide whether the claim should be rejected or successful.
  - III. A claim will only be successful under this paragraph where the County Association satisfies the Disciplinary Commission so that it is sure that:
    - (i) The circumstances of the dismissal under review are truly exceptional, such that the standard punishment should not be applied; and
    - (ii) The standard punishment would be clearly insufficient.
  - IV. In considering the matters at paragraph 10(g)(III) above, the Disciplinary Commission shall have regard to:
    - (a) The applicable Law(s) of the Game and any relevant FIFA instructions and/or guidelines;
    - (b) The nature of the dismissal offence, and in particular any intent, recklessness, negligence or other state of mind of the Player;
    - (c) Where applicable, the level of force used;
    - (d) Any injury to an opponent caused by the dismissal offence.
    - (e) Any other impact on the game in which the dismissal occurred.
    - (f) The prevalence of the type of offence in question in football generally.
    - (g) The wider interests of football in applying consistent punishment for dismissal offences.
  - V. If the Disciplinary Commission's decision is to reject the claim, it shall deliberate no further on the claim and the Player shall serve the standard punishment.
  - VI. If the Disciplinary Commission's decision is that the claim is successful, the Disciplinary Commission will then decide on the additional punishment to be applied to the Player in respect of the dismissal. In deciding on such punishment, the Disciplinary Commission shall have regard to the matters at paragraph 10(g) IV above.
- (h) The decision of the Disciplinary Commission in relation to a claim under this paragraph shall be subject to appeal only (i) in the event that the penalty imposed (in addition to the ordinarily applicable standard punishment) is in excess of three matches; (ii) on the single ground that the additional suspension is excessive; and (iii) in respect of that part of the additional suspension in excess of the additional three matches (for example, where the Player is suspended for eight matches following a dismissal for violent conduct, he may appeal only in respect of the two matches in excess of the three standard and three additional match suspension). Appeals under this paragraph shall proceed subject to the Appeal Regulations.

### **11. PUNISHMENTS**

A. FRIENDLY MATCHES (any Match sanctioned or regarded by The Association or other sanctioning Association as a Friendly Match)

(a) CAUTIONS ADMINISTERED ON THE FIELD OF PLAY

The County Association shall not impose any sanction in respect of cautions administered during Friendly Matches. Where sanctions are imposed in respect of cautions on Participants with their agreement (e.g. as part of tournament rules), any such sanction may only apply to Friendly Matches and shall not apply to the accumulation of cautions for continuing misconduct under paragraph 11.4 of these Procedures.

# On-Field Disciplinary Procedures

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## Handbook

(b) **PLAYERS SENT OFF UNDER LAW 12**

A player dismissed from the field of play will be suspended automatically from Friendly Matches until such time as his Club has completed its next Friendly Match, as decided by the relevant County Association.

(c) **RULE E1 OF THE RULES OF THE ASSOCIATION**

A charge of Misconduct pursuant to Rule E1 of the Rules of The Association may be brought against a Player in relation to any incident arising in a Friendly Match notwithstanding that the same incident has been dealt with pursuant to these Procedures. A Disciplinary Commission considering a charge under Rule E1 of the Rules of The Association in such circumstances shall have regard to any punishment imposed under these Procedures, and any suspension imposed will be from playing all football.

**B. COMPETITIVE MATCHES**

11.1 Any period of suspension automatically imposed for a dismissal from the field of play will commence 7 days from the date of the offence irrespective of whether paperwork has been received from the relevant County Association. The suspension will be complete once the Player's team has completed the appropriate number of matches, in approved competitions, according to the suspension as defined under paragraph 11.3 below. In respect to County Association and League Representative football, any suspensions will be from Representative football only and not any other level of football unless a Disciplinary Commission has specified that the suspension is to be from all football.

11.2 Any period of suspension automatically imposed as a result of cautions under paragraph 11.4 below will commence 7 days from the date of the last offence irrespective of whether paperwork has been received from the relevant County Association. The suspension will be complete once the Player's team has completed the appropriate number of matches, in approved competitions, according to the suspension as defined under paragraph 11.3 below.

11.3 The matches that can be used to clear a Player of suspension are those to be played in a domestic competition organised by The Association (including The FA Challenge Cup, and The FA Vase and FA Sunday Cup), the League in which the Player's team play (including their League Cup(s)) and the Player's team's County Cup Competitions. In addition, any Competition in which a Club participates may also be considered providing that such a Competition has been designated as a qualifying competition by the sanctioning authority prior to the commencement of the playing season.

During periods of automatic suspension, the Player shall be suspended from (i) playing only for the day type category that the Player's team usually plays in (including friendly matches and other Cup Competitions) and (ii) operating as a Match Official. If the suspension is for a Saturday team, the suspension is from all Saturday team football (including midweek fixtures) only and if for a Sunday team, for all Sunday team football only (including midweek fixtures). If an automatic suspension arises from a sending-off, or as a result of cautions accumulated under paragraph 11.4 below, a player will remain eligible to play in matches that cannot be used to clear a Player's suspension outlined above. If the suspension is as a result of a Misconduct Charge, during the whole period of suspension the Player is suspended from playing all football (including friendly matches and other Cup Competitions). The categories of football affected by this paragraph are Saturday, Sunday, Midweek, Veterans and Representative football. This will be deemed to be a suspension from playing only, unless specified otherwise by a Disciplinary Commission.

In exceptional cases where an application has been made to the County Association by the Participant that the suspension from all football is considered as being disproportionately harsh due to the period taken to serve the suspension in relation to the other categories of

# On-Field Disciplinary Procedures

## Handbook

football, the matter may be reviewed only by The Association and may then be amended to a category type suspension, at The Association's discretion.

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

- (i) Any suspensions awarded under the paragraphs of these Procedures and due to commence on the same date will result in the total number of matches involved running consecutively.
- (ii) Any suspensions that overlap, in that the next one starts before the previous one ends will also run consecutively as above.
- (iii) Matches cannot be used more than once to cover two or more suspensions.
- (iv) Any suspension imposed under the paragraphs of these Procedures that is or will be affected by a period based suspension will automatically commence 14 days from the date of the offence. The matches to be used in relation to this suspension may be before and/or after the period based suspension. The two suspensions cannot run concurrently.

### 11.4 CAUTIONS ADMINISTERED ON THE FIELD OF PLAY

- (a)
  - (i) If a Player accumulates five cautions within the same category of football, but receives the 5th caution between the opening day of the playing season and the 31st December in the same playing season, he will be suspended automatically for a period covering one match plus a fine of £15.
  - (ii) If a Player accumulates five cautions within the same category of football between the opening day of the playing season and the last day of the same playing season, he will be warned as to his future conduct.
  - (iii) A Player who has already been subject to disciplinary action as a result of five cautions and then goes on to receive a further five cautions during the same playing season, will be subject to the following punishments: -
  - (iv) If a Player accumulates ten cautions within the same category of football between the opening day of the playing season and the second Sunday of April in the same playing season, he will be suspended automatically for a period covering two matches plus a fine of £15.  
If in the final match before the second Sunday of April a player accumulates his tenth caution in any Competition since the opening day of the playing season and then receives a second caution in the same match and consequently is dismissed, the Player will be suspended automatically for a period covering two matches plus a fine of £15. This two match suspension will automatically apply in such cases, instead of the one match automatic suspension which would otherwise apply to a Player who is sent off for receiving two cautions in the same match.
  - (v) If a Player accumulates ten cautions within the same category of football between the opening day of the playing season and the last day of the same playing season, he will be severely censured and warned as to his future conduct.
  - (vi) If a Player accumulates fifteen cautions within the same category of football between the opening date of the playing season and the last day of the same playing season, he will be suspended automatically for a period covering three matches plus a fine of £15.
  - (vii) For the purposes of this paragraph, Clubs compete at six different levels. Each level is comprised as follows –

# On-Field Disciplinary Procedures

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## Handbook

- (a) Premier League, EFL and National League;
  - (b) The National League (North and South Divisions), the Isthmian League, the Northern Premier League and the Southern League;
  - (c) Steps 5 to 7 of the National League System;
  - (d) Any other youth or adult league outside of the National League System which operates a match-based disciplinary system and is further categorised as Saturday, Sunday and Midweek;
  - (e) Veterans football;
  - (f) Representative Football.
- (viii) Any period of suspension or part that remains outstanding at the end of a playing season must be served at the commencement of the following playing season.

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

Subject to paragraph 11.4(a)(iv) above, a Player who is dismissed from the field of play for receiving a second caution in the same match will be suspended automatically commencing on the 7th day following the match in which he was sent off, until such time as his team has completed one match in an approved competition, as per paragraph 11.3 above, and fined the sum of £20. Players who play outside the National League System will be fined the sum of £15.

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

A Player who is dismissed from the field of play for denying a goal or an obvious goal-scoring opportunity by physical means or by handling the ball, will be suspended automatically commencing on the 7th day following the match in which he was sent off, until such time as his team has completed one match in an approved competition, as per paragraph 11.3 above, and fined the sum of £20. Players who play outside the National League System will be fined the sum of £15.

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

A Player who is dismissed from the field of play for using offensive or insulting or abusive language/gestures whether he has previously been cautioned in the match or not, will be suspended automatically commencing on the 7th day following the match in which he was sent off, until such time as his team has completed two matches in an approved competition, as per paragraph 11.3 above, and fined the sum of £30. Players who play outside of the National League System will be fined the sum of £25.

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

A Player who is dismissed from the field of play for serious foul play under Law 12(1), or violent conduct under Law 12(2), or whether he has previously been cautioned in the match or not, will be suspended automatically commencing on the 7th day following the match in which he was sent off, until such time as his team has completed three matches in an approved competition, as per paragraph 11.3 above, and fined the sum of £40. Players who play outside of the National League System and commit the offence of serious foul play or violent conduct will be fined the sum of £25.

(e) PLAYERS SENT OFF UNDER LAW 12(3)

A Player who is dismissed from the field of play for spitting at an opponent or any other person, whether he has previously been cautioned in the match or not, will be suspended automatically commencing on the 7th day following the match in which



# On-Field Disciplinary Procedures

## Handbook

he was sent off, until such time as his team has completed six matches in an approved competition, as per paragraph 11.3 above, and fined the sum of £40.

(f) **ADDITIONAL SENDINGS OFF.**

Players dismissed from the field of play for a second time in the same playing season, in addition to the automatic suspension applicable to the offence, will be suspended for one extra match. A Player dismissed for a third time in the same playing season will be suspended for an extra two matches, and so on. A Disciplinary Commission, when dealing with a claim of wrongful dismissal (paragraph 9 above) has the power not to invoke a further one match suspension if it so desires.

(g) **OUTSTANDING SUSPENSIONS**

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

(h) **PLAYERS MOVING BETWEEN CLUBS**

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

- (a) Until the Player moves, the suspension shall be served by reference to matches completed by the team that the Player moves from;
- (b) Where the Club that the Player moves to competes at the same level as the Club that the player moves from, any remaining period of suspension at the time that the Player moves shall be served by reference to matches completed by the Club that the Player moves to;
- (c) Where the Club that the Player moves to competes at a different level from the Club that the Player moves from, any remaining period of suspension at the time that the Player moves shall continue to be served by reference to matches completed by the Club that the Player moves from unless dispensation has been granted in writing by The Association for the suspension to be served with reference to matches completed by the Club that the Player moves to.

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

- (i) Premier League, EFL and National League;
- (ii) The National League (North and South Divisions), the Isthmian League, the Northern Premier League and the Southern League;
- (iii) Steps 5 to 7 of the National League System;
- (iv) Any other youth or adult league outside of the National League System which operates a match-based disciplinary system and is further categorised as Saturday, Sunday and Midweek.

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

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

Players who are otherwise eligible (i.e. but for any suspension) to play for two or more Clubs competing in any league at level (iii) above will not be taken to have

# On-Field Disciplinary Procedures

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## Handbook

moved between those Clubs for the purposes of this paragraph by virtue only of the fact that they are so eligible to play for them.

(i) **RULE E1 OF THE RULES OF THE ASSOCIATION**

A charge of Misconduct (as defined in and pursuant to Rule E1 of the Rules of The Association) may be brought against a Player in relation to an incident, notwithstanding that the same incident has been dealt with pursuant to these Procedures. A Disciplinary Commission considering a charge under Rule E1 of the Rules of The Association in such circumstances, shall have regard to any punishment imposed under these Procedures when considering any punishment under the Disciplinary Procedures to be used at Hearings before Disciplinary Commissions requested by Participants of Clubs and Clubs dealt with by County Associations.

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

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

(k) **RE-ARRANGED MATCHES**

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

## **12. RESPECT SANCTIONS**

12.1 Any team that accumulates a number of Qualifying Offences (as defined at paragraph 12.2 below) of the Respect Code of Conduct will be liable for sanction as outlined below.

12.2 A Qualifying Offence is defined as a caution for dissent, dismissal for abusive, offensive or insulting language or any proven charge of Misconduct by Players or any occupants of the technical area on a match day.

12.3 Automatic sanctions will be applied in accordance with the following thresholds and tariff:

(a) Stage 1 – Accumulation of 6 incidents of Qualifying Offences - a warning as to future conduct will be issued.

(b) Stage 2 – Accumulation of 10 incidents of Qualifying Offences -  
Step 5 - £150  
Step 6 and 7 - £75  
Outside NLS - £50  
(including Youth)

(c) Stage 3 – Accumulation of 15 occurrences of Qualifying Offences – sanctions to be double those of Stage 2.

(d) Stage 4 – Accumulation of 20 incidents of Qualifying Offences (and for each subsequent 5 Qualifying Offences) – Charge under Rule E20 of the Rules of The Association – relating to the conduct of players.

12.4 Each sanction will also include an administration charge, currently £10.

12.5 A Club may submit a written plea in mitigation in respect of the automatic sanctions applicable at Stage 2 and Stage 3.

12.5 There is no right of appeal in relation to the sanctions imposed up to and including Stage 3.

## **13. DISCIPLINARY ACTION ON CLUBS FOR MISCONDUCT BY THEIR PLAYERS**

13.1 Any team within the National League System who has six or more individual Players cautioned or dismissed from the field of play in the same match will be automatically fined

# On-Field Disciplinary Procedures

## Handbook

the sum of £150 (£75 for Step 7) for the first occasion during the playing season. For a second/third/fourth etc. occasion in the same playing season, the fine on the Club will be £300/£450/£600 etc. (£150/£225/£300 for Step 7).

- 13.2 Any team competing outside of the National League System who has six or more individual Players cautioned or dismissed from the field of play in the same match will be charged and warned as to their future conduct for the first occasion during the playing season. For a second/third/fourth etc. occasion in the same playing season, the fine on the Club will be £25/£50/£75 etc.
- 13.3 In truly exceptional circumstances a Club may submit a written plea in mitigation against the imposition of a fine imposed under this paragraph 13.
- 13.4 A Club's disciplinary record will be based on a points system, dependent on the type of offence, as follows:
- (a) Cautions  
1 point for each offence, with the exception of dissent, which will attract 2 points.
  - (b) Send Offs  
S1 – serious foul play - 5 points  
S2 – violent conduct - 6 points  
S3 – spitting - 7 points  
S4 & S5 – denies an obvious goal scoring opportunity - 3 points  
S6 – abusive, insulting or offensive language - 4 points  
S7 – second cautionable offence – 3 points
  - (c) Misconduct Charges  
5 points each, subject to any increase by the Disciplinary Commission
- 13.5 A Club would be liable for a charge under Rule E20 of the Rules of The Association in the following circumstances:
- (a) Any team within the Club has a points tally that reaches 75 points.
  - (b) Any team within the Club reaches Stage 4 of the Respect sanction process (see paragraph 12.3 above).
  - (c) The Club has been charged with Misconduct and the cases proven on two occasions where the game has been abandoned as a result of the Misconduct.
  - (d) The Club has four or more incidents of violent conduct across any of its teams. Violent conduct includes all dismissals for violent conduct and any charge of assault on a Match Official, physical contact on a Match Official or assault on a Participant.
  - (e) The Club has two or more charges under Rule E3(2) of the Rules of The Association raised against any player in a 12 month period.

#### 14. ABANDONED MATCHES

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

# On-Field Disciplinary Procedures

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## Handbook

### 15. THREATENING OR PHYSICAL OFFENCES AGAINST MATCH OFFICIALS

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

- 15.1 In addition to assisting a Match Official who has reported an offence against him, The Association or appropriate County Association shall without delay investigate the Match Official's report and if, after such investigation, the chairman and secretary of the County Association or their nominees are satisfied that a prima facie case can be made out against the alleged offender where there has been physical contact, attempted physical contact or an assault on a Match Official they shall immediately suspend the alleged offender from all football activities until a Disciplinary Commission has adjudicated on the matter.

They will take such steps to notify him of the suspension, ensure that a Charge is preferred and that a Disciplinary Commission meets to consider the Charge within 28 days of (the date of) the interim suspension.

- 15.2 There are three categories of offence:

- (a) Threatening behaviour: words or actions that cause the Match Official to believe that he/she is being threatened.
- (b) Physical contact or attempted physical contact: e.g. Participant pushes the Match Official, pulls the Match Official (or his clothing/equipment), barges, or kicks the ball at, the official causing no injury and/or attempts to make physical contact with the Match Official e.g. attempts to strike, kick, butt, barge or kick the ball at the Match Official.
- (c) Assault: Participant acts in a manner which results in an injury to the Match Official. This category includes spitting at the Match Official whether it connects or not.

- 15.3 Should the Participant accept the Charge, the Match Official(s) will not be required to attend a Disciplinary Commission. Should the Charge be denied, the appropriate Match Official(s) may be required to attend the Disciplinary Commission.

- 15.4 All offences against Match Officials in the above three categories will be monitored by The Association. The Association may request an explanation for any variation of the recommended punishments set out in paragraph 15.5 below. (If a Match Official who has reported a Participant for an offence against him makes a written request for notification of the decision and punishment awarded such must be made available to him at the earliest opportunity).

- 15.5 Recommended (or mandatory, where stated) punishments for a Participant found guilty of an offence against a Match Official are as follows:

- (a) Threatening behaviour:
  - suspension from all football activities for a period of 112 days/12 matches, with a mandatory minimum of 56 days / 6 matches from all football and football activity.
  - plus a fine of up to £100, with a mandatory minimum fine of £50.
- (b) Physical contact or attempted physical contact:
  - suspension from all football activities for a period of 182 days, with a mandatory minimum of 112 days from all football and football activity.
  - plus a fine of up to £150.
- (c) Assault:
  - mandatory suspension from all football and football activity for 5 years from the date of the suspension. Where the assault causes serious injury the review period should be extended to 10 years.

# On-Field Disciplinary Procedures

## Handbook

*(Note the above are recommended sanctions and should only be varied where appropriate aggravating or mitigating factors are present, save that the sanction cannot be less than the mandatory minimum sanctions outlined above).*

### 16. ASSAULTS BY PARTICIPANTS ON OTHER PARTICIPANTS

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

16.2 The recommended (or mandatory, where stated) punishments for such offences are set out below: -

#### Offender

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(a)	Player	A suspension from all football and football activity for a mandatory minimum of 140 days plus £150 fine for a first offence but, depending on severity, for five years.
(b)	Club Official	As for (a) above but, if on a Match Official, paragraph 15 above will apply.
(c)	Match Official	As for Match Officials assaulted by a Player. But a recommendation will be made to the relevant Referees' Committee that the registration be removed and no request for reinstatement will be allowed until the suspension has been completed or removed.

### 17. FAILURE TO COMPLY

17.1 When the paragraphs above are not complied with, the Player's right to a personal hearing or to make a plea in mitigation is forfeited and the Disciplinary Commission may deal with the reported Misconduct on such evidence as is available.

17.2 Failure on the part of the Player or his Club Secretary to discharge any of the requirements set out in these Procedures may constitute Misconduct, which may result in a further Charge against the Player, his Club, or both. (In any case, save for replies to Misconduct Charges, a late fine, will be levied in addition to the original Charge and a further seven days given to respond to the Charge. Failure to respond within the seven days will result in the team and Player being suspended from all football activities from the following Monday until the paragraphs above have been complied with).

The Club Secretary must make the Player aware of the applicable standard punishment where an automatic sanction applies. The Club Secretary must sign and return the reply form to the County Association by the response date. By signing the form the Club Secretary is confirming that he has made the Player so aware.

Where an individual has been charged with Misconduct both the Club Secretary and the individual will be required to sign and return the form to the County Association.

17.3 When dealing with compliance issues the County Association must consider the following:-

- (a) whether the Player has responded to his Club;
- (b) whether the Club has failed to pass on his reply;

## On-Field Disciplinary Procedures

### Handbook

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- (c) whether the Club has informed the County Association that the Player has failed to respond;
- (d) whether the Player has left the Club.

#### **18. SUSPENSION PENDING MISCONDUCT HEARING**

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

#### **19. PERSONAL HEARING**

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

- 19.1 The notification indicating a Misconduct Charge must inform the Player of the right to request a personal hearing in respect of the alleged offence and must also indicate that in the event of the Charge being proven there will be a liability to be ordered to pay all or part of the costs of the personal hearing, which costs may include a part of the overhead expenses of the County Association attributable to the hearing. Similarly, in cases where the rules or regulations of the County Association require the deposit of a fee for a personal hearing, (as determined by the Council - currently £50 for Participants in the National League System and £30 for Participants outside of the National League System), at the time of such request the Player must be informed that the fee is liable to be forfeited in full or in part if the Charge is proven, in addition to any fine which may be imposed. In an unproven case neither a fee may be retained, nor may Disciplinary Commission costs be levied, either for a personal hearing or for any other "non-personal hearing" case. (Disciplinary Commission costs cannot be levied in cases where a Player has been instructed to appear before a Disciplinary Commission).
- 19.2 Upon receiving a request for a personal hearing in respect of an alleged offence, the County Association will appoint a Disciplinary Commission of not less than three nor more than five members to hear and adjudicate upon the Charge. In the case of a Player under the age of 18 years of age on the date fixed for the hearing, it shall take place either in the presence of a parent or guardian of the Player or another appropriate adult.
- 19.3 Fines must not be imposed on children in youth football (see paragraph 1.10 above). Any fine and administration charges arising out of Misconduct by a child must be levied on the Club.
- 19.4 The Player, through his Club Secretary, must be given the date, time and venue fixed for the personal hearing and arrangements made for the attendance before the Disciplinary Commission of any witnesses in support of the Charge, in particular the Match Official(s) on whose report the charge has been brought. At a personal hearing of a Charge a

## On-Field Disciplinary Procedures

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### Handbook

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

- 19.5 The person charged and the Match Official(s) concerned should be given a minimum 14 days' notice of details of the personal hearing. Any written request to the Disciplinary Commission for a postponement of the personal hearing should be given consideration.
- If the reason submitted is considered valid, then a postponement should be granted, and in such circumstances costs may be charged. A request for a second postponement by the same party should not be granted.
- 19.6 If the Charge is found not proven, any record of it will be expunged. If the Charge is found proven the Disciplinary Commission will decide what punishment, if any, is to be imposed. In so doing, the Disciplinary Commission must consider the overall nature and effect of the offence(s) and the Player's previous record and any plea for leniency. If charging costs the personal hearing fee must be taken into account.
- 19.7 Except when an appeal has been lodged, any fines or costs that are ordered must be paid before the expiry of 14 days from the date of the order. Failure to pay within such period is deemed to be Misconduct punishable by censure, a further late fine and/or suspension as determined by a Disciplinary Commission. This second Disciplinary Commission shall have the power to consider the matter on 48 hours notice and the power to suspend for continuing non-payment. (In any case, a late fine, currently £20, will be levied in addition to the original Charge and a further seven days given to respond to the Charge. Failure to respond, the team and Player being suspended until the paragraphs above have been complied with.) The Player and his Club are jointly and severally responsible for payment of the fine and costs. The Club shall take such action as may be necessary to recover any sum paid on the Player's behalf. The rules or regulations of a County Association must provide for disciplinary action to be taken against a Player who fails to reimburse his Club in accordance with Football Debt Recovery Regulations.
- 19.8 A Disciplinary Commission shall comprise members appointed by the County Association. The appointed Disciplinary Commission shall have no previous personal knowledge of the events or any involvement with any of the Participants concerned.
- 19.9 Participants shall have the right to appeal decisions of Disciplinary Commissions to an Appeal Board of The Association. The Player and/or the Club for which the Player was playing at the time must lodge notification of an intention to appeal within 3 days of the sending of the decision notification, with the appeal submission required to be made within 14 days of the decision notification. The Association shall also have the right to appeal decisions of Disciplinary Commissions to an Appeal Board of The Association. The Association shall have 28 days to appeal following the receipt of the reasons of the Disciplinary Commission. There shall be no further right of challenge in respect of decisions of Disciplinary Commissions, which are otherwise final and binding.
- 19.10 The decision of the County Association will be sent by first-class post or by e-mail to the Club Secretaries of all Clubs for whom the Player is known to be currently playing and to the Player's home address if known. Each of these secretaries is responsible for informing the Player of the decision.
- 19.11 The commencement date of any suspension imposed on a Player is at the discretion of the adjudicating Disciplinary Commission, subject to the suspension starting on a Monday. Such date must allow for the time permitted for notification of an intention to appeal.
- 19.12 Referees and Assistant Referees may be told the result of a hearing on the next working day, should they request to be told, subject to the Participant being aware of the decision.

**20 FURTHER DISCIPLINARY ACTION**

A County Association in formulating its rules and regulations for Misconduct may adopt and include some or all of the following powers: -

- 20.1 To make an order that a Club whose Players are persistently found guilty of Misconduct
  - (a) Be censured and/or fined in accordance with the approved penalty point process.
  - (b) May have its affiliation suspended or cancelled.
- 20.2
  - (a) Any other power approved in writing by The Association.
  - (b) Any optional or alternative power granted to a County Association in accordance with paragraph 20.2(a) shall continue from year to year until such time as the approval is withdrawn. Such approval may be withdrawn by notice in writing from The Association given before 30th April, in any year.



## FOOTBALL DEBT RECOVERY REGULATIONS

The FDR Regulations are applicable to Participants at Steps 5 and below only and The FA Women's Football Pyramid excluding The FA Women's Super League.

Each Affiliated Association shall operate a system to adjudicate upon and facilitate the recovery of Football Debt, which conforms with the FDR Regulations.

Unless otherwise defined in the FDR Regulations, words and expressions shall have the same meaning as set out in the Rules, as amended from time to time.

The following defined terms are used in the FDR Regulations only:

**“Alleged Creditor”** means a Club, Competition or local authority which is allegedly owed a Football Debt by an Alleged Debtor;

**“Alleged Debtor”** means a Player (except Players who are under 18 years old and play in an Under 18 Competition), Club Official, Official, Manager, Match Official, Management Committee Member, or member or employee of a Club which allegedly owes a Football Debt to an Alleged Creditor;

**“Appeal Board”** means the appeal board of an Affiliated Association;

**“Appeal Notification”** means a written and dated notification of the decision of the Appeal Board in respect of a claim;

**“Deadline”** means the expiry date of the 112 day period which commenced when the relevant Football Debt arose;

**“FDR Regulations”** means the Football Debt Recovery Regulations;

**“Football Debt”** means any cost incurred by an Alleged Creditor on behalf of an Alleged Debtor which is (i) equal to or larger than £25 (save for the recovery of disciplinary fines) and (ii) arose directly from football activity including, but not limited to, disciplinary fines and costs, Match fees and costs, Club subscriptions and playing expenses (e.g. pitch hire). For the Avoidance of doubt, incidental costs (e.g. fund raising activities) do not fall within the scope of the FDR Regulations. In the event of a dispute as to what constitutes a Football Debt, the relevant Affiliated Association may, in its absolute discretion, determine the matter.

**“Formal Request”** means a written and dated request for payment of a Football Debt;

**“Notice of Appeal”** means a written and dated notice of appeal against a decision of the Affiliated Association in respect of a claim;

**“Notice of Claim”** means a written notice of claim for the recovery of a Football Debt from an Alleged Debtor which is submitted by the Alleged Creditor to the Alleged Creditor's Affiliated Association prior to the Deadline ;

**“Notification”** means a written and dated notification of the decision of the Affiliated Association in respect of a claim.

### COMMENCING A CLAIM

- 1 In the first instance, an Alleged Creditor must take reasonable steps to recover a Football Debt, including the serving of a Formal Request on the Alleged Debtor.
- 2 If a Football Debt has not been recovered within 28 days of the date of the Formal Request, the Alleged Creditor may submit a Notice of Claim, provided this is done prior to the Deadline.
- 3 In order for a Notice of Claim to be valid, an Alleged Creditor must (i) include all relevant details about the Football Debt(s) which is the subject of the claim and the manner in which it is alleged to have arisen and what steps have been taken to recover it; (ii) provide a copy of the Formal Request and; (iii) provide the full name, last known address and date of birth of the Alleged Debtor (if known); (iv) pay an administration fee of £25 in respect of each

# Football Debt Recovery

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## Handbook

Football Debt detailed in the Claim at the same time as filing the Notice of Claim. This fee may be added to the total debt claimed from the Alleged Debtor.

- 4 Upon receipt of a valid Notice of Claim, the Affiliated Association shall take steps to verify whether the Football Debt(s) is payable by the Alleged Debtor to the Alleged Creditor. The Affiliated Association shall provide a Notification to the Alleged Creditor and Alleged Debtor within 21 days of receipt of the Notice of Claim.

### **PAYMENT OF A CLAIM**

- 5 If a claim is upheld by the Affiliated Association, the Alleged Debtor must make payment of the Football Debt directly to the Alleged Creditor within 21 days of the date of the Notification.
- 6 If a claim is partially upheld by an Affiliated Association, the Alleged Debtor must make payment of such proportion of the Football Debt as directed by the Affiliated Association, in its absolute discretion, in the Notification, directly to the Alleged Creditor within 21 days of the date of the Notification.
- 7 If a claim is rejected by the Affiliated Association, no payment is payable by the Alleged Debtor to the Alleged Creditor.

### **APPEALS**

- 8 If a Claim is upheld or partially upheld by the Affiliated Association, the Alleged Debtor may submit a Notice of Appeal to the Affiliated Association within 21 days of the date of the Notification.
- 9 If a Claim is rejected or partially upheld by the Affiliated Association, the Alleged Creditor may submit a Notice of Appeal to the Affiliated Association within 21 days of the date of the Notification.
- 10 In order for a Notice of Appeal to be valid, the Alleged Debtor/Alleged Creditor must (i) detail all relevant reasons why the Notification should be overturned in full or in part; (ii) provide a copy of the Notification and copies of all paperwork previously submitted to the Affiliated Association in respect of the claim; (iii) provide the full name, last known address and date of birth of the Alleged Debtor/Alleged Creditor (if known).
- 11 Upon receipt of a valid Notice of Appeal, an Appeal Board shall determine, in its absolute discretion, whether to uphold, partially uphold or reject the appeal and shall provide an Appeal Notification to the Alleged Creditor and Alleged Debtor within 21 days of receipt of the Notice of Appeal. The decision of the Appeal Board shall be final.
- 13 If an appeal is rejected by an Appeal Board, the Appeal Fee shall be retained by the Affiliated Association.
- 12 If an Appeal Notification directs that the entirety or a proportion of the Football Debt(s) is payable by the Alleged Debtor to the Alleged Creditor, such sum must be paid directly to the Alleged Creditor within 21 days of the date of the Appeal Notification.

### **MISCELLANEOUS**

- 13 If a claim is upheld or partially upheld by an Affiliated Association/Appeal Board and payment of the Football Debt has not been received by the Alleged Creditor within 21 days of the date of the Notification/Appeal Notification, the Alleged Debtor will be automatically suspended from all footballing activity by the Affiliated Association until (i) the sum directed to be paid by the Affiliated Association/Appeal Board has been paid to the Alleged Creditor in full, and (ii) the Alleged Debtor has received notification from the Affiliated Association that the suspension has been lifted. Any Alleged Debtor breaching such a suspension will be liable to be charged under FA Rule E10 of the Rules of The Association.

**GENERAL PROVISIONS RELATING TO INQUIRIES,  
COMMISSIONS OF INQUIRY, REGULATORY COMMISSIONS OF THE  
ASSOCIATION, OTHER DISCIPLINARY COMMISSIONS, APPEAL BOARDS  
AND SAFEGUARDING REVIEW PANEL HEARINGS**  
(the “General Provisions”)

**GENERAL**

- 1.1 It should be borne in mind that the bodies subject to these General Provisions are not courts of law and are disciplinary, rather than arbitral, bodies. In the interests of achieving a just and fair result, procedural and technical considerations must take second place to the paramount object of being just and fair to all parties.
- 1.2 All parties involved in proceedings subject to these General Provisions shall act in a spirit of co-operation to ensure such proceedings are conducted expeditiously, fairly and appropriately, having regard to their sporting context.
- 1.3 The bodies subject to these General Provisions shall have the power to regulate their own procedure.
- 1.4 Without limitation to the authority of the bodies subject to these General Provisions to regulate their own procedure, where at any time in the course of any proceedings, there has been a breach of procedure by The Association or a failure by The Association to follow any direction given, including any time limit, this shall not invalidate the proceedings or its outcome unless the breach has been such as to seriously and irremediably prejudice the position of the Participant Charged.
- 1.5 Save where otherwise stated, the applicable standard of proof shall be the civil standard of the balance of probability.

**EVIDENCE**

- 2.1 A Commission of Inquiry, Regulatory Commission, Disciplinary Commission, Appeal Board and a Safeguarding Review Panel shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law and shall not be obliged to follow the strict rules of evidence. Such bodies may admit such evidence as it thinks fit and accord such evidence such weight as it thinks appropriate in all the circumstances.
- 2.2 A Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission, Appeal Board and a Safeguarding Review Panel may draw such inference from the failure of a witness (including the Participant Charged) to give evidence or answer a question as it considers appropriate.

**REPRESENTATION**

- 3.1 A Participant Charged attending a personal hearing may be represented by one individual. (For instance, a Player may be represented by a Club Official of a Club with which he/she is associated or by a representative of the Professional Footballers’ Association, and a Referee may be represented by a representative of the Referees’ Association).
- 3.2 A Participant Charged appearing before a Regulatory Commission or an Appellant before an Appeal Board, or a Participant before a Safeguarding Review Panel, and any individual or body assisting in any way an inquiry of The Association or a Commission of Inquiry, may be represented by any person who may speak on his/her behalf (including a legal representative) provided that he/she notifies The Association both of the fact that he/she is to be represented and of the identity of the representative by the date on which the written reply is served.
- 3.3 An individual acting as representative for a Participant Charged shall not be allowed to give evidence.

### **CONFIDENTIALITY/PUBLICATION OF PROCEEDINGS**

- 4.1 The proceedings of a Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission, Appeal Board and Safeguarding Review Panel shall take place in private.
- 4.2 Subject to General Provisions 4.4 and 4.5 below, all oral or written representations, submissions, evidence and documents created in the course of any proceedings are confidential between The Association and the individual or body concerned.
- 4.3 All oral or written representations, submissions, evidence and documents created in the course of any proceedings shall be subject to qualified privilege.
- 4.4 The Association shall have the power to publish in the public press, on a web site or in any other manner considered appropriate:
- the outcome of any inquiry (irrespective of whether a Charge (as defined in Regulation 3.2 of the Disciplinary Regulations) is issued in respect of that inquiry);
  - reports of any hearing, order, requirement, instruction, decision, proceedings, acts, resolution, finding and penalty;
  - any representations, submissions, evidence and documents created in the course of proceedings (including but not limited to the written reasons of a Regulatory Commission and Appeal Board) whether or not this reflects on the character or conduct of a Participant.

Each Participant shall be deemed to have consented to any inquiry or Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission, Appeal Board and a Safeguarding Review Panel and to the publication of any report.

- 4.5 The Association shall have the right to use and rely upon any representations, submissions, evidence and documents that are provided to it during the course of any inquiry and/or are created or otherwise generated during the proceedings of a Commission of Inquiry, a Regulatory Commission, a Disciplinary Commission, Appeal Board and Safeguarding Review Panel for the purpose of carrying out its regulatory functions and monitoring and implementing compliance with its Rules and Regulations (including taking action against any Participant under Rule E of the Rules of The Association).

### **SERVICE OF DOCUMENTS**

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

### **DAYS**

- 6.1 Any reference to a day or days shall mean a calendar day or days. Bank Holidays shall not be counted.

### **FEES**

- 7.1 An appeal fee of £100 is required when a Participant requests an appeal against a decision of a Regulatory Commission. An appeal fee of £50 is required when a Participant requests an appeal against a decision of an Affiliated Association.

For other decisions of The Association amenable to appeal, or a decision of a League, the appeal fees are as follows -

- Premier League to Step 1 - £500
- Step 2 to Step 4 - £250
- Step 5 to Step 7 £100
- Outside National League System - £50

**CONSOLIDATED PROCEEDINGS**

- 8.1 Where the subject matter of or facts pertaining to a Charge or Charges against one or more Participant(s) is sufficiently linked (including, but not limited to, where offences are alleged to have been committed in the same match or where there is common evidence of The Association or the defence) OR where a Commission believes it appropriate for the timely and efficient disposal of the proceedings, the relevant Commission shall have the power to consolidate proceedings so that they are conducted together and the Charges may be determined at a joint hearing. Evidence adduced by or on behalf of a Participant shall be capable of constituting evidence against another Participant. The relevant Commission shall give appropriate weight to such evidence. Participants or their representatives shall be entitled to cross-examine other Participants and their witnesses.
- The relevant Commission may hear evidence in any order and shall have complete discretion to take matters out of order for the timely, efficient and appropriate disposal of the proceedings.

**OTHER PROCEEDINGS**

- 9.1 The fact that the Participant is liable to face or has pending any other criminal, civil or disciplinary proceedings in relation to the same matter shall not prevent or fetter The Association conducting proceedings under the Rules of The Association.

**EXCLUSION OF LIABILITY**

- 10 Members of any tribunal and any executive staff member of The Association involved in any proceedings subject to these General Provisions, shall not be held liable for any acts or omissions in relation to any such proceedings.

**DISCIPLINARY PROCEDURES FOR HEARINGS DEALT WITH BY COUNTY AND OTHER AFFILIATED ASSOCIATIONS.**

**HEARINGS BEFORE A DISCIPLINARY COMMISSION**

- A. Subject to the Rules of The Association, a Disciplinary Commission may adopt such procedures at a hearing of a Charge as it considers appropriate and expedient for the just determination of the Charge brought before it.
- B. A Disciplinary Commission shall not be bound by any enactment or Rule of Law relating to the admissibility of evidence in proceedings before a Court of Law.
- C. A Disciplinary Commission must be chaired by a Chairman that has completed The FA Chairman training and passed the online assessment within the previous 2 years.
- D. A Disciplinary Commission Secretary must attend all Disciplinary Commissions. Neither the Chairman of the Disciplinary Commission nor any of the members of the relevant Disciplinary Commission may act as Disciplinary Commission Secretary.
- E. The Disciplinary Commission Secretary must have completed The FA Secretary training and passed the online assessment within the previous 2 years.
- F. A Disciplinary Commission may appoint members from outside of the Affiliated Association Council. Members of the County Local Football Association Anti-Discrimination Panel are eligible for all Disciplinary Commission appointments and are co-opted members to the County Disciplinary Committee.
- G. For all personal hearings all case papers must be distributed to the Participant Charged and the Disciplinary Commission at least 3 days prior to the hearing and for non-personal hearings all papers must be distributed to the Disciplinary Commission at least 1 day prior to the hearing.
- H. For any personal hearings taking place on or after 1 January 2018, at least one member of the Disciplinary Commission shall be independent.

**Attendance of Children at Personal Hearings**

**CHILDREN**

- I. A child aged 13 or under must not appear at a Disciplinary Commission as either a witness or the person charged. An alternative method should be adopted which could include:
  - A meeting - bring the parties together to talk through the issues.
  - County FA (CFA) Welfare Officer (CFA WO) to talk to the child to warn them about their behaviour. A parent/carer should be present at any meeting.
  - CFA WO to obtain written statement from child and Disciplinary Commission to then proceed on paper basis only – the CFA WO may need to write the statement in conjunction with the child and parent/carer.
  - Private meeting between child and CFA WO to establish child's version of events, CFA WO to report verbally to Disciplinary Commission. The CFA WO should make a contemporaneous note of the meeting and a parent/carer should be present throughout.
- J. A child between the ages of 14 and 16 years inclusive can attend a Disciplinary Commission provided that:
  - he / she understands it is his / her duty to speak the truth.
  - his / her evidence is sufficiently important to justify it being heard.
  - the appropriate procedures relating to minors are adopted. The child must be accompanied by a parent/carer.
- K. When dealing with a Disciplinary Commission involving those aged 16 and 17 years in Adult Football, best practice would be to follow the guidance established for adults, except in cases where the individual has learning development needs. Those with learning

# Disciplinary Procedures Dealt with by Affiliated Associations

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## Handbook

development needs should be treated in a manner consistent with their mental capacity. If the suggestion is that the Participant has the cognitive reasoning of a child of a particular age, follow that guidance.

- Where a child is aged 17, consent of the parent should be sought for the child to attend the Disciplinary Commission where possible / appropriate. A 17 year old is still a child and if they choose to have adult representation this should be allowed.

### L. Young people as witnesses

- i. Evidence should only be received from young people (accompanied by a responsible adult) in front of the Disciplinary Commission, the Disciplinary Commission Secretary, the Participant Charged and his/her representative.
  - ii. All other occupants present at a hearing must remove themselves from the hearing whilst a young person is giving evidence.
  - iii. The asking of questions will be restricted to the Chairman of the Disciplinary Commission only.
  - iv. At the end of the questioning the representative or Participant Charged will be asked whether there are any other questions that they believe should be asked of the witness.
  - v. If required additional questions may be put to the witness but only by the Chairman of the Disciplinary Commission.
  - vi. Once all the questioning has been completed the young person will then leave the Disciplinary Commission room and will not be required to remain for the remainder of the hearing.
1. A person must be appointed to the Disciplinary Commission to act as its Secretary, whose duty shall be to call the evidence to be submitted in support of the Charge and generally assist the Disciplinary Commission in its determination of the Charge.
  2. A Participant may be represented by one individual. (For instance, a Player may be represented by a Club Official of a Club with which he/she is associated or by a representative of the Professional Footballers' Association, and a Referee may be represented by a representative of the Referees Association except when he/she is acting as a witness.) A Participant appearing before a Disciplinary Commission may be legally represented. An individual acting as representative for a Participant shall not be allowed to give evidence at a Disciplinary Commission.
  3. The Participant Charged and any representative shall be admitted to the hearing. The Disciplinary Commission shall satisfy itself that the Participant Charged has had details of the Charge.
  4. Evidence (including witness evidence) in support of the Charge shall be received by the Disciplinary Commission. In cases concerning a report from a Match Official, that report shall be received in evidence first. This report may have been submitted by email or through a web-site, in accordance with accepted procedures of The Association.
  5. The Participant Charged or his/her representative shall have the right to ask questions relevant to the matters in issue of any witness in support of the Charge.
  6. After evidence in support of the Charge has been received by the Disciplinary Commission, any written statement made by the Participant Charged shall be considered by the Disciplinary Commission.

The Participant Charged may then give evidence on his/her own behalf and in such event he/she may have questions asked of him/her by the Disciplinary Commission. The Participant Charged or his/her representative may then submit evidence and call witnesses.

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## Disciplinary Procedures Dealt with by Affiliated Associations

### Handbook

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7. At any time the Chairman and members of the Disciplinary Commission, may ask questions of any witness or any representative. The Disciplinary Commission may draw such inferences as it considers appropriate from the failure of the Participant Charged to give evidence or answer a question put to him/her.
8. In the event of the evidence submitted in answer to the Charge disclosing a point which the Disciplinary Commission considers was not covered in the evidence of, or not put to, any witness in support of the Charge, the Disciplinary Commission may recall any witness and ask questions of such witness. The person charged or his/her representative may also ask questions as at paragraph 5 above.
9. The evidence having been completed to the satisfaction of the Disciplinary Commission, the Participant Charged or his/her representative shall be entitled to make closing submissions based upon the evidence, but this may not include reference to facts not disclosed in the evidence presented to the Disciplinary Commission.
10. At the conclusion of the closing submissions, all persons shall withdraw whilst the Disciplinary Commission considers the evidence and submissions presented to it and determines whether the Charge has been proven or not. After reaching its decision, the Disciplinary Commission shall recall the Participant Charged and his/her representative. The Disciplinary Commission Secretary shall announce whether the Charge has been found proven or not proven.
11. If the Charge is found not proven the hearing will be declared closed.
12. If the Charge is found proven details of the Misconduct (as defined in and pursuant to the Rules of The Association) record of the Participant Charged shall be received by the Disciplinary Commission. The Participant Charged, or his/her representative, may then make a plea in mitigation.
13. At the conclusion of the plea in mitigation the Participant Charged and his/her representative shall again withdraw and the Disciplinary Commission shall determine what order or orders, if any, shall be made under Regulation 6.1 of the Disciplinary Regulations.
14. The Participant Charged and his/her representative shall then be re-admitted and informed of the decision of the Disciplinary Commission by the Disciplinary Commission Secretary. This shall subsequently be confirmed in writing. (In cases of an Assault on a Match Referee, the findings of the Disciplinary Commission will be sent to the Match Official if requested by the Match Official, in writing).
15. As an alternative to the above, a Disciplinary Commission may, where it considers it appropriate, not announce its decision at the meeting but inform the Participant Charged that such decision will be communicated to him/her in writing through his/her Club Secretary.

#### **BOARD HEARINGS**

The Appeal Board will be conducted in accordance with the General Provisions Relating to Appeal Boards and the Appeal Regulations.



## APPEAL REGULATIONS

### COMMENCEMENT OF APPEAL

- 1.1 An appeal shall be commenced by lodging a notice of appeal (“the Notice of Appeal”) with The Association.
- 1.2 The Notice of Appeal shall be lodged within 14 days of the date of notification of the decision appealed against.
- 1.3 In the case of an appeal from a decision of a Regulatory Commission:
- (1) Notification of the intention to appeal shall be made in writing to The Association within 7 days of notification of the decision to be appealed against;
  - (2) the date of notification of the decision shall be the date of the written decision or, if applicable, the date of the written reasons for the decision. In relation to any other decision, the relevant date shall be the date on which it was first announced.
- 1.4 The Notice of Appeal must:
- (1) identify the specific decision(s) being appealed;
  - (2) set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision;
  - (3) set out a statement of the facts upon which the appeal is based;
  - (4) save for where the Appellant is The Association, in which case no deposit will be payable, be accompanied by any deposit prescribed by the relevant Rules of The Association or regulations. Where an appeal is lodged by fax or email or other electronic means, the deposit must be received not later than the third day following the day of despatch of the fax, email or electronic notification (including both the day of despatch and receipt);
  - (5) where appropriate, apply for leave to present new evidence under Regulation 2.6 below.
- 1.5 The grounds of appeal available to The Association, shall be that the body whose decision is appealed against:
- (1) misinterpreted or failed to comply with the Rules of The Association or regulations relevant to its decision; and/or
  - (2) came to a decision to which no reasonable such body could have come; and/or
  - (3) imposed a penalty, award, order or sanction that was so unduly lenient as to be unreasonable.
- 1.6 The grounds of appeal available to Participants shall be that the body whose decision is appealed against:
- (1) failed to give the appellant a fair hearing; and/or
  - (2) misinterpreted or failed to comply with the Rules of The Association or regulations relevant to its decision; and/or
  - (3) came to a decision to which no reasonable such body could have come; and/or
  - (4) imposed a penalty, award, order or sanction that was excessive.
- Where an appeal is brought against a decision of a Regulatory Commission by FIFA, UKAD or WADA pursuant to the Doping Regulations, any and all of the appeal grounds set out at Regulations 1.5 and 1.6 above may be relied upon.
- 1.7 (1) Only where a decision made by a league is being appealed, within 7 days of the lodging of the Notice of Appeal, the league (the Respondent) may submit in writing

# Regulations for FA Appeals

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## Handbook

an application for the Appeal Board to require a bond to be lodged by the Appellant before the appeal may progress.

- (2) Whilst such a bond application is being processed in accordance with this Regulation, no Response (as defined below) to the Notice of Appeal will be due from the Respondent in accordance with Regulation 2.4.
- (3) Any bond application must be copied to the Appellant, and –
  - i. State the grounds for the application; and
  - ii. State the amount applied for.
- (4) The Appellant may provide a response to the bond application within 7 days of its submission.
- (5) Whether or not the Appellant has provided any response to it, the Appeal Board shall consider the bond application as soon as practicable after the seventh day following its submission. The Appeal Board may, in its discretion, consider the bond application on papers alone, or require the parties to attend a personal hearing. Any such personal hearing shall be conducted according to such timings and procedure as the Appeal Board may determine at its discretion.
- (6) Notwithstanding the terms of Regulation 3.5 below, only following a bond application by the Respondent submitted pursuant to this Regulation, the Appeal Board may order the Appellant to lodge a bond with The Association on such date and in such amount as it considers appropriate, where it is satisfied that there is a real risk that the Appellant will not pursue the Appeal to a final determination by the Appeal Board.

The Appeal Board's decision in this respect shall be final and binding with no further right of appeal.
- (7) Where an Appeal Board orders a bond to be lodged with The Association, the Appeal may not proceed until the bond is duly lodged. In any such appeal, notwithstanding the terms of Regulation 2.4 below, the Respondent shall serve its response to the Notice of Appeal within 14 days from the date that the bond is lodged with The Association.
- (8) Where an Appeal Board decides not to order a bond to be lodged with The Association, notwithstanding the terms of Regulation 2.4 below, the Respondent shall serve its response to the Notice of Appeal within 14 days from the date of the Appeal Board's decision.
- (9) Any bond lodged with The Association pursuant to Regulation 1.7(6) above will be held by The Association until the final determination of the appeal by an Appeal Board. Following such final determination, the bond shall in all cases be returned to the Appellant in full.
- (10) Notwithstanding the terms of Regulation 3.5 below, in any case where a bond has been lodged with The Association, and the appeal is not pursued by the Appellant to a final determination by the Appeal Board, the Appeal Board shall have a discretion to order the forfeiture of any part or all of the bond, such amount to be paid in full to the Respondent to cover any costs it has so far incurred in responding to the appeal.

- 1.8 Once an appeal has been commenced, it shall not be withdrawn except by leave of the Appeal Board, with such order for costs, or such order in respect of any bond lodged pursuant to Regulation 1.7 above, as the Appeal Board may consider appropriate.

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# Regulations for FA Appeals

## Handbook

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### APPEAL PROCEEDINGS

- 2.1 An Appeal Board shall proceed as set out below.
- 2.2 Reference to a party or parties means:
- (1) the appellant (the "Appellant"); and
  - (2) the respondent (the "Respondent"), which shall be either the Participant and/or The Association in the case of an appeal against a decision of the Regulatory Commission, or the Affiliated Association or Competition whose decision is appealed against.
- 2.3 The Association, whether acting as Appellant or Respondent, shall nominate an individual or individuals to represent it before the Appeal Board.
- 2.4 The Respondent shall serve a written reply to the Notice of Appeal (the "Response") on an Appellant and the Appeal Board within 21 days of the lodging of the Notice of Appeal. Where appropriate, the Response must include any application for leave to present new evidence under Regulation 2.6 below.
- 2.5 The parties shall be entitled to make oral submissions to the Appeal Board but an appeal shall be by way of a review on documents only, without oral evidence, except where the Appeal Board gives leave to present new evidence under Regulation 2.6 below.
- Appeal Board proceedings shall be conducted how, when and where the Appeal Board considers appropriate.
- Reasonable notice shall be given by the Appeal Board of the date, time and venue of the appeal. An Appeal Board shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

An Appeal Board shall proceed as follows:

- 2.6 The Appeal Board shall hear new evidence only where it has given leave that it may be presented. An application for leave to present new evidence must be made in the Notice of Appeal or the Response, setting out the nature and the relevance of the new evidence, and why it was not presented at the original hearing. Save in exceptional circumstances, the Appeal Board shall not grant leave to present new evidence unless satisfied with the reason given as to why it was not, or could not have been, presented at the original hearing and that such evidence is relevant. The Appeal Board's decision shall be final.
- 2.7 The chairman of an Appeal Board may upon the application of a party or otherwise, give any instructions considered necessary for the proper conduct of the proceedings, including but not limited to:
- (1) extending or abridging any time limit;
  - (2) amending or dispensing with any procedural steps set out in these Regulations;
  - (3) instructing that a transcript be made of the proceedings;
  - (4) ordering parties to attend a preliminary hearing;
  - (5) ordering a party to provide written submissions. The decision of the chairman of the Appeal Board shall be final.
- 2.8 The Appeal Board may adjourn a hearing for such period and upon such terms (including an order as to costs) as it considers appropriate.
- 2.9 The Appellant shall prepare a set of documents which shall be provided to the Appeal Board and Respondent at least seven days before the hearing and which shall comprise the following (or their equivalent):
- (1) the Charge;
  - (2) the Reply;

# Regulations for FA Appeals

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## Handbook

- (3) any documents or other evidence referred to at the original hearing relevant to the appeal;
- (4) any transcript of the original hearing;
- (5) the notification of decision appealed against and where they have been given the reasons for the decision;
- (6) any new evidence;
- (7) the Notice of Appeal;
- (8) the Response.

Where the Regulatory Commission or other body appealed against has not stated the reasons for its decision, either;

- (i) the Appellant shall request written reasons from that body which shall be provided to the Appeal Board; or
- (ii) the Appeal Board shall require that a member of the body that made the decision shall attend (in which case, questions may be put by the Appeal Board at a hearing to satisfy itself as to the reasons for the decision. Cross-examination by the Appellant or Respondent shall not be permitted. Representations may be made by the parties to the Appeal Board who may then put questions to the member of the body that made the decision).

- 2.10 Appeal hearings shall be conducted how, when and where the Appeal Board considers appropriate. Reasonable notice shall be given by the Appeal Board of the date, time and venue of the appeal.

Where an application to present new evidence has been made, the party making the application shall address the Appeal Board in support of the application and the other party may respond; the Appeal Board shall then determine whether or not it will receive the new evidence. The following procedures shall be followed at an appeal hearing unless the Appeal Board thinks it appropriate to amend them:

- (1) The Appellant to address the Appeal Board, summarising its case;
- (2) Any new evidence to be presented by the Appellant;
- (3) The Respondent to address the Appeal Board, summarising its case;
- (4) Any new evidence to be presented by the Respondent;
- (5) Each party to be able to put questions to any witness giving new evidence;
- (6) The Appeal Board may put questions to the parties and any witness giving new evidence at any stage;
- (7) The Respondent to make closing submissions;
- (8) The Appellant to make closing submissions.

- 2.11 The Appeal Board shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.

- 2.12 The Appeal Board may, in the event of a party failing to comply with an order, requirement or instruction of the Appeal Board, take any action it considers appropriate, including an award of costs against the offending party.

### **APPEAL BOARD DECISIONS**

- 3.1 A decision, order, requirement or instruction of the Appeal Board shall (save where to be made under the Rules of The Association by the Chairman of the Appeal Board alone) be determined by a majority. Each member of the Appeal Board shall have one vote, save that the Chairman shall have a second and casting vote in the event of deadlock.

# Regulations for FA Appeals

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## Handbook

- 3.2 The Appeal Board shall announce its decision to the parties as soon as practicable in such a manner as it considers appropriate; and unless it directs otherwise, its decision shall come into effect immediately.
- 3.3 The Appeal Board shall have power to:
- (1) allow or dismiss the appeal;
  - (2) exercise any power which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed;
  - (3) remit the matter for re-hearing;
  - (4) order that any deposit be forfeited or returned as it considers appropriate;
  - (5) make such further or other order as it considers appropriate, generally or for the purpose of giving effect to its decision.
  - (6) order that any costs, or part thereof, incurred by the Appeal Board be paid by either party or be shared by both parties in a manner determined by the Appeal Board.
- 3.4 Decisions of the Appeal Board shall be final and binding and there shall be no right of further challenge, except in relation to appeals to CAS brought by FIFA or WADA pursuant to the Anti-Doping Regulations, or in respect of the amount of costs any party is ordered to pay by the Appeal Board, as set out below.

### **OTHER COSTS**

- 3.5 Any costs incurred in bringing, or responding to, an appeal shall normally be borne by the party incurring the costs. In exceptional circumstances the Appeal Board may order one party to pay some or all of the other party's costs. Such costs will not include any legal costs. Any applications for such costs must be made at the Appeal Board and must include details of the exceptional circumstances.
- 3.6 An appeal against only the quantum of costs ordered to be paid shall be heard and determined by a single person appointed by Sports Resolutions Limited (or a similar independent body as determined by The Association from time to time). That person shall decide all matters of procedure for how such an appeal will be conducted.

### **WRITTEN DECISION**

- 3.7 As soon as practicable after the hearing, the Appeal Board shall publish a written statement of its decision, which shall state:
- (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
  - (2) whether or not the appeal is allowed; and
  - (3) the order(s) of the Appeal Board.
- The written statement shall be signed and dated by the chairman of the Appeal Board and be the conclusive record of the decision.
- 3.8 The Appeal Board shall, upon the request of the Appellant or the Respondent (such request to be received at The Association within three days of the date of the announcement of the decision), give written reasons for the decision.

### THE ASSOCIATION'S POLICY ON SAFEGUARDING ADULTS AT RISK

#### DEFINITIONS

For the purpose of this Policy the following definitions apply:

1. **Adult at Risk<sup>1</sup>**  
Means any adult who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
2. **Abuse**  
Abuse is defined as a violation of an individual's human and civil rights by any other person or persons. It includes acts of commission (such as an assault) and acts of omission (situations where the environment fails to prevent harm). Abuse may be single act or omission or series of acts or omissions.
3. **Capacity<sup>2</sup>**  
Capacity refers to an individual adult's ability to take a specific decision or take a particular action at a particular time even if they are able or not able to make other decisions at other times. The starting point should be that the person has capacity to make a decision unless it can be established that they cannot.

#### POLICY

The Association is committed to football being inclusive and providing a safe and positive experience for every adult participant involved in the game regardless of age, gender, gender reassignment, disability, culture, language, race, faith, belief or sexual orientation.

The Association recognises that some adult participants some may need additional safeguards and/or protection. These adults are referred to as Adults at Risk.

The Association recognises its responsibility to safeguard and protect Adults at Risk, and to respond appropriately to any allegations or suspicions of abuse. Everyone who works with Adults at Risk has a responsibility to commit to this.

If abuse is suspected, or reported, The Association will work in partnership with the Adult at Risk wherever possible, depending on their capacity and the risk to them and others. The Association will also work in partnership with the police, the Disclosure and Barring Service, Safeguarding Adults Boards and local authorities so these organisations can carry out their statutory duties to safeguard and protect Adults at Risk. When responding to abuse or allegations of abuse and considering the sharing of information, The Association will put the needs of the adult first, work in their best interests and take into account the six principles of safeguarding adults detailed in the Care Act 2014: empowerment; protection; prevention; proportionality; partnership; and accountability. These principles will underpin all work with Adults at Risk.

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<sup>1</sup> The Care Act 2014

<sup>2</sup> Mental Capacity Act, 2005

### **SAFEGUARDING ADULTS AT RISK REGULATIONS**

#### **PREAMBLE**

This Preamble is provided for guidance. If there is any inconsistency between the Preamble and the operative parts of the Safeguarding Adults at Risk Regulations below, the operative parts shall prevail.

As set out in The Association's Safeguarding Adults at Risk Policy, The Association is committed to safeguarding Adults at Risk within football and has Case Management procedures in place to assess the suitability of individuals to be involved with Adults at Risk in football.

In assessing that suitability, the welfare of Adults at Risk is the paramount consideration. Towards this, The Association has the power under the Safeguarding Adults at Risk Regulations to issue an order where any one or more of the following applies:

- (i) The individual fails to comply with any part of The Association's Criminal Records Check (CRC) process;
- (ii) The individual has been barred by the Independent Safeguarding Authority (ISA) or the Disclosure and Barring Service (DBS) from engaging in regulated activity relating to Adults at Risk
- (iii) The individual is included on the Disclosure and Barring Service (DBS) Adults Barred List;
- (iv) The individual has been convicted of, or made the subject of a caution for, an "Offence" defined in Regulation 1.1; or
- (v) Following a risk assessment, The Association is satisfied that the individual poses or may pose a risk of harm to Adults at Risk.
- (vi) Following a risk assessment, The Association is satisfied that the individual is or was in a position of trust in relation to another person and has engaged in sexual activity and / or an inappropriate relationship with that person.

#### **GENERAL**

- 1.1 In these Regulations the expression "Offence" shall mean any one or more of the offences contained in the Schedules of the Criminal Justice and Court Services Act 2000 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to an Adult at Risk .  
The expression "position of trust" shall mean any position where an individual is in a relationship of trust with any person with responsibility and / or authority in relation to that person and shall include without limitation those who care for, advise, supervise, train, coach, teach, manage, tutor, mentor, assess, develop, guide, treat or provide therapy to Adults at Risk
- 1.2 The Safeguarding Review Panel shall determine its own procedures save that in making findings of fact the test that the Safeguarding Review Panel shall apply shall be the civil standard of the balance of probability. Where a case is referred to the Safeguarding Review Panel pursuant to these Regulations it shall have the discretion to depart from the procedures set out in these Regulations where it considers it appropriate to do so.
- 1.3 The actions that may be taken under these Regulations by a Case Manager may also be taken by the Case Manager's nominee.
- 1.4 The Association may notify other parties of the terms of any order imposed under these Regulations where the Case Manager considers that such notification is appropriate in order to give effect to the terms of the order.
- 1.5 Where urgent cases arise under these Regulations the Chairman of the Safeguarding Review Panel may exercise the functions and powers of the Safeguarding Review Panel as provided for by these Regulations, on an interim basis. An interim decision taken by the Chairman of the Safeguarding Review Panel shall not be final until such time as it has

# Safeguarding Adults at Risk

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## Handbook

been ratified by the Safeguarding Review Panel, which shall have the right to ratify, modify or make any other order as it considers appropriate in relation to the decision taken by the Chairman of the Safeguarding Review Panel.

2. For these purposes, the term Adult at Risk or Adults at Risk means any person who falls within any one or more of the following:
  - 2.1 The Care Act 2014
  - 2.2 Section 59 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012; and 2.3 any adult who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

### **SAFEGUARDING ADULTS AT RISK PROCESS**

3. Any person, regardless of their age, applying for or currently in such positions that The Association in its discretion considers relevant whose duties include regularly caring for, training, supervising, administering treatment and/or therapy or medical treatment to an Adult at Risk may be required by The Association to comply with the requirements of The Association's Safeguarding Adults at Risk process. These requirements are:
  - 3.1 To obtain and provide to The Association a DBS Enhanced Criminal Records Check (to include the Adults Barred List check where the duties fall within the definition of "Regulated Activity" under the Protection of Freedoms Act 2012) or to obtain and provide to The Association a DBS Enhanced Criminal Records Check without a check of the adults barred list where the duties do not fall within the definition of "Regulated Activity" under the Protection of Freedoms Act 2012 or other DBS check according to role.
  - 3.2 To provide any such further detail, explanation or clarification of any part of the matters disclosed pursuant to Regulation 3.1 above as may be required by The Association;
  - 3.3 To comply with any other request or requirement which may assist The Association in progressing or completing any investigation, risk assessment or other enquiry as part of the Safeguarding Adults at Risk process;
  - 3.4 Where required, to provide at least two references that attest to their suitability to be involved in football involving Adults at Risk. The spouse or partner of the person subject to this requirement cannot act as a referee for this purpose. Any reference provided by a spouse or partner will not be accepted; and
  - 3.5 To comply with each of the requirements set out in Regulations 3.1-3.4 within any such time limit as The Association may stipulate.
  - 3.6 To comply with any order imposed by the Safeguarding Review Panel.

Any person who fails to comply with any of the requirements set out in Regulation 3 shall be subject to an immediate suspension from football activity, on such terms and for such period as The Association may stipulate.

Any requirement under this Regulation 3, or any suspension arising from any failure to comply with any requirement of this Regulation, shall apply whether or not a person withdraws their application or ceases to hold the relevant position at any time before, during or after the investigation, risk assessment or final order of the Safeguarding Review Panel.

### **INTERIM ORDERS**

4. Upon receipt by The Association of:
  - 4.1 Notification that an individual has been charged with an Offence;
  - 4.2 Notification that an individual is the subject of an investigation by the Police or any other authority relating to an Offence; or



# Safeguarding Adults at Risk

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## Handbook

- 4.3 Any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to an Adult at Risk
- The Association shall have the power to make any interim order including, but not limited to, issuing an interim suspension order suspending the individual from all or any specific football activity for such a period and on such terms and conditions as it considers appropriate. Interim orders shall be issued by the Case Manager, who shall provide the individual with written notification of the interim order, the reason(s) for its imposition and of the right of appeal pursuant to Regulation 7.
- 5.1 In determining whether an order under Regulation 4 should be made, the Case Manager shall give consideration, inter alia, to the following factors
- 5.1.1 Whether Adults at Risk may be at risk of harm from the individual
- 5.1.2 Whether the matters are of a serious nature; and/or
- 5.1.3 Whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded having regard to the need for any suspension order to be proportionate.
- 5.2 An interim order may be issued without prior notice to the individual where, having given consideration to the factors set out in Regulation 5.1, the Case Manager considers that an interim order should be imposed immediately.
- 5.3 All interim orders will be reviewed by the Safeguarding Review Panel at the earliest available opportunity following the imposition of an interim order. The Panel may ratify, modify or remove any interim order, or make any other order as it considers appropriate.
- 6 The total period of an interim order under Regulation 4 shall not last beyond the final determination of any related case under the Rules of The Association. An interim order will be reviewed by the Panel at the first opportunity following the expiry of 6 months from the date of the order being imposed, and at the same interval thereafter.
- 7 The Association may appeal against any decision of the Safeguarding Review Panel made under Regulation 5.3.
- Any individual subject to an interim order under Regulation 4 may appeal against it as follows:
- 7.1 In the event that the interim order was imposed without notice pursuant to Regulation 5.2, the individual shall have an immediate right of appeal following the decision of the Safeguarding Review Panel; or
- 7.2 In the event that the interim order was imposed following the individual having been given an opportunity to make written representations as to why the order should not be imposed, the individual shall have a right of appeal once the period of three months from the imposition of the interim order by the Case Manager has elapsed. The opportunity to make written representations shall be in accordance with the deadline set by the Case Manager for such written representations to be made.
- 8 Appeals under Regulation 7 shall be considered by the Safeguarding Review Panel. None of the members of the Safeguarding Review Panel hearing the appeal shall have been a member of the Safeguarding Review Panel which conducted the initial review under Regulation 5.3.
- 9 To bring an appeal under Regulation 7, the appellant, where an individual, must give notice in writing to The Association's Judicial Services Department with a copy sent to the Case Manager; where The Association is the appellant, it must give notice in writing to The Association's Judicial Services Department with a copy sent to the individual. In each case the notice must request an appeal and state the grounds for that appeal. The appellant may submit any written material in support of the appeal. Such material must be submitted

# Safeguarding Adults at Risk

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## Handbook

to the respondent (who will be either The Association or individual as appropriate) and the Safeguarding Review Panel within 14 days of giving such notice or it may not be considered by the Safeguarding Review Panel.

- 10 The Safeguarding Review Panel shall determine all procedural matters for the conduct of the appeal, including requiring more information from either the appellant or the respondent. Unless the Safeguarding Review Panel in its discretion exceptionally allows the appellant and the respondent to address it in person, the Safeguarding Review Panel shall only consider the written material submitted by the appellant in support of the appeal, together with any written material submitted by the respondent.
- 11 In determining an appeal, the Safeguarding Review Panel shall have the power to make any order in relation to the interim order as it considers appropriate, including ratifying, modifying or removing it.
- 12 Any appeal under Regulation 7 shall be determined by the Safeguarding Review Panel at the earliest opportunity, following the receipt of notice in writing and any written material in support of the appeal from the appellant and written material submitted by the respondent.
- 13 Where an interim order is imposed on an individual under Regulation 4 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.

### **DETERMINATION FOLLOWING ANY ORDER MADE PURSUANT TO STATUTE BARRING OR RESTRICTING INVOLVEMENT WITH E ADULTS AT RISK**

14.1 Where any individual is:

14.1.1 Barred from regulated activity relating to Adults at Risk ;

14.1.2 Included in the list of individuals considered unsuitable to work with Adults at Risk , as kept by the Disclosure and Barring Service (DBS); and/or

14.1.3 Subject to any other order, not within Regulation 14.1.1 or 14.1.2, issued pursuant to statute restricting their involvement with Adults at Risk,

The Association shall have the power to make any order, including but not limited to an order that any individual be suspended from all or any specific football activity for such period and on such terms and conditions as it considers appropriate. Any such order shall be issued by the Case Manager.

- 14.2 The Case Manager shall notify the individual in writing of the order and shall invite the individual to make any written representations within 14 days as to why the order should not be ratified by the Safeguarding Review Panel.
- 14.3 All such orders shall be reviewed at the next meeting of the Safeguarding Review Panel. In reviewing the order the Safeguarding Review Panel shall consider any written material submitted by the individual in accordance with Regulation 14.2, together with all written material submitted by the Case Manager. The Safeguarding Review Panel may ratify, modify or remove any such order, or make any other order as it considers appropriate.

### **ORDER FOLLOWING CONVICTION OR CAUTION**

- 15.1 The Association's Safeguarding Review Panel shall have the power to make any order in respect of any individual convicted of, or made the subject of a caution in respect of, an Offence, including but not limited to a suspension from all or any specific football activity for such period and on such terms and conditions as it considers appropriate.
- 15.2 Where a case is to be considered by the Safeguarding Review Panel under Regulation 15.1, the Case Manager shall notify the individual in writing and shall invite the individual to make any written representations within 14 days.
- 15.3 Before making any order under Regulation 15.1, the Panel shall consider all information gathered in respect of an individual including, where applicable, information gathered

# Safeguarding Adults at Risk

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## Handbook

pursuant to The Association's CRC process under Regulation 3, any written representations made by the individual under Regulation 15.2, together with all written material submitted by the Case Manager.

### **ORDER FOLLOWING RISK ASSESSMENT**

16. In addition to The Association's powers under Regulations 4, 14 and 15 the Safeguarding Review Panel shall have the power to make any order that it considers appropriate, including but not limited to an order that any individual be suspended from all or any specific football activity for such period and on such terms and conditions as it considers appropriate, if it is satisfied that the individual poses or may pose a risk of harm to Adults at Risk and/or that the individual is or was in a position of trust in relation to any person and has engaged in sexual activity and/or an inappropriate relationship with that person.
17. Cases may be referred to the Safeguarding Review Panel in order to seek an order under Regulation 16 by the Case Manager where the Case Manager has reasonable cause to suspect that there are grounds for concern about an individual's continued participation in football activity involving Adults at Risk
18. The Case Manager shall reach this decision on the basis of a risk assessment of that individual's suitability for such participation. This risk assessment may be in such form and prepared by any person, as the Case Manager at his/her discretion, considers appropriate.
19. Before a referral is made under Regulation 17, the Case Manager must use reasonable endeavours to notify the individual in writing. Such written notification must explain the order sought and the reason for it, and include a copy of the risk assessment and all other written material that the Case Manager intends to rely upon in seeking the order, save for any exceptional material dealt with under Regulation 25.
20. The individual shall have 14 days to reply to this notification and to provide any written material that he/she wishes the Safeguarding Review Panel to take into account in considering whether or not to impose any order under Regulation 16.
21. Following the receipt of the reply and/or written material from the individual, or the expiry of the 14 day period if no reply is received, the Case Manager may:
  - 21.1 Decide that no further action is currently required as there are no longer grounds for a referral under Regulation 17;
  - 21.2 Make any such further inquiries as he or she considers appropriate in light of any matters raised by the individual in response to the written notification; or
  - 21.3 Refer the case to the Safeguarding Review Panel under Regulation 17.
22. Where further inquiries are made by the Case Manager, any written material arising from those inquiries may only be relied on by the Case Manager in applying for any order under Regulation 16 if that written material has been sent to the individual and he or she has had 14 days to reply to it, save for any exceptional material dealt with under Regulation 25. If the written material is relied upon, any response by the individual must also be considered by the Safeguarding Review Panel.
23. The Safeguarding Review Panel shall determine all procedural matters for the conduct of a case referred to it under Regulation 17. Unless the Safeguarding Review Panel in its discretion exceptionally allows the individual and the Case Manager to address it in person, the case shall be considered on the basis of the following written material only:
  - 23.1 The written notification and all written material provided with it by the Case Manager to the individual;
  - 23.2 The reply, if any, and all other written material submitted by the individual in response to the written notification;
  - 23.3 Any further written material provided by the Case Manager to the individual subsequently to the written notification; and

# Safeguarding Adults at Risk

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## Handbook

- 23.4 Any response from the individual to such further written material and all other written material submitted with that response.
- 24. In exercising its discretion as to whether exceptionally to allow the individual and the Case Manager to address it in person, whether that be as a result of an application made by either party or otherwise, the Safeguarding Review Panel shall give consideration, inter alia, to the following factors:
  - 24.1 Whether the terms of any order under consideration would affect the individual's paid employment within football;
  - 24.2 Whether exceptional material is to be put before the Safeguarding Review Panel; and/or
  - 24.3 Whether an oral hearing has previously been conducted pursuant to Regulation 10 in relation to the same matter.

### **EXCEPTIONAL MATERIAL**

- 25.1 In considering an interim order under Regulation 5.3, an appeal against an interim order under Regulation 7 or whether or not to make any order under Regulation 16, as a general rule the Safeguarding Review Panel may not consider any material provided by either the Case Manager or the individual which the other party has not seen and had a reasonable opportunity to reply to.
- 25.2 Exceptionally, in respect of any of the matters set out at Regulation 24.1, the Case Manager may make an application to an Exceptional Material Panel for permission to submit material to the Safeguarding Review Panel that has not been sent to the individual ("exceptional material"), where the Case Manager considers that the exceptional material concerned should not be sent to the individual for any one or more of the following reasons:
  - 25.2.1 Revealing it to the individual may create a risk of harm to any person or persons, and/or
  - 25.2.2 Revealing it to the individual may amount to a criminal offence or otherwise be unlawful.
- 25.3 Where the Case Manager makes an application to an Exceptional Material Panel for permission to submit exceptional material to the Safeguarding Review Panel under Regulation 25.2, the Case Manager shall give notice of the application to the individual in writing at least fourteen days before the Exceptional Material Panel considers the application, unless the Case Manager considers that such written notice should not be given, as to give such notice may in itself:
  - 25.3.1 Create a risk of harm to any person or persons; and/or
  - 25.3.2 Amount to a criminal offence or otherwise be unlawful.
- 25.4 Any reply by an individual to a notice referred to in Regulation 25.3 must be passed to the Exceptional Material Panel for consideration.
- 25.5 The Exceptional Material Panel may, at its discretion, allow or reject the application in whole or in part.
- 25.6 In the event that the Exceptional Material Panel grants an order allowing the exceptional material to be submitted to the Safeguarding Review Panel, the Exceptional Material Panel shall give consideration as to whether either or both of the following may be provided to the individual:
  - 25.6.1 A redacted version of the exceptional material; and/or,
  - 25.6.2 A summary of the exceptional material.
- 25.7 An Exceptional Material Panel shall be made up of one or more of the members of the Safeguarding Review Panel. A person that sits on an Exceptional Material Panel determining an application under Regulation 25.2 in relation to a particular individual may

not be a member of the Safeguarding Review Panel that will have conduct of the case referred under Regulation 17 in relation to that individual.

### **SUPERVISION ORDERS**

26. Unless otherwise discharged, a Supervision Order will last for the length of time ordered by the Panel. Before its expiry, The Association may apply for an extension, or further extensions, for a period not exceeding 3 years from the date of the first order

### **OTHER ORDERS AVAILABLE FOLLOWING RISK ASSESSMENT**

27. Following a referral under Regulation 16, in addition to its ability to make an order under Regulation 17, the Safeguarding Review Panel may make any other order consistent with the aims of the Adults at Risk Policy that it considers appropriate in the circumstances.

### **RIGHT OF APPEAL**

- 28.1 A Participant or The Association may appeal to an Appeal Board any decision of the Safeguarding Review Panel made under Regulations 14.1.3, 15 or 16. Subject to Regulation 28.2, such appeals shall be conducted in accordance with the Regulations for Football Association Appeals. Subject to this right of appeal, decisions of the Safeguarding Review Panel shall be final and binding.
- 28.2 Notwithstanding paragraph 2.5 of the Regulations for Football Association Appeals, an Appeal Board convened to hear an appeal pursuant to Regulation 27.1 may in exceptional circumstances order that the appeal takes place as a full rehearing of the case. In exercising this discretion the Appeal Board shall give consideration, inter alia, to the following factors:
- 28.2.1 Whether the terms of any order imposed affect the individual's paid employment within football;
- 28.2.2 Whether exceptional material was put before the Safeguarding Review Panel; and/or
- 28.2.3 Whether an oral hearing was conducted by the Safeguarding Review Panel in making its decision.
- 28.3 The decision of the Appeal Board as to whether to grant a full rehearing of the case shall be final and binding.

### **WRITTEN MATERIAL**

29. For the purposes of these Regulations, "written material" may include photographic, video, electronic and/or audio evidence.

## KIT AND ADVERTISING REGULATIONS

### Introduction

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

All references to a club or clubs in these Regulations include any team, whether or not part of a club.

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

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

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

The Association have produced an on-line version of these regulations providing a practical guide on how to apply these formal regulations. This can be found at [www.TheFA.com/football-rules-governance/more/kitadvertising](http://www.TheFA.com/football-rules-governance/more/kitadvertising)

### Definitions and Interpretation

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

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

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

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

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

*[Note: In calculating the area of any advertising referred to in these Regulations, the usual mathematical formula will be used, and any outlines or box surrounds of the relevant designation, message, name, logo, emblem or mark, and all included space, shall be considered as part of the area of advertising. Please see the examples set out at the back of the Kit and Advertising regulations booklet. If any further guidance is needed, or a copy of the booklet, please contact The Association – [sanctioning@thefa.com](mailto:sanctioning@thefa.com) ]*

### A. GENERAL

1. Save as set out in these Regulations, advertising on clothing and football boots is prohibited during the period of a Match. This applies to Players, including substitutes, any others in the Technical Area, including Club Officials and to Match Officials. The rules of an Affiliated Association or Competition may provide that for matches under their jurisdiction a Club is obliged to obtain permission for any of the advertising listed in Section C below, subject always to these Regulations. Clubs must seek the permission of the Competition organiser in order to wear any items of clothing during any pre-match warm-up bearing a

# Kit and Advertising Regulations

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## Handbook

slogan or message not otherwise covered by these regulations eg a message of support regarding an ill team-mate.

2. Where the rules of an Affiliated Association or Competition require a Club to obtain permission under A(1), a new application for permission must be made to the appropriate body each time it is proposed to amend the advertising. Subject to the provisions of Section B2 and Section C(5) below, or any relevant provisions of the appropriate Competition, there is no restriction on the number of such applications that may be made during the course of each season.
3. Disciplinary action in accordance with the Rules may be taken against a Club, Player, Club Official or Match Official for any breach of these Regulations.
4. The appearance on, or incorporation in, any item of clothing (including football boots) of any distasteful, threatening, abusive, indecent, insulting, discriminatory or otherwise ethically or morally offensive message, or any political message, is prohibited. The advertising of tobacco products is prohibited.
5. A Club shall observe all recognised advertising standards and in particular those of the Advertising Standards Authority.
6. Advertising entailing the use of numerals is permitted only if such numerals clearly form part of the advertising and cannot in any way be confused with Players' shirt numbers.
7. No colour or design may be used in advertising that might create problems of identification for Match Officials and/or opponents. The colour and design of the clothing of opponents, goalkeepers and match officials must be taken into account.
8. Without limiting the effect of the above, in the case of a team comprising players all under the age of 18 years on 31 August in the current season, the appearance on or incorporation in any item of clothing of any reference whatsoever to a product, service or other activity which is considered by The Association as detrimental to the welfare, health or general interest of young persons, or is otherwise considered inappropriate, having regard to the age of the players, is prohibited.

It is the view of The Association that examples of such products, services or related activities would include, but are not limited to, age restricted products, services and related activities such as alcohol and gambling. Generally, reference to a public house or restaurant may be permissible, unless the establishment primarily or exclusively exists for the supply and consumption of alcohol (which is likely to be reflected in its alcohol licensing conditions). Alcoholic drinks, breweries and products, services or activities related to gambling are unlikely to be permissible under any circumstances.

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

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

### **B. PERMITTED ADVERTISING (not relating to sponsors)**

The following advertising is permitted:

#### **1. Club emblem and name**

- (i) On football boots

The officially designated Club emblem (or part thereof), name, initials, nickname or a trademark registered by the Club, or a combination of such, may appear without restriction.

- (ii) On all other Clothing
- The officially designated Club emblem (or part thereof), name, initials, nickname or a trademark by the Club, or a combination of such, may appear:
- (a) once only on the front of the shirt, providing it does not exceed an area of 100 square centimetres; and
  - (b) once only anywhere on the shorts providing it does not exceed an area of 50 square centimetres; and
  - (c) once only on each sock providing it does not exceed an area of 50 square centimetres.  
An additional officially designated Club emblem (or part thereof), name, initials, nickname or a trademark registered by the Club, or a combination of such, may appear on each sock or on any cap worn by a goalkeeper providing it does not exceed an area of 50 square centimetres and, where it appears on a sock, is covered when a football boot is worn.
  - (d) once only on each sock tie-up providing it does not exceed an area of 100 square centimetres. The sock tie-up may show the Player's name, Player's squad number, Competition name, sponsor designation and date of match or any combination of the same. Clubs must receive the approval of the Competition for the use of sock tie-ups.  
The officially designated Club emblem (or part thereof), name, initials, nickname, a trademark registered by the Club or web site address, may appear once only on the collar or collar zone of a shirt and/or tracksuit, provided such does not exceed an area of 12 square centimetres.
  - (e) The club may incorporate one of its types of club identification or parts thereof, in jacquard weave form, as tonal print or by embossing the shirt and/or shorts. There is no limitation as to the number, size and positioning of the type of club identification chosen.  
The design of such jacquard weave may also be the names of individuals (eg club supporter) providing each is limited to 20 square centimetres, with unlimited repeats being acceptable. Clubs must receive the approval of the Competition to apply the names of individuals into a jacquard weave or similar technique.  
The jacquard weave must be incorporated in the main colour and/or in one of the minor colours. It must not dominate, contain a contrasting colour, or affect the distinctiveness of the kit.
  - (f) once only on the front of any outer garments worn by substitutes and Club Officials in the Technical Area at any time with size and positioning consistent with B1(ii)(a) and (b) above, except that there are no restrictions as to the position and size of the Club name.

## 2. Clothing Manufacturer

- (i) On football boots  
The established mark, logo, name or model/style of football boots or their manufacturer, or a combination of the same, may appear without restriction.
- (ii) On all other Clothing  
The established mark, logo or name of a clothing manufacturer, or a combination of the same, may appear once only:
  - (a) on the shirt and on the shorts provided it is an area no greater than 20 square centimetres:



# Kit and Advertising Regulations

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## Handbook

- (b) on each of a goalkeeper's gloves, and on a goalkeeper's cap, provided such does not exceed an area of 20 square centimetres.
- (c) on each of an outfield player's gloves provided such does not exceed an area of 20 square centimetres.
- (d) on the front and back of any t-shirt or any other item of clothing worn under the shirt provided such does not exceed an area of 20 square centimetres and this is not visible outside the playing shirts during the period of the Match.
- (e) on undershorts worn under playing shorts provided such does not exceed an area of 20 square centimetres and this is not visible outside the playing shorts during the period of the Match.
- (f)
  - (i) The established mark, logo or name of a clothing manufacturer, or a combination of the same, may also appear up to twice on each sock between the top edge and the ankle, provided that it is an area no greater than 20 square centimetres for such mark, logo or name (or combination thereof) where it appears once on each sock or 10 square centimetres where it appears twice on each sock. It may be incorporated into the design of the socks, but must be limited to 10 square centimetres repeats and must be restricted to any turn-over on the socks.
  - (ii) An additional established mark, logo or name of a clothing manufacturer, or a combination of the same, may appear once only on each sock providing it does not exceed an area of 50 square centimetres and it is not visible when wearing a football boot.
- (g)
  - (i) An additional established mark, logo or name of the clothing manufacturer may be used once or repeatedly on either/or both sleeves as part of the design on the trim or taping of shirts, shorts and socks. Such trim or taping shall be limited to down the outer seam of the shirt (armhole to the bottom of the shirt), or the length of the sleeve (neck to cuff), or across the bottom of each sleeve (cuffs) and to the bottom edge of the shorts or down the outer seam of the shorts and across the top edge of the socks.
  - (ii) The mark, logo or name of the clothing manufacturer which appears once or repeatedly, as part of the design on the trim or taping of the shirts, shorts and socks shall be restricted to a maximum width of 10cm on the shirts and shorts and to a maximum width of 5cm on brand-new (unworn) socks.
- (h) The same established mark, logo or name or combination must appear on all clothing of all Players and Club Officials wherever such advertising appears. Once submitted to and approved by a Competition, the established mark, logo or name or combination on players' and club officials' clothing may not be modified during the course of that season, without the approval of the Competition.
- (i) In addition to the club identification, the manufacturer may incorporate one of its types of identification in jacquard weave form or by embossing in the shirt and/or shorts. The type of manufacturer identification chosen must not exceed 20 square centimetres. There is no limitation as to the number and positioning of the type of manufacturer identification chosen.

The jacquard weave must be incorporated in the main colour and/or one of the minor colours. It must neither dominate nor affect the distinctiveness of the kit.

### 3. Product marks and seals of quality

(i) On football boots

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

(ii) On all other Clothing

An official licensing product mark or seal of quality is permitted on the outside of the clothing only if Competition rules so allow. When placed on a shirt, such mark or seal may not exceed 10 square centimetres in size and shall be placed on an area which is hidden when the shirt is tucked inside the shorts.

A second, smaller licensing mark or seal of quality is allowed on the shirt which must not exceed 5 square centimetres and must be placed along the torso outer seam. In addition to any licensing product mark(s) or seal(s) of quality which may appear on the shirt, such a mark or seal is permitted on the shorts. It may not exceed 5 square centimetres.

### 4. Numbers

(i) On football boots

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

(ii) On all other Clothing

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

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

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

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

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

### 5. Players Names and Personalisation

(i) On football boots

A Player's name, including any appropriate nickname or initials, may appear on that Player's boots without restriction. Other names, places, appropriate nicknames or numbers of personal significance to that Player (e.g. the name or birthday of a family member, or the number of playing appearances made) may also appear on that Player's boots without restriction.

(ii) On all other Clothing

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

#### 6. Other Logos

(i) On football boots

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

(ii) On goalkeeper gloves

A goalkeeper's name, including any appropriate nickname or initials, may appear on the goalkeeper's gloves providing such name etc does not exceed an area of 20 square centimetres.

(iii) On all other Clothing

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

(b) The officially designated logo, name of any awards or titles won in previous seasons or commemorative occasions (which may include any match details e.g. date, venue, opponents) or a unique number for each Player that represents their place in the chronological list of Players that have played for that Club may appear on shirts, provided such does not exceed an area of 100 square centimetres and permission has been granted from the Competition in which the kit is to be worn.

(c) A single image of the national flag of the country to which the Club is affiliated may appear once only on each sleeve of the playing shirt provided that the rules of the Affiliated Associations and the Competition so permit and that it does not exceed an area of 25 square centimetres.

(d) The officially designated name, logo or emblem of a registered charity may appear once only on shirts, provided that such name, logo or emblem does not exceed an area of 100 square centimetres. Alternatively, such a charity name, logo or emblem may appear on shirts in the space reserved for the main club sponsor, either alone or in combination with a club sponsor logo, provided that a total area of 250 square centimetres is not exceeded.

Before any such charity name, logo or emblem is used on a kit, permission must be granted from the Competition in which the kit is to be worn. Such permission may only be granted on a maximum of three occasions in any one season.

(e) A Competition may request permission from The Association for the inclusion of a designated name, logo or emblem of an initiative to appear once only on shirts, provided that such name, logo or emblem does not exceed an area of 100 square centimetres. Alternatively, such a name, logo or emblem may appear on shirts in the space reserved for the main club sponsor, either alone or in combination with a club sponsor logo, provided that a total area of 250 square centimetres is not exceeded. Permission will be at the sole discretion of The Association.

#### C. SPONSOR DESIGNATIONS

(i) On football boots

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

# Kit and Advertising Regulations

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## Handbook

(ii) On all other Clothing

No sponsor advertising is permitted anywhere on the clothing of a Player on the field of play during a match except as provided for in this part C.

The following advertising is permitted:

1. Playing kit

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

- One single area not exceeding 250 square centimetres on the front of the shirt;
- One single area not exceeding 100 square centimetres on the back of the shirt;
- One single area not exceeding 100 square centimetres on the sleeve of the shirt, between the shoulder seam and the elbow (provided Affiliated Association or Competition Rules so permit);
- One single area not exceeding 100 square centimetres on the back of the shorts; and
- Once only on each sock tie-up providing it does not exceed an area of 100 square centimetres.

One or more company may be advertised and, in respect of any one company, one or more of its products. The same advertising must appear in the same form on the clothing of all Players and Club Officials, wherever such advertising appears, throughout the entirety of the match.

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

2. Tracksuits and other clothing in the Technical Area

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

The advertising carried on the tracksuits and other clothing worn by Players and Club Officials in the Technical Area shall be in accordance with the size and locations set out in C1 and can be either:

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

3. Clubs may conclude sponsorship arrangements with different companies in respect of advertising permitted under C(1) above for both their 'home' and 'away' strips. Where Competition rules allow for a third strip to be worn, this may carry advertising as worn on either the "home" or "away" shirt. The third strip may carry an alternative sponsor advertisement with the permission of the Competition. The advertising must appear in the same form on the clothing of all Players and Club Officials wherever such advertising appears, throughout the entirety of the match.

4. Clubs with more than one team may conclude separate shirt advertising agreements in respect of each of its teams.

# Kit and Advertising Regulations

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## Handbook

5. No Club in Membership of the Premier League, EFL, a League at Steps 1 to 6 of the National League System, The FA Women's Super League or The FA Women's Premier League, may include the name of a sponsor in its Club playing name unless in the sole opinion of The Association the Club's playing name arises from a historical association with that Club such as a works sports and social club. Any other Club may include the name of a sponsor in its playing name with the prior written consent of its Affiliated Association and where such consent is given, advertising on behalf of one company only shall be carried on the Club's match shirts irrespective of the provisions of B(4) and C(1) above.

### **D. MATCH OFFICIALS**

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

The following advertising is permitted:

1. The mark, logo or name of a clothing manufacturer or a combination of the same, may appear:
  - (a) once only on the shirt provided it is an area no greater than 20 square centimetres.
  - (b) once only on the shorts provided it is an area no greater than 12 square centimetres.
  - (c) incorporated into the design of the socks, but must be limited to an area no greater than 12 square centimetres.
2. Jacquard Weave  
A jacquard weave or similar technique such as embossing shall be allowed providing each is limited to 20 square centimetres, with unlimited repeats being acceptable. The design of such jacquard weave may be the manufacturer's mark, logo or name. The jacquard weave shading shall be restricted to two shades differing from the base colour, using a standard Pantone reference manual.
3. Sponsor Advertising  
Sponsor Advertising in accordance with FIFA Equipment Regulations is permitted only on shirt sleeves and the total surface area of the advertising shall not exceed 200 square centimetres. Any sponsorship contract must be made between the sponsor and The Association. Individual Affiliated Associations or Leagues are not permitted to enter into sponsorship contracts.
4. Badges  
Match kit shirts may carry the recognised badge of the appropriate Competition once only, which must be on either site of the breast pocket. This badge must not exceed an area of 20 square centimetres and, where it contains the established trademark, trade name or logo of a sponsor of the Competition, must be approved by The Association in advance.  
In addition to the recognised competition badge the match kit shirt may carry once only on either site of the breast pocket an officially designated badge of FIFA, The Association, the relevant Affiliated Association or the Referees' Association (where relevant).
5. Sock Tie-Up  
Each sock tie-up may show the name and/or badge of appropriate Affiliated Association or the Referees' Association providing it does not exceed an area of 100 square centimetres.  
No advertising is allowed.

### THIRD GENERATION (3G) FOOTBALL TURF PITCHES

There continues to be significant interest in the use of Third Generation Football Turf Pitches (3G) for clubs in the National League System and below.

Much of this interest, both from leagues and clubs within the non-League pyramid, seeks to understand The FA's position regarding the sanction of these pitches, particularly in FA Competitions.

The FA Board and Council have now approved the use of such pitches in all FA competitions.

- FA Cup
- FA Trophy
- FA Vase
- FA Youth Cup
- FA Women's Super League, FA Women's Premier League, FA Women's Cup and FA WSL Continental Cup
- FA Sunday Cup
- FA County Youth Cup

The use of such pitches is however dependent on compliance with conditions of use – a copy of these is available for download and should be read in association with these notes.

It has been agreed that matches for steps 3 - 6 of the National League System, Womens Super League and FA competitions may be played on 3G Football Turf Pitches that conform to the FIFA 1 star/Quality performance standard, or the equivalent International Artificial Turf Standard (IATS)/International match standard (IMS). (see specific notes in the league rules relating to steps 1 and 2 and the FA Cup competition rules relating to first round 'proper' fixtures involving professional clubs)

To qualify for use, the pitch must be certified annually as meeting the FIFA 1 Star/Quality or IATS/IMS Standard and listed on the FA's Register of 3G Football Turf pitches. The relevant certificate or report must be supplied to The FA and relevant competition for approval before play is allowed.

3G Football Turf pitches are also allowed to be used for matches for Step 7 and below (including youth competitions) subject to the pitch meeting the correct performance criteria (relaxed from the FIFA 1 star /Quality standard) and appearing on the FA 3G register. A pitch must be tested (by an accredited test institute) every three years and the certificate or report passed to the FA. The FA will give a decision on the suitability for use and add the pitch to the Register.

Clubs should make their own risk assessment of whether such an installation is plausible or not given their individual circumstances and depending on the volume of use. There is a risk that pitches may deteriorate over time and may not achieve the required standards at each period of retesting especially if the pitch has significant use and is not maintained appropriately.

It is suggested that clubs negotiate suitable longevity warranties from the pitch manufacturers to ensure that the pitch will last in line with the club's business plan and intended usage levels. A sinking fund should be established to ensure sufficient funds are available when the surface needs replacing.

Clubs are encouraged to understand the full maintenance required, which may be necessary to validate any warranty. The FA have found that most pitches that fail the performance test have insufficient maintenance. These pitches are not maintenance free and it is recommended that 1 hours maintenance is provided for every 10 hours use. This should increase for high activity use such as youth competitions or school use.

The FA together with representatives from the industry have prepared information regarding the design, installation, construction, maintenance and testing of Football Turf Pitches and The FA Facilities team can also offer advice to clubs considering installation. This information can be accessed within the facilities section of The FA's website [www.TheFA.com](http://www.TheFA.com).

## **THE FOOTBALL ASSOCIATION EQUALITY POLICY**

The Association is responsible for setting the standards and values to apply throughout football at every level. Football is for everyone; it belongs to, and should be enjoyed by, anyone who wants to participate in it.

The aim of this Policy is to ensure that everyone is treated fairly and with respect and that The Association is equally accessible to all.

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

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

This Policy is fully supported by the Board of The Association and the Director of Football Regulation and Administration is responsible for the implementation of this Policy.

The Association will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

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

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

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

July 2016

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Referees- Roll of Officers  
Handbook

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**Referees Committee – Roll of Officers**

**Chairmen RAF FA Referees Committee**

Sqn Ldr K P Cater MBE	1969-1973
Sqn Ldr A V Heron MBE	1973-1983
Sqn Ldr R N Williams	1983-1990
Sqn Ldr P D Hardie	1990-1995
Flt Lt M H Brown	1996-2000
Sqn Ldr G P Brewer MBE BEM RAF	2000- 2004
Sqn Ldr J France	2004-2005
Sqn Ldr W J Wain	2005-2009
Wg Cdr T Kettle	2009-2012
Wg Cdr G Winwright	2012-2017
Sqn Ldr D McGinley	2017 to present

**Honorary Secretaries RAF FA Referees Committee**

Mr F Brennen	1923-1929
Flt Lt W R Castings MBE	1929-1936
Gp Capt S Mackenzie OBE	1936-1945
Wg Cdr J R Brown	1945-1958
Flt Lt J J Baxter	1958-1961
Flt Lt P F Warren	1961-1962
Fg Off W Cockcroft	1962-1966
Sqn Ldr K P Cater MBE	1966-1969

**Honorary General Secretaries RAF FA Referees Committee**

Flt Lt A V Heron	1969-1973
WO N G Root	1973-1973
FS W Brown	1973-1976
Sqn Ldr D C Passby	1976-1979
Flt Lt R N Williams	1979-1983
Sqn Ldr P D Hardie	1983-1990
Sqn Ldr R E Lyttle	1990-2000
Flt Lt J France	2000- 2004
Sqn Ldr W J Wain	2004-2005
WO D P Commander	2005-2009
Wg Cdr G Winwright	2009-2013
Sqn Ldr D McGinley	2013-2017



## Referees Committee

### Director of Refereeing

Squadron Leader D McGinley (Danny)  
RAF Cosford  
West Midlands  
WV7 3EX  
Tel: 95561 4657 / 01902 704657

#### Registrations & Development Officer

Flight Sergeant N Owen (Nige)  
RAF High Wycombe  
Buckinghamshire  
HP14 4UE  
Tel: 96770 7173  
Tel: 03067 707173

#### Area Sec (South)

Sergeant D Cobbett (Dan)  
RAF Brize Norton  
Oxfordshire  
OX18 3LX  
Tel: 95461 5816  
Tel: 01993 895816

#### Area Secretary (North)

Corporal R King (Richard)  
RAF Coningsby  
Lincoln  
LN4 4SY  
Tel: 95721 8061  
Tel: 01526 348061

#### Appointments & Promotions Officer

Warrant Officer G Bielby (Graham)  
RAF Brize Norton  
Oxfordshire  
OX18 3LX  
Tel: 95461 5316  
Tel: 01993 895316

#### Supplies

Flight Sergeant J Flynn (John)  
RAF Brize Norton  
Oxfordshire  
OX18 3LX  
Tel: 95461 6970  
Tel: 01993 896970

### GUIDE TO MARKING

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

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

#### Notes

- Club officials should use the full range of marks within each category to help distinguish between different performance levels, e.g. within the 85-76 category a mark of 84 indicates a better performance than a mark of 77.
- While some Referees may have below average performances, there will usually have been some positive aspects of their performance, so extremely low marks should be very rare.
- When club officials are marking a Referee, they should always look at the game as a whole and not isolated decisions. The result of the match should not influence the mark and disciplinary action should be judged objectively.
- When a mark of 60 or lower is awarded, an explanation must be provided to the Competition using the box provided on the marking form. The purpose of this is to assist Referees to improve their performance levels, so the comments should be as helpful as possible.

## **Rules Governing RAF FA Referees**

### 1. Control of Referees

The control of referees and refereeing in the Royal Air Force is vested in the RAF FA Referees' Committee under the jurisdiction of the Associations Board of Directors.

### 2. Duties of Referees' Committee

The duties of the RAF FA Referees' Committee shall be to:

- a. Control and supervise all matters connected with refereeing and referees in the Royal Air Force.
- b. Ascertain by examination the competency of all applicants to be placed on the Register of Royal Air Force Referees and to classify them accordingly.
- c. Investigate all complaints and reports regarding the conduct and efficiency of referees, and to deal with such complaints and reports subject to the confirmation of the Board of Trustees of the RAF FA.
- d. Appoint referees to matches specified by the RAF FA Board of Trustees.

### 3. Classification of Referees

Referees registered with the RAF FA will be registered by a level that describes the highest level of football at which he operates as a referee. The levels and descriptions are as follows:

International: Referees on the National List of Referees who are, in the year of classification, currently on the FIFA List of Referees.

Level 1: Referees selected by The Football Association to serve on the National List of Referees and who meet the requirements of the promotion criteria for this level.

Level 2: Referees selected by The Football Association to serve on the Panel List of Referees and who meet the requirements of the promotion criteria for this level.

Level 3: Referees, other than those on the Panel List of Referees, selected to officiate on a Contributory League and who meet the requirements of the promotion criteria for this level.

Level 4: Referees selected to officiate on a Supply League and who meet the requirements of the promotion criteria for this level.

Level 5: Senior County Referees. This classification includes referees who have served at a higher level\*.

Level 6: County Referees.

Level 7: Junior Referees not in Level 8 or below:

Level 8: Youth Referee. Referees who qualify but have not yet reached the age of 16. On reaching that age the referee will immediately move to level 8.

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# Rules Governing RAF Referees

## Handbook

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Level 9: Trainee Referees-Referees who have participated in the two-tier training programme and who need to register in order to be covered by public liability insurance. On qualifying the referee will immediately move to level 8 or 7 as appropriate.

Level 10: Declared non-active Referees\*\*. This can include assessors, instructor's etc.

\*Where a Referee has achieved a level higher than Level 5 and is not retained at the higher level, the Referee is to be classified as a Level 5 Referee, with the option of further promotion in the normal way or until a status of non-active is declared by the individual.

\*\*A referee registering in one of the active categories is declaring himself available for appointments.

Note: Affiliations. There shall be a limited number of associated referees drawn from those who are registered with other Associations.

4. Annual Subscription.

All Levels                      £20.00

5. Date for Subscriptions

The annual subscription, together with a completed Form 2, is to be received by the Area Referees' Secretary between 1 March and 31 May each year to ensure notification of registration in the official list forwarded to The Football Association on the 1 August. (Area Secretaries to forward registration actions to the Registrar from 1 March). Referees who have failed to register the previous season, but have nevertheless referred football (providing that the Chairman is satisfied that their standard has been maintained according to their class), will be additionally required to pay their subscription for the previous season, failing which they will be suspended until such arrears have been paid.

6. Register of Referees and Affiliated Referees

- a. The Registrar shall maintain a register of all qualified referees according to classification.
- b. Referees from other Associations may be affiliated to this Association, at the discretion of the Referees' Committee, upon payment of the affiliation fee stated in Rule 4 and the production of their current County FA certificate.
- c. Affiliated referees shall be listed in the class to which they are appointed by their parent Association.
- d. Upon retirement from the service previously registered RAFFA referees, properly registered with the County FA in which area they reside, shall have the right to affiliate with the RAF FA.

7. Affiliation to other Associations

- a. A registered referee on the official list of the RAF FA may affiliate to any other County Association, without further examination by making application to the Secretary of the County Association concerned.

# Rules Governing RAF Referees

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## Handbook

- b. No serving RAF officer, airman or airwoman, who is a qualified referee, is permitted to register with another County or other Association as his or her Parent Association. (FA Regulation).

### 8. Removal or Reduction

The RAF FA Referees' Committee shall have the power to remove any referee from the list, for unprofessional conduct, or require any referee to be re-examined when deemed desirable. They may reduce any Royal Air Force referee to a lower class should he fall below the required standard. No referee who has been reduced for any reason may apply for reclassification during the same season.

### 9. Instruction and Training of Potential Referees

- a. A continuous flow of additions to the list of qualified RAF FA referees must be maintained through the combined efforts of all Area Secretaries and referees, by arranging classes or courses of instruction for potential referees, in liaison with the Referee Development Officer (RDO).
- b. Qualified referees who are interested in the instruction of potential referees and who have at least three years to serve, may apply to the RDO, at any time during a football season for inclusion on Referee Instructor Courses (RIC). 1st Year and 2nd Year RIC's are conducted annually by the Football Association.
- c. It is the duty of all graduates of Referee Instructor Courses to be prepared to instruct potential referees and to offer such services to the RDO.
- d. It is most important that basic referee instructions shall be uniform-based upon The Laws of The Game and the interpretations published in the Laws of the Game. No candidate is to be recommended for examination until he is deemed to have a sound basic knowledge of The Laws of The Game and has completed the full training in accordance with FA guidelines.

### 10. Referee Examination Procedure

- a. The Referees' Committee is authorised to conduct referee examinations of serving members of the RAF; with the authority of the Service FA concerned, members of other Services may also be examined by the RC.
- b. Candidates shall not be less than 14 years of age.
- c. To qualify as a Level 7 or Level 8 (youth) referee, candidates must obtain an aggregate of 75% in a written, DVD or Practical examination of the Laws of the Game.
- d. The RDO is to arrange the Referees Course. Each candidate is to return CSFA application form along with cheque/PO for appropriate fee, made payable to RAF FA RC, to the RDO prior to the course.
- e. Once the course and examination dates have been finalised the RDO will forward, to the to the Chief Instructor (CI), the relevant course material. The CI is to confirm receipt of the course material by return of post.
- f. The CI is to return all examination papers, Forms 1 and cheques/POs to the RDO immediately after the examination date. Cheques/POs for those candidates who fail to

# Rules Governing RAF Referees

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## Handbook

attend the course will not be refunded; however, candidates will be offered the opportunity of attending another course.

- g. The RDO is to confirm the Registration Forms and cheques/POs and then forward them to the Registrar. The Registrar will forward the Referees' Certificates to the appropriate Area Secretary.
- h. Candidates who are initially examined after 31 Dec will be registered for the remainder of the current season and for the following season. The registration fee in all cases will be absorbed by the RAFFA RC. However, further fee will be charged to register or affiliate successful candidates, nor candidate successfully re-examined within that season in which he or she failed to qualify.
- i. A candidate who fails the examination may not be re-examined until the Training Officer is satisfied that further training has been assimilated and that the candidate is, in all respects, prepared for such re-examination.
- j. The development of successful examination candidates is of equal importance to their initial preparations for qualification. All senior referees are expected to improve the standards of newly qualified referees through mentoring, personal encouragement, supervision, example and particularly through the advisory aspects of assessments of their initial practical performances.

### 11. Wearing of Spectacles

- a. Referees who wear external lenses (spectacles) whilst officiating are subject to League and Competition management committees making decisions as to whether their employment is restricted.
- b. All referees who become required to wear spectacles when officiating will be subject to the possible restrictions mentioned above.
- c. The Committee may require a referee to prove that without spectacles his standard of vision meets the minimum prescribed by The Football Association.
- d. Players, participating in all football competitions played under the jurisdiction of the RAF FA, are permitted to wear spectacles if the referee is satisfied that they do not constitute a danger to the player or to other players.

### 12. Promotion

- a. The eligibility of candidates for promotion is defined in Rule 3, however, referees who have proved to be outstanding during their first 12 months of practical experience may be considered for promotion.
- b. Special provision is made for any candidate who is unable to obtain the required number of promotion assessments due to service in remote locations. Such referees may subsequently be specially assessed and, if appropriate, be promoted and awarded a period of seniority in their new level.
- c. Referees wishing to be considered for promotion are to apply in writing to their Area Secretary. Area Secretaries will thereafter provide suitable applicants with a Form 3R, which is to be completed and returned together with the applicant's current Referees Certificate - to the Area Secretary.

## Rules Governing RAF Referees

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### Handbook

- d. Applicants who have completed and returned Form 3R to the Area Secretary and thereafter to inform him of all occasions when they have accepted, or are unable, to fulfill published service and civilian league match appointments during that season.
  - e. Applications to the RAF FA must be forwarded through the appropriate Area Secretary who is to establish and record the applicants' activity during the two-season period ending 28 February in the application season.
  - f. All applications for promotion (Form 3R) must be supported by the appropriate number of assessments referee.
  - g. The organising of assessments, in liaison with Service League Appointment Secretaries and , is the responsibility of the Area Promotion Secretary to whom the referee has applied. League markings both Service and Civilian, are to be obtained by the Area Secretary of the Promotion Board, such markings may be of interim nature to meet prescribed dates. Area Secretaries are to ensure that a suitable time spread is achieved with the assessments.
  - h. The RAF FA RC is to appoint a panel of senior referees, who have attended an assessor course of instruction, to carry out all assessments in the respective areas. Area Secretaries are encouraged to liaise with County FA's to obtain assessor assistance when there are few RAF FA qualified assessors in their area of responsibility.
  - i. All queries concerning promotion must be submitted to the Secretary of the Promotion Board, through the appropriate Area Secretary. Where possible, Area Secretaries are to take advantage of information made available by County or other FA's which may benefit the candidate and assist the Promotion Board.
  - j. All completed Forms 3AS must reach the Promotion Board Secretary as soon as possible and not later than the 15 February. Dispensation will only be given in exceptional circumstances by the Chairman, RAF FA RC.
  - k. All promotion candidates are required to carry a stamp self-addressed envelope, which is to be handed to the assessor after the game.
13. Appointments - General
- a. Referees must accept matches only during the playing season unless the match is between Service teams whilst in camp. The playing season starts and finishes on dates decided annually by the Football Association.
  - b. RAF referees may be appointed to a service game by the following authorities:
    - 1) RAFFA Referees' Committee.
    - 2) Area Secretary.
    - 3) Service League Appointments Secretary.
    - 4) Referees' Unit Representative.
  - c. Referees are warned that they are not at liberty to accept a match played under the rules of a competition unless it has been sent to them by the appointment secretary of

# Rules Governing RAF Referees

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## Handbook

that competition. Matches must be accepted within the stated time; in the absence of an acceptance another referee may be appointed and the defaulting referee may be subject to disciplinary action and associated administrative fine.

- d. Referees must adhere to original appointments unless released by the secretary of leagues or competitions in which they have received a previous appointment or appointments. The Order of Precedence as decreed by the Football Association is to be adhered to.
- e. RAF FA referees who are unable to fulfill accepted appointments are immediately to notify the appointing authority and furnish the reason for such unavailability.
- f. RAF FA referees who accept appointments and subsequently fail to officiate without good reason are to be the subject of an Area Secretary report to the RC.
- g. In RAF FA Cup Competitions, it is the intention that the match officials shall not be on the posted strength of either competing station team. However, if there are no other qualified officials available, the Chairman of the RC may appoint them from the same station.
- h. Reserve match officials may be appointed to senior fixtures to insure against short-notice unavailability on match days. Adequate notice of such non-availability may initiate re-appointment actions, which do not alter the status of the reserve officials.
- i. Referees are to be thoroughly conversant with the Rules governing all matches in which they officiate.
- j. The seniority of appointed assistant referee is to be decided on the status of league they are currently officiating on. If both assistant referees are of the same status, then the assistant referee who has the greater length of service in their current classification will be deemed the senior. If there is still equality then the match referee will decide.
- k. Match appointments are to be acknowledged within 48 hours.
- l. Administrative fines may be levied regarding paragraphs c, e, f and k.

### 14. Appointments - Service and Civilian Leagues

- a. All Referees are to be encouraged to officiate in their local Service/Inter-Service and Civilian Football Leagues.
- b. Area Secretaries are to assist referees to attain maximum utilisation in football competitions appropriate to the age, experience and classification of the referee. They are to advise referees in regard to County FA affiliation procedures and the Rules governing referees officiating within the County.

### 15. Appointments - Overseas Civilian Leagues

RAF FA referees serving overseas are not to officiate in local civilian football leagues, competitions or friendly matches without obtaining (through the Area Secretary) the permission of the Command Football Officer. Such permission will not be granted to referees not currently registered with the RAF FA. The decision to grant permission will depend on local conditions, politics and Bounds regulations and the referee's ability in regard to the standard of the local teams.



# Rules Governing RAF Referees

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## Handbook

16. Appointments - RAF FA Cup Matches

- a. RAF CHALLENGE CUP RAF Challenge Cup appointments are to be made by the Area Secretary up to the quarterfinals.
- b. Subject to the approval of The Association Chairman, the Chairman of the Referees Committee is to appoint match officials to the following games/competitions:
  - 1) CHALLENGE TROPHY semi-finals and Cup Final.
  - 2) JUBILLEE CUP COMPETITION.
  - 3) INTER-SERVICES ARMY V RN FIXTURE.

17. Appointments - RAF FA Representative and Inter-Service Matches

Referees and/or Assistant Referees for RAFFA Representative and Inter-Service matches are appointed by the Chairman of the RC.

18. Scale of Match Expenses

	<u>Referee</u>	<u>Assistant Referee</u>
a. Service Football League sanctioned by the RAF FA	A fee set by the £15	League, but not below £10
b. RAF FA Challenge Trophy up to Area Finals	£15	£10
c. RAF FA Challenge Trophy Area & Semi-Finals	£15	£10
d. RAF FA RT Fixtures excluding 'Colours Games'	£30	£20 (£10 4th Official)
e. RAF FA 'Colours' Fixtures (RAF FA Challenge Trophy Final, Inter-Services, President's Cup and Jubilee Cup)	Memento	Memento
f. These expenses are also applicable to those referees of another association who may be appointed to a RAF fixture		

19. Match Officials - Travel Expenses

- a. Match officials taking part in formally recognised Service or Inter-Service Competitions may travel at a charge to Public Expense under the terms of JSP 752 Chapter 4 Section 8 paragraph 04.0803c and QR2484(5).
- b. Where civilian match officials are appointed RAF FA match fees will apply. Due to civilian competitions having different travelling expenses the home Club must agree with the appointed match official(s) prior to the fixture, and have agreement in writing, the amount of travel expenses to be paid to the civilian match official(s). Travel expenses should be assessed at the current public transport mileage transport for private cars (HMRC), the return bus fare, or 2nd class train fare, as applicable.
- c. Referees must be paid by the home club immediately after the conclusion of the match, except in semi-finals when both clubs will pay the official's match expenses in equal shares.

# Rules Governing RAF Referees

---

## Handbook

- d. Service referees, when officiating at a Service sponsored league game between 2 civilian teams, MUST claim their travel expenses from the home club and NOT from their own Unit.
20. Referees MUST NOT on any account accept more than the stated expenses for any league or Cup Competition.
21. All referees must be thoroughly conversant with the regulations governing Misconduct Reporting, as published in this section and in the 'Disciplinary Regulations' section of this handbook.
22. Duration of match and 'Extra-Time' - RAF FA Cups
- The RAFFA Cup Competition Rules are published in Association Regulations.
23. Substitutes
- a. The substitution of players is governed by Association Regulations.
- b. In RAF FA Representative 'friendly' games the number of substitutes shall be in accordance with The Laws of the Game.
24. Referees Visits to Dressing Rooms
- Referees may visit players in their dressing rooms, prior to the commencement of a match promoting procedural understandings and answering players' queries relating to the pending game. Under no circumstances are referees to debate any player's reference to decisions given in previous matches by another referee.
25. Correspondence/Change of Address
- a. All routine correspondence will be dealt with by the RC COS through the Area Secretary. Referees are to report all changes of address to their Area Secretary and the Appointments Secretary.
- b. Referees must, as a duty, answer their correspondence by return of post and certainly within 48 hours. Promptness of this point is one of the attributes of a good referee. Failure to answer correspondence, without good and sufficient cause will initiate disciplinary action and the referee may be suspended.
- c. Whenever possible it is always better and safer to correspond by post. Do not pass information by telephone unless it is of an urgent nature. Phone messages can, and do, get distorted especially if passed through a third person. Remember that the onus rests with the sender to ensure that the correct message gets to its destination.
26. Referees who require advice on the Laws of the Game or procedural matters are to contact their Area Secretary.
27. Should at any time, a referee wish to redress a grievance or register a complaint in regard to the administration of RAF FA Referees, he may write to the RC COS stating full details of the pertinent matter. Such procedure should only be adopted when the complaints Area Secretary is unable to rectify an issue or offer advice regarding standing rules and procedures. The RC COS shall carry out an investigation into the cause of genuine complaints and is to forward his report to the Director of the Referees Committee.

# Rules Governing RAF Referees

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## Handbook

28. Registered RAF FA Referees are not to play in competitions or leagues where they are listed as match officials.
29. Any matter not provided for in these Rules Governing Referees, having been referred to the Hon General Secretary, will be dealt with initially by the RAF FA Referees' Committee.
- Regulations Governing Misconduct Reporting by Match Officials

### Preparation of Reports

30. All RAF FA referees are to submit misconduct reports on the official RAFFA Forms - a supply of which is normally held by the Area Secretary. The Area Secretary acknowledges receipt of misconduct reports by sending two blank copies of the Form to the match official(s) concerned.
31. Special attention is to be paid to the meticulous preparation and despatch of misconduct reports. Improper or conflicting statements (from referee and assistant referee) can inhibit a thorough investigation during the subsequent Disciplinary Commission. Reports must be entirely factual and the 'Details of the Incident(s)' while concise and pertinent, must provide the Commission with a sound understanding of the reason(s) for the action taken by the referee.

Note: Reports involving serving members of the armed forces should contain the full Service number and the abbreviated rank of the player(s) concerned, therefore, such facts are to be obtained. They may be obtained from appropriate club officials after the game.

32. Misconduct reports must not include options, vague generalisations, or plea's for leniency to be shown to players when the Disciplinary Commission considers the case.

### 33. Number of Misconduct Reports Required

- a. Referee. Two copies of each CAUTION and SENDING-OFF.
- b. Assistant Referees. When a qualified assistant referee initiates a CAUTION action by the referee, he is to submit two copies; otherwise, assistant referees are not required to submit reports in respect of CAUTIONS. When an assistant referee is able to submit a witness report in regard to an incident in which a player is SENT-OFF, he is to submit one copy.

Note: The total number of Referee reports required in regards to players SENT-OFF is governed by the FA requirement to retain one copy whilst forwarding a further copy (or copies) to the Station(s) at which the subject player(s) is/are located.

### Distribution of Reports

34. In all cases in which players are cautioned or sent-off the referee must, when Clubs to which the players belong are in full membership with The Football Association, report to that Association and in all other cases, to the Service or County Association with which the Clubs are in membership. (FA Rule).
35. Misconduct reports are to be despatched, WITHIN TWO DAYS OF THE INCIDENT REPORTED, as follows:

#### United Kingdom Area ONLY:

- a. In matches confined to Service teams and played under the jurisdiction of a Service FA - the Area Secretary.

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## Rules Governing RAF Referees Handbook

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- b. In matches between Service and Civilian teams played under the jurisdiction of a Service FA - (i) to the Area Secretary and (ii) to the Hon Secretary of the County FA to which the civilian team is affiliated.
- c. In matches between Service and Civilian teams played under the jurisdiction of a civilian County FA - all copies to the Hon Secretary of the County FA concerned.  
Overseas Area ONLY: All cases are to be reported to the Hon Secretary of the Command Football Association concerned or as the local Association may direct.

### Procedural Guidance and General Points on the Control of Misconduct

- 36. Referees when cautioning players MUST use the word "CAUTION" and when taking the player's name MUST inform him that if he commits a further cautionable offence he will be sent-off the field of play.
- 37. It is most important that referees are fully aware of, and take appropriate action in regard to, the offences for which a player MUST BE SENT-OFF and those in respect of which he is required to CAUTION a player - vide Law 12. (See also reverse side of RAFFA misconduct report form).
- 38. The Misconduct Report must include the specific cautioning or sending off offence stated in Law 12. (NB Report form instructions. The actual incident is to be reported in full under the heading 'Details of Incident(s)').
- 39. Referees wearing a smart kit, who enter the field of play displaying obvious confidence and enthusiasm for the match, will rarely have need to caution or send off players, provided that consistent, firm and tactful control is applied from the outset. Check the first instances of breaches of 'The Laws' and sensible players will quickly avoid the penalties of repetition. Though right applying the 'advantage' let it be quite obvious that you observed the incident by clearly calling "play on" and by verbally admonishing the culprit. Deliberate avoidance of any action in respect of early incidents will encourage certain unreasonable players to intentionally determine just how far they can transgress before you are prepared to take action.
- 40. When the referee's authority is clearly challenged 'dissent' is established and the referee MUST caution the player concerned. Any player, whether he is within or outside the field of play, who deliberately used 'Foul or abusive language' towards a match official, a colleague, an opponent or other person, MUST be SENT-OFF in accordance with LAW 12. (Further detailed advice is published in the RAFFA 'Codes of Conduct'). When sending misconduct reports to civilian FA's, which contain Four or Abusive Language, referees must enclose their reports in a sealed envelope, addressed to the Secretary and to be clearly marked "THIS ENVELOPE CONTAINS FOUL OR ABUSIVE LANGUAGE".
- 41. When misconduct reports have been dispatched, the duty of the match official is complete in regard to that incident. The originators of reports are not automatically summoned to attend disciplinary commissions though it is common practice so to do when a match official is molested or when the player seeks a personal hearing to dispute the content of the referee's report; therefore, it is useful to retain a personal copy of all reports submitted.
- 42. The decisions of, and the punishments awarded to players by, disciplinary commissions are no concern of the match officials originally involved and must never be considered as personal compliments or rebukes unless specifically so advised.

# Rules Governing RAF Referees Handbook

43. All RAFFA Referees are to be conversant with their Association Disciplinary Regulations and Misconduct Report Form. They must be equally well acquainted with the regulations published by other FA's for whom they officiate.
44. If a referee omits to show the appropriate card when taking action against a player, this does not nullify the caution or sending off offence. However, the attention of the referee should be drawn to his/her error.

FOR USE BY  
DISCIPLINARY  
COMMITTEE

  
  

MISCONDUCT  
REPORT  
NUMBER.....  
.....

**ROYAL AIR FORCE FOOTBALL ASSOCIATION**  
**OFFICIAL REPORT FORM FOR REFEREES**

Referees are advised to carefully read the notes overleaf before completing the report form.

Reports must be submitted by First Class Mail to the Association within two days of the match. (Sundays not included)

To:- The Hon: Chairman  
The Royal Air Force Football Association  
Disciplinary Committee

(Through appropriate Area Secretary - RAFFA Referees

Committee)

.....V.....

Competition .....

Played at .....  
on.....

I have to report that I cautioned (delete as appropriate).  
sent off

**Full name** ..... **of**  
.....**F.C.**

**Service Number** ..... **Rank** ..... **Unit**

(These details to be completed for all servicemen playing for service or civilian teams).

under Law 12 section ( ) (See Note 5 overleaf).

The incident which came under my notice was as follows:- (Continue report overleaf - if necessary)

Referee's Name ..... Signature .....  
(Block capitals)

Address ..... Post Code .....Block capitals)

Date .....

# Rules Governing RAF Referees Handbook

AREA OF RESPONSIBILITY.....

RAFFA REGISTRATION NUMBER ..... LEVEL.....

Continuation:

## NOTES TO BE READ BEFORE COMPLETING THE REPORT FORM

- Referees are required to submit, in duplicate, a report to the Association containing details of misconduct relating to:
  - Sending Off Offences.
  - Caution Offences.
  - Misconduct by players after the game has ended.
  - Misconduct by a Club Official.
  - Misconduct by Spectators.
- If two or more players are involved in incidents, a separate report must be submitted in duplicate, for each player.
- The Report should be BRIEF and TO THE POINT, relating ONLY to the incident in question and be accurate in accordance with these notes. If the report is for verbal dissent or offensive, insulting or abusive language THE RELEVANT PART OF THE ACTUAL LANGUAGE MUST BE REPORTED.

- The provision of Law 12 is that: -

A player is cautioned and shown the yellow card if he commits any of the following 7 offences:

[C1] is guilty of unsporting behaviour  
[C2] shows dissent by word or action  
[C3] persistently infringes the Laws of the Game

[C4] delays the restart of the play

[C5] fails to respect the required distance when play is restarted with a corner kick or free kick

[C6] enters or re-enters the Field of Play without the permission of the Referee

[C7] deliberately leaves the Field of Play without the permission of the Referee

A player is sent off and shown the red card if he commits any of the following 7 offences

[S1] is guilty of serious foul play  
[S2] is guilty of violent conduct.  
[S3] splits at an opponent or any other person

[S4] denies an opponent a goal or an obvious goal-scoring opportunity, by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area)

[S5] denies an obvious goal-scoring opportunity to an opponent, moving towards the player's goal by an offence punishable by a free kick or a penalty kick.

[S6] used offensive, insulting or abusive language

[S7] receives a second caution in the same match

- Referees are required to INSERT THE APPROPRIATE LETTER AND NUMBER in the bracket ( ) after the word "section" on the report form, chosen from the provision of Law 12 (detailed in Note 4 above) to indicate the special offence committed by the offender if he is being reported for a caution or after being sent off (Example - (C2) for a caution for showing dissent by word or action, (S2) for a sending off for violent conduct).

# Rules Governing RAF Referees Handbook

6. Acknowledgement of receipt of this Report will be the return of further blank forms. The latter should be retained for future use.
7. Further copies of this Report may be obtained from your Area Secretary.

**ROYAL AIR FORCE FOOTBALL ASSOCIATION  
CAUTION MISCONDUCT REPORT FORM FOR 11v11 FOOTBALL  
(For Military Only)**

The Disciplinary Secretary (Through Area Sec)

The Royal Air Force Football Association

Match: V  
 (See note 6 below) **Home Club Team** **Away Club Team**

Competition: Date:

I have to report that I cautioned the following players:

Ref.	Service Number	Rank and Full Name	Club	Caution Code	RAFFA DiscipSer No
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

# Rules Governing RAF Referees Handbook

<u>Cautious Code</u>		<u>FA Codes – (For Unsporting Behaviour)</u>
C1	Unsporting Behaviour	AA – Adopting an aggressive attitude
C2	Shows dissent by Word or Action	DI – Simulation
C3	Persistently infringing the Laws of the Game	DP – Dangerous Play
C4	Delays the restart of play	FT – Foul Tackle
C5	Fails to respect the required distance at a restart	GC – Goal Celebration
C6	Enters or Re-enters the Field of Play without the Referees permission	HB – Handball
C7	Deliberately leaves the Field of Play without the Referees permission	RP – Reckless Play
		SP – Pushing or Pulling an opponent
		TR – Tripping
		UB – Other unspecified Unsporting Behaviour

## **Referee Details**

Signed:

Name:

Address:

Date:

NPD Number:

**Notes:**

1. Please note that this form is to be used for Cautions only and in Military matches only.
2. Referees may use either this form or the standard misconduct report form to report individually.
3. Players receiving 2 cautions in a game should not be reported on this form.
4. Players sent off or other reports of misconduct need to be reported individually on the standard misconduct report form.
5. A copy of this form needs to be sent to each County that is affected.
6. Please include Team details above (i.e. 1st, Reserves, U18, U17 etc).
7. If a player from each team has been cautioned please send 3 copies of this form, otherwise submit it in duplicate to the Discip Sec, unless electronically whence one copy will suffice.



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# Rules Governing RAF Referees

## Handbook

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### Fitness Tests For RAF FA Referees

45. The Test Prior to a nomination from the RAF FA RC to the FA, a referee with aspirations for Level 4 must complete the following fitness test:

12 minute continuous run - minimum distance 2,600 metres to be completed.  
2 x 50 meter sprints - 7.5 seconds maximum time allowed for each sprint.

- Note: The continuous run is to be undertaken prior to the 2 x 50 meter sprints. It is recommended that a minimum of 15 minutes recovery time elapse between the continuous run and the first of the 2 x 50 meter sprints. The continuous run is not to be undertaken on a running machine or treadmill.

The Scottish FA Fitness Test is also a viable option for personnel stationed in Scotland.

46. Referees on Contributory Leagues, or above, where the fitness test is mandatory, are exempt from taking the fitness test.

All referees officiating at Senior County League level are to take the test.

All referees should be encouraged to participate.

47. Test Failures. Failure of the test will not necessarily result in a referee having to cease officiating. However, the following options may be taken:

- 1) Non appointment to RAFFA Representative matches.
- 2) Non recommendation for FA appointments.
- 3) Non recommendation for advancement on the FA Form CL/2 (Advancement to Contributory League status).
- 4) Withdrawal from the reclassification programme.

48. Test Administration. The test will be organised, where possible, by Area Sec's. Any official who is unable to make the organised testing may seek permission from his Area Sec to arrange for his own unit P Ed Staff to test him and forward the result to the Area Sec within 48 hours. Officials who fail the test will be permitted one re-take. All testing, with results, is to be completed by 31 May annually.

49. General. Fitness testing for referees is now common place in leagues at Contributory level and above. A good level of fitness is required to pass the test and the RAF FA, as a County Football Association, needs to ensure that referees who are being promoted into the higher echelons of football are physically capable of meeting the more demanding challenge.

50. The standard and level of fitness testing outlined is only the first step. Further measures will be taken to involve potential referees in a test prior to taking the basic referees' course.

51. Gender. Whenever the word "he" appears in rules governing RAFFA referees read as "he or she". For "him" read as "him or her" etc.

## REGULATIONS FOR THE REGISTRATION AND CONTROL OF REFEREES

### PREAMBLE

Pursuant to The Football Association Rule J1(d), the Council is authorised to make regulations with reference to Match Officials as they deem expedient. These 'Regulations for the Registration and Control of Referees' (the "Regulations") are the regulations made under that Rule.

Affiliated Associations are responsible for the administration of Referees registered with The Association who reside in their area as determined by The Association. Service Associations have administrative responsibility for Referees who are serving members of the Armed Forces.

Affiliated Associations shall appoint a Referees' Committee to carry out its' functions under these Regulations.

These regulations fully embrace The Association's Equality Policy, Safeguarding Children Policy and Regulations and Safeguarding Adults at Risk Regulations.

For the purpose of these Regulations the terms used will be defined as follows:

**Administer** - to carry out the administrative procedures relating to the registration and control of Referees as required or determined by The Association from time to time.

**Affiliated Association** - a County Football Association or Service Association.

**Annual Review** - the review by a Competition of its List of Match Officials entitled to be appointed for a match in that Competition, to establish the suitability of each Referee to continue to be eligible to be retained on that List. This will take place between the last day of the playing season and the 31st July each year. Such a review will take into consideration the Referee's administration, fitness, conduct and performance on the field of play as defined in these Regulations, as modified by any written instructions to a Competition from the Association from time to time. The Competition must provide reasons for the removal of a Match Official from their List to the Parent Association of the Match Official.

**Club Mark** - a numerical indication of a Referee's performance on the field of play, reported by competing Clubs after a match, on a scale defined by The Association.

**Contributory Leagues** - those nominated divisions, within specific Leagues as determined and considered by The Association, suitable for Level 3 Referees.

**County Referee** - a Referee who has demonstrated to the satisfaction of The Association, Affiliated Association or Service Association, as required by these Regulations, the ability to officiate at Level 6 and above.

**Examine** - to supervise, in written and/or other form of examination, Trainee Referee candidates to the requirements and standards determined by The Association from time to time.

**FA Basic Referee Course (previously referred to as The Basic Referee Training Course)** - a course of instruction for 11-a-side football as determined by The Association leading to the examination of Referee candidates.

**FIFA List** - those Referees and Assistant Referees, nominated by The Association and selected by FIFA, eligible for appointment to international matches.

**Futsal** - the only form of small sided football approved by FIFA.

**Futsal Observer** - those individuals authorised by The Association to produce Observer reports at levels determined by The Association in relation to futsal.

**Junior County Referee** - a Referee who has completed successfully the Basic Referee Training Course, having reached the age of 16 years.

**League** - a Competition sanctioned under relevant Regulations by The Association or an Affiliated Association.

# Regulations for the Registration and Control of Referees

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## Handbook

**Marking Season** - except as otherwise determined by The Association, the marking season for promotion/retention shall be from the 1st March until the last day of February in the following year.

**National List** - those Referees selected by The Association, eligible for appointment to games in the Premier League, EFL and other matches as determined from time to time.

**Observer report** - written appraisal of a Referee's performance on the field of play, carried out by an Observer, or a Futsal Observer, on behalf of The Association, Affiliated Association or competition and submitted to the appropriate body.

**Observers** - those individuals authorised by The Association to produce out Observer reports at levels determined by The Association.

**Panel List** - those Referees selected by The Association, eligible for appointment to games within specific Panel Leagues as determined by The Association, suitable for Level 2 Referees.

**Parent Association** - the Affiliated Association within whose boundaries a referee resides (except for Service referees and the Amateur Football Alliance).

**Playing Season** - that period of the year when The Association permits football to be played.

**Referee** - a person registered as qualified under these Regulations who may be appointed as a Match Official.

**Registration Period** - from 1 June in each year, (or the date of successful completion of the Basic Referee Training Course if later) to the following 31 May.

**Senior County Referee** - a Referee who has demonstrated to the satisfaction of The Association, Affiliated Association or Service Association, as required by these Regulations, the ability to officiate at Level 5 and above.

**Service Association** - an Affiliated Association having responsibility for the administration of the game as determined by The Association from time to time in or relating to Her Majesty's Regular Forces (the Royal Navy, the Army, the Royal Air Force).

**Specialist Assistant Referee** - Referees who are permitted by The Association to officiate almost exclusively as Assistant Referees.

**Supply League** - those nominated divisions, within specific Leagues as determined and considered by The Association, suitable for Level 4 Referees.

**The Association** - means The Football Association.

**Trainee Referee** - a Referee candidate who is undergoing the FA Basic Referee Course, will be recognised and classified as a Level 9 Referee and may be appointed as a Match Official in accordance with these regulations.

**Youth Referee** - means a registered Referee who is aged 14 or 15.

For the purposes of these Regulations, The Association shall act through the Council, which shall delegate such functions to the Referees' Committee.

### 1. REGISTRATION

- (a) No person shall be appointed as a Match Official in any Match or Competition under the jurisdiction of The Association either directly or indirectly unless registered in accordance with these Regulations.

A Competition may include in its regulations a provision by which a person who is not a registered Match Official may carry out the duties of a Match Official in a specific Match but only in circumstances where a registered Match Official cannot be appointed to or officiate in that Match. In these circumstances the appointed unregistered and/or unqualified Match Official will carry the same powers and duties of an appointed registered Match Official for the purpose of that match.

- (b) A Referee must be registered with The Association through the Affiliated Association within the area in which the Referee resides, which will be deemed that referee's Parent Association (or County). The Parent Association for serving members of The Armed Forces

# Regulations for the Registration and Control of Referees

---

## Handbook

is the Affiliated Association of the service in which they serve; such referees may also register as an Associate Referee with the Affiliated Association in whose area they reside. A Referee will be required to pay the standard national registration fee to be determined annually by The Association. Registration will run from the date of registration until the following 31 May. A Referee may become an Associate Referee with another Affiliated Association but will not be required to pay a further fee.

The Memorandum attached to these regulations details the responsibilities of Affiliated Associations in respect of Referees administered by them.

- (c) In cases where the boundaries of Affiliated Associations overlap, the Affiliated Associations concerned must mutually agree responsibility of the training and examination of Trainee Referees. Once the FA Basic Referee Course has been completed, the registration of the Referee must then be transferred to the Affiliated Association of the area in which the Referee resides. A Referee who changes residence from one administrative area to another will be required to be released by the original Association before being registered with their new Association for administrative purposes but will not be required to pay a further registration fee for that season.
- (d) Referees shall not be registered with The Association until they are able to satisfy the Affiliated Association of their date of birth. A Trainee Referee must be 14 years of age or older at the time of registration.
- (e) A Referee who has failed to register as a Referee with The Association for between two and five seasons shall not be re-registered until they have successfully undertaken and completed the FA Basic Referee Course written examination. The Affiliated Association may then register the Referee at their former Level (up to Senior County Referee) once they are satisfied with his/her competence. A Referee who has not been registered for more than five seasons must attend and successfully complete the FA Basic Referee Course at which point they will be registered as a Junior County Referee.
- (f) A Referee's registration may be cancelled or suspended by the Affiliated Association in consultation with The Association where the Referee has not acted in the best interests of the game. The Association may take any action it deems appropriate. Applications for the re-instatement of a Referee who has previously been disqualified under this Regulation must be referred to The Association.

## **2. REFEREE RECRUITMENT, TRAINING AND EXAMINATION**

- (a) The Association and Affiliated Associations shall be responsible for the recruitment, training and examination of Referees.
- (b) The requirements and standards for Referee training and examination shall be agreed by The Association.
- (c) Initial Referee training course fees shall be set by The Association for:
  - FA Basic Referee Course
  - Futsal
  - Small Sided Football
  - Mini Soccer
  - Disability Football
- (d) FA Basic Referee Course - A candidate will undergo training and evaluation, including practical and written assessments as determined by The Association.
- (e) All other formats of initial Referee training will be examined at the end of the period of training.
- (f) The minimum age a candidate may be presented for initial examination of the FA Basic Referee Course and all other forms of refereeing will be 14 years.

# Regulations for the Registration and Control of Referees

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## Handbook

- (g) Candidates who do not reach the standard required by The Association in the initial examination may be re-examined at a time appropriate to the needs of the individual as determined by The Association and/or the Affiliated Associations.

### 3. CLASSIFICATION

- (a) On behalf of The Association, each Affiliated Association must classify Referees administered by their Association. The classification period runs from 1 June in each year, or the date of successful completion of the initial examination, to the following 31 May.

As at 1 June in each year every Referee is to be classified as follows;

International	FIFA List Referee
Level 1	Select Group or National List Referee
Level 2a	Panel Select List Referee
Level 2b	Panel List Referee
Level 3	Contributory League Referee
Level 4	Supply League Referee*
Level 5	Senior County Referee. This classification includes Referees who have served at a higher Level.* *
Level 6	County Referee
Level 7	Junior County Referee (16 years of age or over)
Level Y	Youth Referee (14 or 15 years of age)
Level T	Trainee Referee
Level D	Referee Workforce (an active Referee officiating in 6 or fewer matches a season)
	- Tutor
	- Observer
	- Mentor
	- Coach

*\*Any such referee registered with the Guernsey FA, Jersey FA and the Isle of Man FA and officiating on those islands may be classified as Level 4i according to criteria approved by The Association.*

*\*\* Where a Referee has achieved a Level higher than Level 5 and is not retained, the Referee will usually be reclassified as a Level 5 Referee, with the option of further promotion in the normal way or until a status of non-active is declared by the individual.*

The Association may designate Referees as Specialist Assistant Referees who will officiate almost exclusively as Assistant Referees according to guidelines determined from time to time.

A Referee may be registered as one or more of the following specialist categories; such registration may be in addition to a Level 1 to 10 registration.

MSR	- Mini Soccer Referee
SS	- Small Sided Referee
International	- FIFA List Referee
WFR1	- Premier League and Super League Women's Football Referee
WFR2	- Combination Women's Football Referee
WFR3	- Regional Premier Division Women's Football Referee
WFR4	- Regional League Women's Football Referee
WFR5	- County League Women's Football Referee

# Regulations for the Registration and Control of Referees

---

## Handbook

WFR6	-	Girls and County League Women's Football Referee
WFR7	-	Trainee Women's Football Referee
FURF	-	International FIFA Futsal Referee
FUR1	-	National Futsal Referee
FUR2	-	Regional Futsal Referee
FUR3	-	Senior County Futsal Referee
FUR4	-	County Futsal Referee
FUR5	-	Junior County Futsal Referee
FUR6	-	Youth Futsal Referee
FUR7	-	Trainee Futsal Referee

- (b) When a Referee changes residence from one Affiliated Association to another, the classification Level will be accepted by the Affiliated Association into whose area the Referee has moved.
- (c) A Referee moving to England from another country must provide proof of their current Referee status from their National Association. The Association will determine their classification Level.
- (d) Trainee Referees undertaking the FA Basic Referee Course must be registered as Level 9 by the end of module 3. A Level 9 Referee will automatically become a Level 7 Referee (16 years of age or over) or Level 8 (14 or 15 years of age) upon successful completion of the FA Basic Referee Course.
- (e) A Level 8 Referee will automatically become a Level 7 Referee on reaching the age of 16
- (f) FIFA nominations:

Nominations will be approved annually by The Association's Referees' Committee

Priority will be given to developing English officials who show the potential to officiate at future major international finals and tournaments

A FIFA official who ceases to be on the FIFA list will not be considered for future nomination although consideration may be given in exceptional circumstance to an official who resigned from the FIFA list for significant personal reasons

The following factors will be taken into consideration for each potential nominee:

- Domestic performances
- International performances
- Potential to officiate in future major international tournaments with special consideration being given to UEFA EURO Championships and FIFA World Cups
- Fitness and body composition
- Availability
- Ambassadorial qualities
- Organisation and attitude (including feedback, reporting, self-analysis etc...)

Consideration will be given to operational requirements and the strategic planning of the overall makeup of the English FIFA lists

#### 4. PROMOTION

In addition to specific criteria outlined below, candidates for promotion may be required to undertake all or some of the following:

- Physical fitness test(s).
- Laws of the Game test(s).
- Competition rule and regulations test(s).

# Regulations for the Registration and Control of Referees

---

## Handbook

- Interview.

Account may also be taken of administration and availability.

### **Men**

- (a) Selection and promotion within Levels 4 to International will be determined as follows:

International Level	Annual nomination by The Association to FIFA, selected from those eligible Referees as at the date of nomination determined by FIFA.
Level 1	Referees who have been promoted from Level 2 for outstanding ability as determined by The Association.
Level 2	Referees who have been promoted from Level 3 for outstanding ability as determined by The Association.
Level 3	Referees who have been promoted from Level 4 for outstanding ability as determined by The Association.
Level 4	Referees who have been promoted from Level 5 for outstanding ability as determined by The Association following nomination by the Affiliated Association to act as an Assistant Referee on the National Contributory Leagues and as a Referee on a Supply League.

Referees will be required to complete successfully an annual fitness test and other criteria as determined by The Association prior to having their classification confirmed. On initial selection for promotion to a higher Level, Referees may be required to attend an interview to ascertain their suitability against criteria determined by The Association. The Association will determine the acceptable number of matches required for consideration to be selected for Levels 4 and above.

- (b) Selection and promotion within Levels 7 to 5 will be determined as follows:

Referees must apply for promotion in writing to their Parent Association no later than 1 March preceding the season in which promotion is sought. Referees considered for promotion in the preceding season, but not successful, will automatically be included in the promotion scheme for the following season unless they indicate otherwise, in writing, to their Parent Association.

The Parent Association may charge promotion candidates an administration fee (the maximum sum to be determined from time to time by The Association); the administration fee will be refunded to candidates who complete the promotion process, regardless of whether or not they are promoted.

- (c) The Parent Association may charge promotion candidates an administration fee (the sum to be determined from time to time by The Association); the administration fee will be refunded to a candidate who completes the promotion process, regardless of whether or not they are promoted.

The responsibility of promoting Referees within Levels 7 to 5 rests with the Referee's Parent Association. All selections to Level 5 must be made by 25 March each year and selections to Level 6 by 30 April each year.

### *Levels 5 and 6*

Promotion from Level 6 to Level 5 and Level 7 to Level 6 shall be based on a Referee's practical performance on the field of play and other criteria as follows:

- Observer reports by Observers on a minimum of three games.
- Club marks from competitions over the age of 16 years over a minimum of 20 games (a minimum of 70% must be in open age competitions) officiated in as a Referee in the marking season.

# Regulations for the Registration and Control of Referees

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## Handbook

- A Level 6 Referee wishing to be considered for future promotion to Level 4 must complete at least 5 games as an Assistant Referee.
- Attending at least one promotion in-service training event.
- Successful completion of a written examination as determined by The Association.

### *Level 7 - Reclassification from Level Y and T*

- (d) At an interim meeting at the end of September County Associations may:
- Identify Level 7 Referees who are showing promise and consider them for accelerated promotion from Level 7 to 5 in one season providing they meet the criteria as determined above
  - To gather supporting evidence for this “accelerated promotion” the Affiliated Association should provide the Referee with more challenging matches eg higher division matches in local leagues, games in later rounds of County Competitions. Referees being considered for this promotion would require an additional 20 games and a further three Observer reports at the higher Level of challenge. The Referee must attend an in-service training event for Level 6 to 5 and take the appropriate examination as determined in the criteria set by The Association.
  - Review for promotion to Level 6 or 5 a Referee who was ineligible for consideration in the annual promotion meeting because of shortage of games. Referees who meet the criteria may be promoted to Level 6 or Level 5 with effect from 1 October.
- (e) A Level 7 Referee must officiate as a Referee in a minimum of 20 games in one registration period before applying for promotion. No Affiliated Association may impose any other qualification periods which cause delayed passage through the promotion pyramid.

### **Women**

- (f) Promotion through the Women’s Pyramid of Football will follow the criteria above, excepting that Referees choosing the women’s pathway cannot automatically cross over to the same Men’s classification Level as this pathway is for the development of female Referees only.

As at 1 June in each year Referee is to be classified as follows;

International	FIFA List Referee -
Level 1	Premier League and Super League Referee
Level 2	Combination Referee
Level 3	Regional Premier Division Referee
Level 4	Regional League Referee
Level 5	County League Referee
Level 6	Youth Referee (14 or 15 years of age)
Level 7	Trainee Women’s Football Referee

International Level - annual nomination by The Association to FIFA, selected from those eligible Referees as at the date of nomination determined by FIFA. Nominees must operate regularly at the highest level of the national women’s competition.

Level 1	Referees who have been promoted from Level 2 for outstanding ability as determined by The Association.
Level 2	Referees who have been promoted from Level 3 for outstanding ability as determined by The Association.

Promotion to Level 1 and Level 2 will be based on a Referee’s practical performance on the field of play by considering the criteria determined as follows:

- Observer reports by Observers on a minimum of three games.



# Regulations for the Registration and Control of Referees

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## Handbook

- Club marks from competitions over the age of 16 years over a minimum of 20 games (a minimum of 70% must be in women's competitions) officiated in as a Referee in the marking season.
- Attending at least one promotion in-service training event.
- Successful completion of a written examination as determined by The Association.
- Successful completion of a fitness test as determined by The Association.

Referees will be required to complete successfully an annual fitness test and other criteria as determined by The Association prior to having their classification confirmed. On initial selection for promotion to a higher Level, Referees may be required to attend an interview to ascertain their suitability against criteria determined by The Association. The Association will determine the acceptable number of matches required for consideration to be selected for Levels 2 and above.

### *Levels 3, 4 and 5*

Promotion from Level 4 to Level 3, Level 5 to Level 4, Level 6 to Level 5 shall be based on a Referee's practical performance on the field of play by considering the criteria determined as follows:

- Observer reports by Observers on a minimum of three games.
- Club marks from competitions over the age of 16 years over a minimum of 20 games (a minimum of 70% must be in women's competitions) officiated in as a Referee in the marking season.
- A Level 3 Referee wishing to be considered for future promotion to Level 2 must complete at least 5 games as an Assistant Referee.
- Attendance at at least one in-service training event
- Successful completion of a written examination as determined by The Association.

Trainee Referees undertaking the FA Basic Referee Course must be registered as Level 7 by the end of module 3. A Level 7 Referee will automatically become a Level 5 Referee (16 years of age or over) or Level 6 (14 or 15 years of age) upon successful completion of the FA Basic Referee Course

A Level 6 Referee will automatically become a Level 5 Referee on reaching the age of 16.

### **Futsal**

International Level - annual nomination by The Association to FIFA, selected from those eligible Futsal Referees as at the date of nomination determined by FIFA. Nominees must operate regularly on the Futsal National League competition.

Level 1 - Promotion from Level 2 to 1 shall be based on the following criteria:

- Successfully complete a fitness test as determined by The Association.
- Have a minimum of two years' experience as a Level 2 Futsal Referee.
- Observer reports by Futsal Observers on a minimum of five games during the season.
- Refereed a minimum of ten matches during the season.

Level 2 - Promotion from Level 3 to 2 shall be based on the following criteria:

- Successfully complete a fitness test as determined by The Association.
- Have a minimum of one year's experience as a Level 3 Futsal Referee.
- Observer reports by Futsal Observers on a minimum of four games during the season.
- Refereed a minimum of eight matches during the season.

Level 3 - Promotion from Level 4 to 3 shall be based on the following criteria:

- Have a minimum of one year's experience as a Level 4 Futsal Referee.

# Regulations for the Registration and Control of Referees

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## Handbook

- Observer reports by Futsal Observers on a minimum of three games during the season.
- Refereed a minimum of six matches during the season.

Level 4 - Promotion from Level 5 to 4 shall be based on the following criteria:

- Have a minimum of one year's experience as a Level 5 Futsal Referee.
- Observer reports by Futsal Observers on a minimum of two games during the season.
- Refereed a minimum of four matches during the season.

Level 5 - Reclassification from Level 6 Youth Futsal Referee upon reaching the age of 16.

A Level 7 Futsal Trainee Referee will automatically become a Level 5 Referee (16 years of age or over) or Level 6 (14 or 15 years of age) upon successful completion of the Futsal Referee Training Course.

### 5. COMPETITIONS

- (a) Affiliated Associations must advise successful candidates of the result of the initial examination, in writing, as well as providing them with details of local competitions on which they are eligible to officiate.
- (b) Referees under the age of 16 are only eligible to officiate in competitions where the players' age band is at least one year younger than the age of the Referee. e.g. a 15 year old referee may only referee in competitions where the age banding is 14 or younger. This also applies to those mentioned in regulation 1(a) regarding unregistered and or unqualified Referees.
- (c) Referees under the age of 16 must not participate either as a Referee or Assistant Referee in any open age competition. This also applies to those mentioned in regulation 1(a) regarding unregistered and/or unqualified Referees.
- (d) The Association will advise Affiliated Associations annually of those Competitions, and the recognised Leagues and divisions, which have been granted Supply League status.
- (e) A Competition acting alone may not suspend a Match Official from its List at any time during the playing season (such power resting solely with The Association, Affiliated Association or Service Association as appropriate under Regulation 7 below).

A Competition can only remove a Match Official from its List during the season with the written approval and permission of the Association or the Parent Association of the Match Official.

A Competition may remove a Match Official from its List as part of the Annual Review and must provide reasons for the removal to the Parent Association of the Match Official.

- (f) The practical performance on the field of play of Match Officials officiating at Supply Leagues and above shall be appraised and reviewed during and at the end of each marking season.

Competitions at Supply Leagues and above are responsible for informing Referees of their performance at regular intervals during the season.

Competitions shall provide annually to The Association or Affiliated Association as appropriate a List of the Match Officials they have appointed with the Marks and Observer reports obtained in accordance with the requirements of paragraph 12 of these Regulations.

All affiliated football clubs are to mark Referees on a scale of 1-100. An example of the marking Guide and form to be used in Supply Leagues is shown at Appendix A. Similarly an example of a marking guide and form for all other affiliated football is shown at Appendix B.

# Regulations for the Registration and Control of Referees

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## Handbook

- (g) A Match Official may appeal to the relevant Affiliated or Service Association, or where appropriate The Association, against a decision of a Competition to remove or suspend the Match Official from its List.
- (h) A Competition shall not have the power to act in relation to the Registration of a Referee. Any allegation of behaviour alleged to constitute a breach under Regulation 7 (a)( i) or (ii) below must be reported to The Association, Affiliated Association or Service Association in accordance with Regulation 7 (c) below.
- (i) Match Officials' Fees and Expenses are set or approved by Affiliated Associations. Match Officials officiating in competitions at Supply League and above may not receive any other financial reward or incentive based on their on field of play performances from any Affiliated Association or Competition, other than the set fees and expenses.
- (j) A Competition may add a new referee to its List for a period not exceeding 6 months, on a probationary basis. By the end of this period of time, the Competition must either confirm the referee as an addition to its List or inform the Parent Association of the Match Official that it will no longer offer them appointments.

### 6. TRAINING

- (a) The Association shall identify the training requirements of Referees at all levels and be responsible for accrediting courses of instruction to meet those requirements.
- (b) Referees will be required to attend accredited training at intervals determined by The Association. Only training delivered by accredited or approved Referee tutors will be valid.
- (c) Training may be delivered, at the appropriate levels, in conjunction with Affiliated Associations, Match Officials' associations or the Referees' Association by Referee tutors accredited or approved by The Association.

### 7. CONDUCT OF REFEREES

- (a) The Association, Affiliated Association or Service Association, as appropriate, shall have the power to act at any time in relation to the registration of a Referee who has:
  - (i) less than proficiently applied the Laws of the Game; or
  - (ii) committed a technical irregularity; or
  - (iii) proved to have been concerned as an agent for a Club or a Player in the transfer or attempted transfer and/or engagement of a Player; or
  - (iv) wilfully mis-stated his/her age, or, date of birth; or
  - (v) as a player, violated the Laws of the Game to such a degree that a Regulatory Commission or a Disciplinary Committee subsequently imposes a penalty of suspension from playing; or
  - (vi) been found to have committed an act of Misconduct (as defined in and) pursuant to the Rules of The Association or an Affiliated Association or Service Association; or
  - (vii) a Football Banning Order imposed on him or her; or
  - (viii) has not acted in the best interests of the game.
- (b) Only The Association, Affiliated Association or Service Association may act in relation to the Registration of a Referee. Such action may only be taken by its Referees' Committee. Where an alleged breach of Regulation 7(a) is committed by a Referee whilst acting as a Match Official in any capacity (on or off the field) the matter will be dealt with by a Referees' Committee or Commission thereof except where a charge is brought under FA Rule E. A Regulation 7(a) breach can only be subject to a charge under FA Rule E if brought by, or after consultation with, The Association. Where a charge is raised under FA Rule E, and in all other circumstances, the Referee will be dealt with by a Disciplinary or Regulatory Commission as any other Participant.

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## Regulations for the Registration and Control of Referees

### Handbook

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(c) Any behaviour alleged to constitute a breach under 7(a) (i) or (ii) above must have been notified to, or otherwise come to the attention of The Association, Affiliated Association or Service Association within 14 days of the relevant incident(s) for such to be acted upon under 7(a).

(d) A technical irregularity under 7 (a)(ii) above shall be any failure by a Referee to meet any requirement imposed on, or notified to, a Referee by The Association, Affiliated or Service Association as appropriate from time to time.

A “technical irregularity” includes, but is not in any way limited to, any failure to comply with administrative requirements imposed on a Referee such as the requirements to file reports, answer correspondence, attend match venues or disciplinary or regulatory hearings at a particular time, etc or any breach of Regulation 10 or 13.

(e) Where a Referee is alleged to have breached 7(a) (i) – (viii) above, the Referees’ Committee shall advise the Referee, in writing, of the relevant allegation(s) and supporting facts and state that the matter will be considered by the Committee or a duly appointed Commission thereof.

The Referee shall respond within 14 days and may either:

- (i) deny the allegation(s), setting out a statement of his case; or
- (ii) request a personal hearing, in which case a fee of £25 must accompany the request; or
- (iii) admit the allegation(s). A Referee who admits the allegation(s) may set out any submissions which he wishes the Referees’ Committee to consider when considering what, if any, action to take. The Referee may also request a personal hearing as above.

In considering any allegation at a personal hearing, a Referees’ Committee or Commission thereof, may adopt such procedures as it considers appropriate and expedient for the determination of the matter brought before it; and shall not be bound by any enactment of rule or law relating to the admissibility of evidence in proceedings before a court of law.

#### Guide to Procedures at Personal Hearings

The following may be used as a guide to the procedures to be followed at a personal hearing, unless the Referees’ Committee or Commission consider it appropriate to amend them:

- (a) The allegation(s) will be read out to the Referee, who will be asked if the allegation(s) are admitted or denied.
- (b) Evidence in support of the allegation(s) to be called.
- (c) Evidence in response to the allegation(s) to be submitted by the Referee, who may, with the permission of the Referees’ Committee or Commission, be accompanied by a representative. (Any such representative shall not be permitted to give evidence as a witness).
- (d) The Referees’ Committee or Commission and the Referee (as appropriate) shall be entitled to ask questions of any witness giving evidence in support of the allegation(s). The Referees’ Committee or Commission shall be entitled to ask questions of the Referee, who may give evidence in defence of the allegation(s).

The Referees’ Committee or Commission may draw such inferences as it considers appropriate from the failure of the Referee to give evidence or answer a question.

- (e) In the event of evidence submitted in answer to the allegation(s) disclosing a point which the Referees’ Committee or Commission considers was not covered in the evidence of, or not put to, any witness in support of the allegation(s), the Referees’ Committee or Commission may recall and ask questions of such witness. The Referee or relevant representative may also ask questions.

- (f) After the evidence has been completed to the satisfaction of the Referees' Committee or Commission, the Referee or representative shall be entitled to make submissions based upon the evidence, but this may not include reference to facts not disclosed in the evidence presented to the Referees' Committee or Commission. At the conclusion of the submissions all persons shall withdraw whilst the Referees' Committee or Commission considers the evidence and submissions presented to it and determines whether the allegation(s) has been proved or not. After reaching a decision, the Referees' Committee or Commission shall recall the Referee and any representative, and announce whether the allegation(s) have proved or not proved. The decision shall be subsequently confirmed in writing. As an alternative the Referees' Committee or Commission may, where it considers it appropriate, not announce its decision at the meeting but inform the Referee that such a decision will be communicated in writing.
- (g) Where the Referees' Committee or Commission find the allegation(s) proved, it shall have the power to act in relation to the Registration of the Referee as it considers appropriate. This may include, but is not limited to, censure, a period of remedial training, suspension or removal of Registration.
- (h) A Referee may be dealt with in the normal course as a participant for any alleged Misconduct (i.e. by a Regulatory Commission or another Disciplinary Commission as appropriate), in addition to having issues relating to the Registration as a Referee considered by The Association, Affiliated Association or Service Association through its Referees' Committee in relation to the same behaviour. In such cases, a charge of Misconduct shall be considered before any matter relating to the issue of Registration is dealt with by the Referees' Committee under Regulation 7 (a)(vi).
- Action in respect of the Registration of Match Officials appointed to Competitions of The Association and other Competitions including Contributory League Level and above in the Order of Precedence (Section 9) will be considered by the appropriate committee of The Association.
- (i) In circumstances where it is considered appropriate, the Referees' Committee may order that the Registration of a Referee be suspended with immediate effect, pending determination of a charge of Misconduct or pending the determination of a charge under 7(a)(i) or (ii) above and in the latter case the reason for such suspension is to be notified to the Referee in writing and reported to the Commission hearing any resultant charge.

### **8. APPEALS AGAINST DECISIONS OF A REFEREES' COMMITTEE OR COMMISSION THEREOF**

- (a) Where The Association or an Affiliated or Service Association, through its Referees' Committee, makes an order in relation to the registration or classification of a Referee there shall be a right of appeal by the Referee against the decision.
- Where the order is made under Regulation 7, the appeal procedure is outlined below. In all other cases the appeal shall follow the procedure determined by the appropriate body i.e. The Association, Affiliated Association or appointing authority.
- (b) (i) Notice of an appeal against a decision of a Referees' Committee or Commission thereof made under Regulation 7 must be lodged with The Association or appropriate Affiliated Association within 14 days of notification of the decision appealed against, accompanied by a fee as determined by The Association.
- (ii) An Appeal shall be considered by an "Appeals Panel" comprising Members of the Council of The Association or appropriate Affiliated Association established specifically to deal with appeals from decisions under Regulation 7, none of whom shall have been party to the original decision. A decision of the Appeals Panel shall be final and binding.

# Regulations for the Registration and Control of Referees

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## Handbook

- (iii) The Notice of Appeal must:
  - (1) identify the specific decision(s) being appealed
  - (2) set out the grounds of appeal; and
  - (3) set out a statement of the facts upon which the appeal is based.
- (iv) The grounds of appeal shall be that the body whose decision is appealed against:
  - (1) misinterpreted or failed to comply with any rules or regulations relevant to its decision; and/or
  - (2) came to a decision to which no reasonable such body could have arrived at; and/or
  - (3) made an order, which is excessive.
- (v) The Appeals Panel may adopt such procedures as it considers appropriate and expedient for the just determination of an appeal brought before it, and shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

The following is set out as a guide to the conduct of a hearing before the Appeals Panel:

  - (1) The Appellant to address the Appeals Panel, summarising its case;
  - (2) The Respondent to address the Appeals Panel, summarising its case;
  - (3) The Appeals Panel may put questions to the parties at any stage;
  - (4) The Respondent to make closing submissions;
  - (5) The Appellant to make closing submissions;
  - (6) The Appellant and the Respondent to withdraw whilst the Appeals Panel considers the submissions and determines the matter.
  - (7) The Appellant and the Respondent to be recalled and the decision and any orders consequential to it announced to both parties. Alternatively, where it considers it appropriate, the Appeals Panel may decide not to announce its decision, but make it known at a later date, in writing. In any event, the Appeals Panel shall publicise a written statement of its decision (see 8(b)(ix) below).
- (vi) The Appeals Panel shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.
- (vii) A decision of the Appeals Panel shall be final and binding and there shall be no right of further challenge.
- (viii) The Appeals Panel shall have power to:
  - (1) allow or dismiss the appeal; or
  - (2) remit the matter for re-hearing by the Referees' Committee; or
  - (3) exercise any power which the body against whose decision the appeal was made could have exercised; or
  - (4) make any further or other order considered appropriate, either generally, or for the purpose of giving effect to its decision. Any fee may be returned or forfeited, in whole or in part, at the discretion of the Appeals Panel, who shall also have the power to determine by whom the costs of the appeal shall be borne.
- (ix) As soon as practicable after the hearing, the Appeals Panel shall publish a written statement of its decision, which shall state:

# Regulations for the Registration and Control of Referees

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## Handbook

- (1) the names of the parties, the decision(s) appealed against and the grounds of appeal;
- (2) whether or not the appeal is allowed; and
- (3) the order(s) of the Appeals Panel.

The written statement shall be signed and dated by the chairman of the Appeals Panel and be the conclusive record of the decision.

### 9. APPOINTMENTS

- (a) Registered Referees shall not officiate in any Competition, which is not sanctioned, or match in which unaffiliated clubs compete.
- (b) The "Order of Precedence" of appointments, whether as a Referee or Assistant Referee shall be as follows:
  - (1) The FA Challenge Cup Competition;
  - (2) The Premier League;
  - (3) EFL;
  - (4) The FA Challenge Trophy Competition;
  - (5) The FA Challenge Vase Competition;
  - (6) Affiliated Association Cup Competitions\*
  - (7) The Panel Leagues;
  - (8) The FA Youth, FA County Youth Challenge Cup Competitions and FA Women's Cup 4th round and above.
  - (9) Contributory Leagues (recognised divisions only), National League Systems Cup and FA Sunday Cup
  - (10) FA Women's Super League and Cup
  - (11) Supply Leagues (marking divisions only)
  - (12) FA Women's Premier League and Cup
  - (13) Senior County Leagues
  - (14) Intermediate County League
  - (15) FA Women's Cup prior to 4th round
  - (16) Women's Combination League and Cup
  - (17) Women's Regional League and Cup
  - (18) County Junior Leagues
  - (19) County Women's Leagues and Cup
  - (20) All other competitions, including Youth Competitions

\*Affiliated Association appointments only take precedence over Panel Leagues, The FA Youth and FA County Youth Challenge Cup Competitions, Contributory League and Supply League appointments. If the appointment is in the Affiliated Association's nominated Senior Cup Competition or in the Semi-final and/or Final of any other Affiliated Association Competition whether the appointment is as a Referee or an Assistant Referee.

\*\*Fourth Officials where appointed do not form part of the Order of Precedence and usually do not take precedence over an active appointment.

- (c) Referees must attend personal hearings when required to do so. At Contributory Level or above Match Officials' appointments already received, take precedence over requests to attend personal hearings. On receipt of notification of a personal hearing Referees must close the date with all appropriate competitions.

- (d) Where release from an appointment is required to enable a Referee to take a more senior appointment at least four days' notice must be given to the relevant Affiliated Association or competition by the association or competition requesting the release. Where fewer than four days' notice is given, The Association or Competition must obtain permission from the Affiliated Association or Competition for the Referee to be released.
- (e) Once The Association or an Affiliated Association has appointed a Match Official if, subsequently, the match is postponed, abandoned or results in a draw and the rearranged fixture is then scheduled to take place less than four complete days from the date of the original match, The Association or Affiliated Association appointment will take priority over any other appointment already accepted by the Referee from a competition lower in the order of precedence, unless The Association or Affiliated Association waive their right to the services of the match official so appointed.
- (f) "Fourth Officials" are appointed to certain rounds of FA Competitions, Premier League and EFL matches and associated Competitions, and the Panel Competitions. The duties and responsibilities of the Fourth Official are detailed in the Laws of the Game and in the Competition Rules. Such appointments form part of the Order of Precedence within the Competitions listed above.
- (g) Reserve Assistant Referees may only be appointed in FA, Premier League and EFL Competitions, with the approval of The Association. They have no duties other than to replace an official who is unable to officiate.

### 10. CONFLICTS OF INTEREST

A Referee shall at all times act impartially. Where a Referee believes that there is a material interest conflicting with the duties and obligations of a Match Official and any appointment, then the Referee shall decline to act or officiate and declare it to the appointing authority (whose decision in relation to any dispute or difference in such matters shall be final and binding).

### 11. REFEREES' UNIFORMS

- (a)
  - (i) All Match Officials in Competitions under the jurisdiction of The Association and Affiliated Associations must wear uniforms comprising a plain shirt which shall be almost entirely black with a white or black collar and black shorts. Socks will be black; the sock top will be black, white or the colour of the shirt or its collar. Affiliated Associations may give permission for Referees to wear non-black shirts in a Competition which the Affiliated Association organises and/or sanctions. The shirt(s) must be almost entirely of a single colour. Where a Competition appoints neutral assistant referees, only one non-black coloured shirt is permitted; the colour must be designated and competition rules must ensure that the match officials can wear black or the designated colour without clashing with the Players.
  - (ii) Referees' uniforms must not carry any form of advertising.
- (b) Headgear may be worn in extreme weather conditions. It must be plain black and not restrict the vision of the Match Official.
- (c) The following Competitions may be exempt from (a) above, on application to The Association subject to the conditions below:
  - FA Women's Super League and Premier League
  - The Premier League
  - EFL
  - Competitions of Panel and Contributory League Status

Application must be submitted annually prior to 1 May for the following season. Approval will be considered only for shirts that are almost entirely of a single colour and where the



competition confirms to The Association that all Match Officials will be provided with shirts, shorts and socks free of charge.

- (d) Match Officials officiating in FA Competition matches are required to wear the FIFA or Football Association badge (where awarded) or the badge of their Affiliated Association. No other competition badge should be worn.
- (e) Advertising and branding on Match Officials' uniforms (where permitted in accordance with sub-paragraph 11(c) above) must be in accordance with The Association's Regulations relating to advertising on the clothing of Players, Club Officials and Match Officials.

### **12. RETURNS**

- (a) Annually, in accordance with the instructions of The Association issued from time to time, competitions shall provide to The Association or appropriate Affiliated Association lists of Match Officials used. Such lists shall include the marks awarded by clubs, and Observer reports where appropriate, during the specified period, together with any other information required.
- (b) Not later than the date decided by The Association, Affiliated Associations shall nominate suitable Referees for consideration by The Association for selection to the Contributory League Assistant Referees List.
- (c) Competitions that are required to administer fitness tests must submit the results to The Association and the Referee's Parent Affiliated Association.

### **13. CODES OF CONDUCT**

Match Officials shall be bound by Codes of Conduct such as are instructed by The Association from time to time (Appendix C).

### **14. REPORTING MISCONDUCT**

- (a) Referees must submit full details on all matters of misconduct, sendings off and cautions only to the appropriate Association or Affiliated Association responsible for administering misconduct and not to any other organisation or Competition.
- (b) Referees may include on the normal Competition match report forms the names and club details of those personnel reported for misconduct but must not include any details of the incident and for all on-field offences they can only report the name of the player/players cautioned/sent off, the club, the time of offence and the relevant FA offence code.
- (c) Should any match official be approached to supply any details, they should immediately report the matter to the Association or Affiliated Association.

### GOALPOST SAFETY GUIDELINES

Updated June 2017

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

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

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

For reference, you should note that The FA and BSI, in conjunction with the industry, have developed two standards for goalposts – BSEN 748 (2013) BS 8461:2005 +A1: 2009 and BS 8462: 2005 +A2: 2012. It is strongly recommended that you ensure that all goals purchased comply with the relevant standard. A Code of Practice BS 8461 has also been completed and copies of all of these standards are available from the BSI.

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

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

**REMEMBER TO USE GOALPOSTS SAFELY AT ALL TIMES**

# Goalpost and Pitch Sizes

## Handbook

### GOALPOST AND PITCH SIZES

The FA receives many enquiries around pitch and goal sizes suitable for all age groups and therefore recommends the following should be applied where possible:-

Age grouping	Type	Recommended size of Goal Posts		Maximum Recommendation without runoff		Recommended size including runoff (Safety area around pitch)	
		(Height x width) ft	(Length x width) yds	(Length x width) yds	(Length x width) yds		
Mini-Soccer U7/U8	5 v 5	6	12	40	30	46	36
Mini Soccer U9/U10	7 v 7	6	12	60	40	66	46
Youth U11/U12	9 v 9	7	16	80	50	86	56
Youth U13/U14	11 v 11	7*	21*	90	55	96	61
Youth U15/U16	11 v 11	8	24	100	60	106	66
Youth U17/U18	11 v 11	8	24	110	70	116	76
Over 18 Senior Ages	11 v 11	8	24	110	70	116	76

**Note:** County FAs and Leagues may have defined rules for their own competitions and reference should always be made to their handbooks for additional guidance and compliance.

The FA recommends that run-off's for natural grass pitches should be a minimum of 3 yards (or 3 metres) all around the pitch. For those clubs playing in the football pyramid the minimum safety run off is 1.83 metres (6 feet) but ideally at least 2 metres. If a new ground is to be constructed at least 3m should be provided.

The run-off must be of natural grass and must not be of tarmac or concrete construction, with no barriers or obstructions evident within the run-off area. If Football Turf (3G) is to be used as a run-off, this should be constructed to meet the performance standards of full size pitches and be green in colour.

Where pitches neighbour others within a confined area, the minimum run-off between both pitches should ideally be 6 yards to allow for spectators watching either match.

The Laws of the Game may be modified in their application for matches for players of under 16 years of age, for women footballers, for veteran footballers (over 35 years) and for players with disabilities.

Any or all of the following modifications are permissible:-

- (a) the size of the field of play
- (b) the size, weight and material of the ball
- (c) the width between the goalposts and the height of the crossbar from the ground
- (d) the duration of the periods of play
- (e) substitutions

\* If a pitch is to be provided for U13/14 it is recommended that 7 x 21 goalposts are provided. However, it should be noted that 8 x 24 would also be acceptable as not all sites will be able to provide specifically for this age group

### LINE MARKING

#### Multi-line Marking on Single Pitches

FIFA rules stipulate (Law 1 The field of play) that where 3G Football Turf pitches are being used 11v11 adult pitch should be marked in white. Other lines are permitted provided that they are of a different colour and clearly distinguishable. The lines must be of the same width which must not be more than (12cm) 5 inches. The FA have produced guidance documents for natural and football turf pitches that include recommended colours and how pitch dimensions and layouts can be implemented. These documents are available on The FA website.

As a quick guide the following colours are recommended when marking pitches:

Red	Mini Soccer U7 & U8 (5v5)
Yellow	Mini Soccer U9 & U10 (7v7)
Blue	U11 & U12 (9v9)
White	other age groups & adult (11v11)

## **GUIDANCE NOTES ON LINE MARKING OF FOOTBALL PITCHES**

Various practices have been used in the past for the application of white, or other coloured, lines to football pitches. The objectives of such practices has been to both reduce labour and materials costs whilst endeavouring to keep the lines visible for a greater length of time. Some of these practices have lead to injury and subsequent court action being taken against managers and clubs. You are therefore advised to study the following notes carefully.

### **A. LEGISLATION**

The main governing factors for marking out white lines are the same as that for other routine tasks in the workplace.

#### **1. Duty of Care**

Under the Health & Safety at Work Act 1974 every employer has a duty of care to ensure the workplace is safe for their employees, contractors, visitors, players, and spectators.

#### **2. The Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

Regulations to prevent ill health from exposure to any hazardous substances present in the workplace.

#### **3. Risk Assessment**

You are required to carry out assessments on all tasks carried out in the workplace in relation to the nature of hazard, worst outcome, person(s) at risk, current precautions, estimated risk and further precautions.

If a risk assessment is correctly carried out this will ensure an appropriate line marking material is applied, ensuring best practice and, above all, safety of the groundsperson and players.

It is the duty of all Managers to ensure that all the regulations are adhered to as they are ultimately responsible in the eyes of the law. If line marking is carried out by contractors then a specification should be drawn up to include all the safeguards outlined in these guidance notes. This might also extend to include specifying a particular product however, the contractor should also provide a written risk assessment on the day of the line marking activity.

### **B. SUITABLE LINE MARKING COMPOUNDS**

#### **1. Permanent paints**

Based on pigmented viscous liquid. These “paints” can be applied either in a diluted form or neat.

#### **2. Powders**

There are various non-toxic whiting powders available which are based on ground natural calcium carbonate and can be used wet or dry. They are safe to use provided COSHH regulations are adhered to. Under COSHH the user would eliminate the risk as much as possible, although in practice this might require the user to wear gloves and eye protection and to wash off any contact with the skin as a precautionary measure. Most powders are supplied in a fine form.

**Only materials approved for use as a line marking material on a grass surfaces can be used on football pitches. An example of an illegal material is hydrated Lime (Calcium hydroxide). This should never be used for line marking. It is toxic and can give rise to chemical skin burns and irritations. It can cause serious damage to the eyes and skin on contact in both its dry or wet form. Its use is not approved or recommended under any circumstances.**

**C. USE OF HERBICIDES TO REINFORCE LINE MARKINGS**

Until **The Food and Environment Protection Act, 1985 (FEPA)** was introduced many groundsmen and club members used various herbicides mixed in with whitening compounds to keep the lines in longer and more visible during the winter playing season.

It is, however, only permissible to use a herbicide which is approved for use on sports turf, and this is likely to be a total herbicide. COSHH and a suitable Risk Assessment must be carried out prior to any application. A further legal consideration is that the user must have successfully obtained his/her Certificate of Competence in the Safe Use of Pesticides (PA1, PA2A or PA6A).

Any herbicide product for line marking must be used within the conditions of approval granted under The Control of Pesticide Regulations, 1986 (COPR), and subsequent amendments, and as outlined on the product label. There should be no risk to players by contact or transfer of the active herbicide to any part of the body. A Risk Assessment must always be carried out prior to any use of these materials to a grass surface.

The addition of herbicides to whitening materials is not a recommended practice however, there may be approved products available which might be considered in some circumstances.

Play safe – use only safe and approved materials. Do not use old materials as they may no longer be approved for use.

**D. MACHINES AVAILABLE TO MARK LINES**

Marking machines fall into the following categories.

**1. Dry Line Markers**

As the name implies, these are for applying dry powder compounds.

**2. Pressure Pump Markers**

A wheel driven pump forces marking fluid through a jet or spout directly onto the turf surface.

**3. Electric Pump Markers**

These are battery driven to constantly maintain the required pressure and direct the liquid onto the turf surface.

**4. Belt Feed Markers**

These have a moving belt system which conveys a continual supply of liquid onto the turf surface by contact

**5. Wheel Transfer Markers**

These convey the liquid via rotating wheel onto a tray and then via a sponge wheel directly onto the turf surface.

All of the above markers are obtainable from most sports ground suppliers. Before purchasing any marker have a demonstration first, and ensure you get the right marker for your requirements.

**E. USEFUL CONTACTS & INFORMATION**

The Control of Substances Hazardous to Health Regulations 2002

<http://www.legislation.gov.uk/ukxi/2002/2677/contents/made>

Health and Safety at Work etc. Act 1974

<http://www.legislation.gov.uk/ukpga/1974/37/contents>

Food and Environment Protection Act 1985

<http://www.legislation.gov.uk/ukpga/1985/48>

The Control of Pesticides (Amendment) Regulations 1997

<http://www.legislation.gov.uk/ukxi/1997/188/contents/made>

Guidance for those affected by the Plant Protection Products (Sustainable Use) Regulations 2012:

[http://www.pesticides.gov.uk/guidance/industries/pesticides/topics/using-pesticides/codes-of-practice/Guidance\\_Sustainable\\_Use\\_PPP\\_Regs\\_2012.htm](http://www.pesticides.gov.uk/guidance/industries/pesticides/topics/using-pesticides/codes-of-practice/Guidance_Sustainable_Use_PPP_Regs_2012.htm)

Code of Practice for Using Plant Protection Products available from

<http://www.pesticides.gov.uk/guidance/industries/pesticides/topics/using-pesticides/codes-of-practice/code-of-practice-for-using-plant-protection-products>

Institute of Groundsmanship (Training Courses)

Tel: 01908 312511 [www.iog.org](http://www.iog.org)

Health & Safety Executive website

<http://www.hse.gov.uk/>

The Amenity Forum website

<http://www.amenityforum.co.uk>

Suppliers of products

<http://www.iog.org/directory-and-shop/industry-directory/companies>

### F. IMPORTANT NOTE

These notes are, intended solely to provide helpful guidance for club managers and groundsmen.

The information may vary or change from time to time, as a result of directives issued by governing bodies or government departments.

### LINE MARKING

#### Multi-line Marking on Single Pitches

FIFA rules stipulate (Law 1 The field of play) that where 3G Football Turf pitches are being used 11v11 adult pitch should be marked in white. Other lines are permitted provided that they are of a different colour and clearly distinguishable. The lines must be of the same width which must not be more than (12cm) 5 inches. The FA have produced guidance documents for natural and football turf pitches that include recommended colours and how pitch dimensions and layouts can be implemented. These documents are available on The FA website.

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Blue	U11 & U12 (9v9)
White	other age groups & adult (11v11)

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## Inter-Service Champions Handbook

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### **Inter-Service Championship**

#### **Mens Senior**

The Constantinople Cup was presented on 21 November 1922, by the members of The United Services Club Constantinople, for Inter-Service Boxing.

From 1 January 1924 the Constantinople Cup was henceforth presented for Inter-Service Association Football.

History of previous winners:

1919-20	Army	1920-21	Army	1921-22	Navy	1922-23	Army
1923-24	RAF	1924-25	Navy	1925-26	Navy	1926-27	Navy
1927-28	Navy	1928-29	Army	1929-30	Navy	1930-31	Triple Tie
1931-32	Navy	1932-33	Navy	1933-34	Army	1934-35	Army
1935-36	RAF	1936-37	Navy	1937-38	Navy	1938-39	RAF
1946-47	RAF	1947-48	Army	1948-49	Navy	1949-50	Army
1950-51	Army	1951-52	Army	1952-53	RAF	1953-54	Army
1954-55	RAF	1955-56	RAF	1956-57	Army	1957-58	Army
1958-59	Army	1959-60	RAF	1960-61	RAF	1961-62	Army
1962-63	Army	1963-64	Navy	1964-65	Army	1965-66	Navy
1966-67	Army	1967-68	Army	1968-69	Army	1969-70	RAF
1970-71	Army	1971-72	RAF	1972-73	RAF	1973-74	RAF
1974-75	Navy	1975-76	Navy	1976-77	Army	1977-78	Navy
1978-79	RAF	1979-80	Army	1980-81	Army	1981-82	Army
1982-83	Army	1983-84	RAF	1984-85	Navy	1985-86	Army
1986-87	Navy	1987-88	Army	1988-89	Army	1989-90	Army
1990-91	Navy	1991-92	Navy	1992-93	Army	1993-94	Army
1994-95	Navy	1995-96	Navy	1996-97	RAF	1997-98	RAF
1998-99	Navy	1999-00	RAF	2000-01	RAF	2001-02	Navy
2002-03	Army	2003-04	Navy	2004-05	Army	2005-06	Army
2006-07	Army	2007-08	RAF	2008-09	RAF	2009-10	RAF
2010-11	RAF	2011-12	RAF	2012-13	RAF	2013-14	RAF
2014-15	Navy	2015-16	Army	2016-17	Army		



**Inter-Service Championship**  
**Ladies**

History of previous winners:

1998-99 Army  
1999-00 Army  
2000-01 Army  
2001-02 Army  
2002-03 Army  
2003-04 Army  
2004-05 Army  
2005-06 RAF  
2006-07 Army  
2007-08 Army  
2008-09 RAF  
2009-10 RAF  
2010-11 Army  
2011-12 Army  
2012-13 Army  
2013-14 Army  
2014-15 Army  
2015-16 Army  
2016-17 RAF

**Inter-Service Championship**  
**Mens Development Squad (U23)**

The York & Lancaster Regiment Football Cup was presented for this competition by the Army FA in 2005.

History of previous winners:

2005-06 Army  
2006-07 Army  
2007-08 Army  
2008-09 Army  
2009-10 Royal Navy  
2010-11 RAF  
2011-12 Army  
2012-13 Army  
2013-14 RAF  
2014-15 Army  
2015-16 Army  
2016-17 Royal Navy

**The President's Cup**

**Presented by Air Marshal Sir John Rowlands GC KBE**

History of previous winners:

1971-72	RAF UK	1995-96	Not Played
1972-73	RAF(G)	1996-97	RAF
1973-74	Cancelled fuel crisis	1997-98	RAF
1974-75	RAF UK	1998-99	RAF
1975-76	RAF UK	1999-00	RAF
1976-77	RAF UK	2000-04	Not Played
1977-78	RAF(G)	2004-05	RAF
1978-79	RAF(G)	2005-06	RAF
1979-80	RAF(G)	2006-07	RAF
1980-81	RAFUK	2007-08	RAF
1981-82	RAF (G)	2008-09	RAF
1982-83	SC	2009-10	Royal Netherlands Air Force
1983-84	RAF (G)	2010-11	RAF
1984-85	STC	2011-12	RAF
1985-86	STC	2012-13	RAF
1986-87	STC	2013-14	RAF
1987-88	STC	2014-15	Royal Netherlands Air Force
1988-89	STC	2015-16	Royal Netherlands Air Force
1989-90	STC	2016-17	RAF
1990-91	RAF (G)		
1991-92	SC		
1992-93	SC		
1993-94	SC		
1994-95	Not Played		

Note: Since 1996-97 the President's Cup is competed for annually between the RAF and the Royal Netherlands Air Force.

# Jubilee Cup Winners

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## Handbook

### Jubilee Cup

1. This competition was introduced in 1971 to celebrate the 50th Anniversary of the inauguration of the Navy, Army and Air Force Institute.
2. This annual competition is limited to the winners of the three Services Inter-Unit Cup Competitions.

#### History of previous winners:

1971 SEME (Bordon)	Army	1990 RAF Brize Norton	RAF
1972 RAF Thorney Island	RAF	1991 RAF St Athan	RAF
1973 RCT Training Centre	Army	1992 2 Sigs Regt	Army
1974 SEME (Bordon)	Army	1993 13 Trg Regt	Army
1975 RAF Lyneham	RAF	1994 2 Sigs Regt	Army
1976 SEME (Bordon)	Army	1995 RAF Waddington	RAF
1977 RAF Lyneham,	RAF	1996 HMS Neptune	Navy
1978 RAF Brize Norton	RAF	1997 SEME (Bordon)	Army
1979 RAF Wattisham	RAF	1998 3 Bt REME	Army
1980 HMS Heron	RN	1999 3 Bt REME	Army
1981 SEME (Bordon)	Army	2000 1 Cheshire	Army
1982 SEME (Bordon)	Army	2001 3 Bt REME	Army
1983 SEME (Bordon)	Army	2002 1 Kings Regt	Army
1984 HMS Neptune	RN	2003 6 Bt REME	Army
1985 RM Depot Lympstone	RN	2004 RAF Lyneham	RAF
1986 RM Depot Lympstone	RN	2005 6 Bt REME	Army
1987 RM Depot Lympstone	RN	2006 4 LS	Army
1988 HMS Sultan	RN	2007 3 (UK) Div HQ & Sig	Army
1989 RAF Wyton	RAF		

In 2008 this competition was discontinued due to operational commitments.

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RAF FA Challenge Cup Winners  
Handbook

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**Royal Air Force (County) Football Association Challenge Cup**

History of previous winners:

1920-21	Cranwell	1960-61	Yatesbury	1991-92	Lyneham
1921-22	Henlow	1961-62	Cranwell	1992-93	Coningsby
1922-23	Cranwell	1962-63	Yatesbury	1993-94	Kinloss
1923-24	Manston	1963-64	Ballykelly	1994-95	Waddington
1924-25	Cranwell	1964-65	Finningley	1995-96	Coltishall
1925-26	Flowerdown	1965-66	Benson	1996-97	Bruggen
1926-27	Martlesham Heath	1966-67	Finningley	1997-98	Leeming
1927-28	Eastchurch	1967-68	Scampton	1998-99	Bruggen
1928-29	Henlow	1968-69	Waddington	1999-00	Boulmer
1929-30	Henlow	1969-70	Scampton	2000-01	Leeming
1930-31	Martlesham Heath	1970-71	Marham	2001-02	Leeming
1931-32	Boscombe Down	1971-72	Thorney Island	2002-03	Marham
1932-33	Martlesham Heath	1972-73	Kinloss	2003-04	Lyneham
1933-34	Henlow	1973-74	Lyneham	2004-05	Lyneham
1934-35	Upper Heyford	1974-75	Lyneham	2005-06	Leeming
1935-36	Leuchars	1975-76	Henlow	2006-07	Coningsby
1936-37	Cranwell	1976-77	Lyneham	2007-08	Wittering
1937-38	Manston	1977-78	Brize Norton	2008-09	Cosford
1938-39	Shawbury	1978-79	Wattisham	2009-10	Cosford
1948-49	Halton	1979-80	Brize Norton	2010-11	Wittering
1949-50	Halton	1980-81	Marham	2011-12	Cosford
1950-51	Cosford	1981-82	Brize Norton	2012-13	Coningsby
1951-52	St Mawgan	1982-83	Wyton	2013-14	Benson
1952-53	Cosford	1983-84	Wyton	2014-15	Waddington
1953-54	Innsworth	1984-85	Abingdon	2015-16	Marham
1954-55	Kinloss	1985-86	Brize Norton	2016-17	Honington
1955-56	Melksham	1986-87	Kinloss		
1956-57	Innsworth	1987-88	Locking		
1957-58	Kirkham	1988-89	Wyton		
1958-59	High Wycombe	1989-90	Brize Norton		
1959-60	Melksham	1990-91	St Athan		

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RAF FA Junior Challenge Cup Winners  
Handbook

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**Royal Air Force (County) Football Association Junior  
Challenge Cup**

(Presented to the Association by the Officers of Royal Air Force Spittlegate in 1923).

History of previous winners:

1923-24	Andover	1963-64	Faldingworth
1924-25	Kenley	1964-65	Newton
1925-26	2 FTS Digby	1965-66	Buchan
1926-27	Tangmere	1966-67	Chessington
1927-28	207(B) Sqn	1967-68	Sealand
1928-29	No Record	1968-69	Topcliffe
1929-30	Lee-on-Solent	1969-70	Hullavington
1930-31	Lee-on-Solent	1971-72	Newton
1931-32	9(B) Sqn	1972-73	Boulmer
1932-33	33(B) Sqn	1973-74	Aberporth
1933-34	Andover	1974-75	Buchan
1935-36	10(B) Sqn	1975-76	Hullavington
1936-37	190(B) Sqn	1976-77	Northwood
1937-38	B Sqn No 1 ASS	1977-78	Oakhanger
1938-39	B Sqn No 1 ASS	1978-79	Neatishead
1948-49	Mildenhall	1979-80	Buchan
1949-50	Warton	1980-81	Ely
1950-51	Lytham	1981-82	Church Fenton
1951-52	Helmswell	1982-83	Newton
1952-53	Lytham	1983-84	Newton
1953-54	Pitreavie Castle	1984-85	Digby
1954-55	HQ(U) FTC	1985-86	Boulmer
1955-56	Anstruther	1986-87	Stanmore Park
1956-57	Buchan	1987-88	Staxton Wold
1957-58	Harpur Hill	1988-89	Northolt
1958-59	Boulmer	1989-90	Rudloe Manor
1959-60	Wroughton	1990-91	Newton
1960-61	HQ(U) Coastal Command	1991-92	Northolt
1961-62	Boulmer	1992-93	Northolt
1962-63	No 24 SAM Wing Fighter Command	1993-94	Rheindahlen

1994-to-date      Competition amalgamated with the RAF FA Challenge Cup.

**RAF Inter-League / Inter-Region / Group (White Cup)**

Presented by Group Captain A White MBE  
(Chairman RAF FA 1971-74)

History of previous winners (Inter-League):

1974-75	RAF London Football League
1975-76	Lincolnshire Services Football League
1976-77	Lincolnshire Services Football League
1977-78	Cadastrian Services League
1978-79	RAF London Football League
1979-80	Yorkshire Services Football League
1980-81	West Midlands Inter-Services Football League
1981-82	RAF London Football League
1982-83	Lincolnshire Services Football League
1983-84	Cadastrian Services League
1984-85	Lincolnshire Services Football League
1985-86	Lincolnshire Services Football League
1986-87	Anglian Services League
1987-88	Lincolnshire Services Football League
1988-89	Lincolnshire Services Football League
1989-90	Lincolnshire Services Football League
1990-91	Western United Services League
1991-92	Anglian Services League
1992-93	Lincolnshire Services Football League
1993-94	Anglian Services League
1994-95	RAF London Football League
1995-96	Anglian Services League
1996-97	Yorkshire Services League
1997-98	Lincolnshire Services Football League
1998-99	Lincolnshire Services Football League
1999-2000	Lincolnshire Services Football League
2000-2006	Not Played
2007-08	West
2008-09	Central
2009-10	East
2010-11	West
2011-12	East
2012-13	North
2013-14	East
2014-15	22 Gp
2015-16	2 Gp

**Royal Air Force (County) Football Association  
Festival of Football (5 a-side)**

History of previous winners:

**Mens**

2007	RAF Coningsby 'A'
2008	RAF Wittering
2009	RAF Brize Norton 'A'
2010	RAF Coningsby
2011	RAF Brize Norton 'A'
2012	RAF Marham 'A'
2013	RAF Coningsby
2014	(Feb) RAF Waddington
2014	(Nov) RAF Waddington
2015	RAF Waddington
2016	RAF Waddington
2017	Leonardo

**Ladies**

2007	RAF Chicksands
2008	RAF Coningsby
2009	RAF Coningsby
2010	RAF Leeming / Leuchars
2011	RAF Brize Norton
2012	RAF Odiham
2013	Not Played
2014	Not Played
2015	Not Played
2016	Not Played
2017	Not Played



**Royal Air Force (County) Football Association**  
**Ladies Inter-Station Cup**

History of previous winners:

2002	RAF Waddington
2003	RAF Career Information Services
2004	RAF Brize Norton
2005	RAF Brize Norton
2006	RAF Brize Norton
2007	RAF Brampton / Wyton
2008	RAF Coningsby / Cranwell
2009	RAF Marham
2010	RAF Brize Norton

This competition has not been played for since 2010.

**Royal Air Force (County) Football Association**

**Veterans Cup 7 a-side Cup**

History of previous winners:

2009	RAF Halton
2010	ICARUS
2011	RAF Cranwell
2012	RAF Brize Norton
2013	RAF Brize Norton
2014	Headley Court
2015	RAF Waddington
2016	RAF Odiham
2017	RAF Northolt

**Royal Air Force (County) Football Association  
Club of the Year**

Winners to receive FA Cup Final tickets and/or other reward.

**Criteria:**

Must have FA Charter Standard award

Discipline Record – including prompt payment of fines with completed paperwork

Communication with RAF FA HQ

Fixture fulfilment

Attendance at competitions and meetings

Football involvement with local community and associated initiatives

Award will be made in liaison with Leagues

**History of previous winners:**

2008-09 RAF Halton

2009-10 RAF Leeming

2010-11 RAF Wittering

2011-12 Not Awarded

2012-13 RAF Lossiemouth

2013-14 Not Awarded

2014-15 Not Awarded

2015-16 Not Awarded

2016-17 RAF Honington

### **Icarus Football Club**

Icarus FC is the RAF Officers' Football Club. It was formed in the 1950's, to provide additional competitive representative football for all officers within the Service. The Club fields a full representative team, an A team and a veterans' team (age 35+). The Icarus fixtures list includes high profile matches against other RAF representative teams, the Army, the TA, the Members of the Scottish Parliament, Brunel University and other civilian and Service teams. The Club has established partnership links with Reading, Sheffield United, Doncaster Rovers, Newport County and Boston United.

Further club details may be obtained through visiting the Club's website at [www.icarusfc.co.uk](http://www.icarusfc.co.uk) or by contacting the following officers:

- Chairman: Gp Capt Rich Pratley  
Tel: 0207 2182544  
Assistant Head - Defence Operational Capability  
MOD Main Building  
London
- Director of Football: Wg Cdr John Hetherington  
Tel: 0207 2186191  
SO1 Infra Capability Plans  
MOD Main Building  
London
- Secretary: Flt Lt Shaun Curry  
Tel: 00500 76641  
OC PSF  
Falkland Islands  
BFPO 655
- Treasurer: Fg Off Si Wain  
Tel: 01993 897785  
ATC  
RAF Brize Norton  
Oxfordshire

## **RAF FA Courses 2017-18**

**FA Level 1 Outfield**

**FA Level 2 Outfield (Blocks 1, 2 and 3)**

**FA Level 1 Goalkeeping**

**FA Level 2 Goalkeeping**

**FA Basic Referees Course**

**FA L1 Introduction to First Aid in Football (IFAIF)**

**FA L2 Emergency First Aid in Football (EFAIF)**

**FA Safeguarding Children & Vulnerable Adults**

**For dates and details of future courses that the RAF FA run please see the RAF FA website at [www.royalairforcefa.com](http://www.royalairforcefa.com)**

**To register an interest in attending and to receive future details please email the RAF FA Football Development Assistant (FDA) Sheila Haining at [sheila.haining711@mod.gov.uk](mailto:sheila.haining711@mod.gov.uk) or telephone 01993 895559 / 95461 5559.**

**MEMORANDUM AND ARTICLES OF ASSOCIATION  
FOR THE ROYAL AIR FORCE FOOTBALL ASSOCIATION**

**Company number: 06641135**

**THE COMPANIES ACTS 1985 TO 2006**

**COMPANY LIMITED BY GUARANTEE AND NOT HAVING  
A SHARE CAPITAL**

**MEMORANDUM OF ASSOCIATION  
OF  
THE ROYAL AIR FORCE FOOTBALL ASSOCIATION\***  
(As amended by a Special Resolution of the Charity passed on 14 July 2015)

**1. Name**

The name of the Charity is The Royal Air Force Football Association\*.

**2. Registered Office**

The registered office of the Charity is to be in England and Wales.

**3. Objects\***

The objects for which the Charity is established (the "Objects") are to promote the efficiency of Her Majesty's Armed Forces by increasing physical fitness, fostering the esprit de corps and raising morale of members of the Royal Air Force and other services, in particular (but not by way of limitation), through the playing of, encouraging participation in and providing or assisting in the provision of facilities for the sport of football.

**4. Powers\***

The Charity has the following powers, which may be exercised only in promoting the Objects:

- 4.1 to encourage and manage football in the Royal Air Force;
- 4.2 to promote and manage competitions and matches;
- 4.3 to recruit, train and develop referees and coaches;
- 4.4 to promote or carry out research;
- 4.5 to provide advice;
- 4.6 to publish or distribute information;
- 4.7 to co-operate with other bodies;
- 4.8 to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity formed for any of the Objects;
- 4.9 to support, administer or set up other charities;
- 4.10 to raise funds (but not by means of taxable trading);
- 4.11 to borrow money and give security for loans (but only in accordance with the restrictions imposed by the Charities Act);
- 4.12 to acquire or hire property of any kind;

\*The company name was amended by removing the word "Limited" by a special resolution passed on 6 March 2009.

\*Previous clauses 3 and 4 were replaced by new clauses 3 and 4 by a special resolution passed on 6 March 2009.

# Memorandum and Articles Of The Association

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## Handbook

- 4.13 to let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act);
  - 4.14 to make grants or loans of money and to give guarantees;
  - 4.15 to set aside funds for special purposes or as reserves against future expenditure;
  - 4.16 to deposit or invest in funds in any manner (but to invest only after obtaining such advice from a financial expert as the Trustees consider necessary and having regard to the suitability of investments and the need for diversification);
  - 4.17 to delegate the management of investments to a financial expert, but only on terms that:
    - 4.17.1 the investment policy is set down in writing for the financial expert by the Trustees;
    - 4.17.2 every transaction is reported promptly to the Trustees;
    - 4.17.3 the performance of the investments is reviewed regularly with the Trustees;
    - 4.17.4 the Trustees are entitled to cancel the delegation arrangement at any time;
    - 4.17.5 the investment policy and the delegation arrangement are reviewed at least once a year;
    - 4.17.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
    - 4.17.7 the financial expert must not do anything outside the powers of the Trustees.
  - 4.18 to arrange for investments or other property of the Charity to be held in the name of a nominee company acting under the control of the Trustees or of a financial expert acting under their instructions, and to pay any reasonable fee required;
  - 4.19 to deposit documents and physical assets with any company registered or having a place of business in England and Wales as custodian, and to pay any reasonable fee required;
  - 4.20 to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required;
  - 4.21 subject to such restrictions imposed by law to pay for indemnity insurance for the Trustees or any other officer of the Charity (other than the auditors);
  - 4.22 subject to clause 5, to employ paid or unpaid agents, staff or advisers.
  - 4.23 to enter into contracts to provide services to or on behalf of other bodies;
  - 4.24 to establish or acquire subsidiary companies to assist or act as agents for the Charity;
  - 4.25 to pay the costs of forming the Charity;
  - 4.26 to do anything else within the law which promotes or helps to promote the Objects;
- SUBJECT TO THE Charity (and the Trustees and the officers of the Charity) acting in accordance with and being subject to service policy and instructions, service or defence rules and regulations and the rules of the Football Association or equivalent body (unless otherwise excepted) PROVIDED THAT such rules, instructions, regulations and rules are not inconsistent with these Memorandum and Articles of Association or the Charity's legal requirements at the time including those under charity and company law.

### 5. Benefits to Members and Trustees

- 5.1 The property and funds of the Charity must be used only for promoting the Objects and do not belong to the members but:
  - 5.1.1 members who are not Trustees may be employed by or enter into contracts with the Charity and receive reasonable payment for goods or services supplied;

# Memorandum and Articles Of The Association

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## Handbook

- 5.1.2 members (including Trustees) may be paid interest at a reasonable rate on money lent to the Charity;
- 5.1.3 members (including Trustees) may be paid a reasonable rent or hiring fee for property or equipment let or hired to the Charity; and
- 5.1.4 individual members (including Trustees) who are also beneficiaries may receive charitable benefits in that capacity.
- 5.2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Charity except:
  - 5.2.1 as mentioned in clauses 4.21 (indemnity insurance), 5.1.2 (interest), 5.1.3 (rent), 5.1.4 (charitable benefits) or 5.3 (contractual payments);
  - 5.2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Charity;
  - 5.2.3 \*an indemnity in respect of any liabilities properly incurred in running the Charity including the costs of a successful defence to criminal proceedings (that may also apply to other officers of the Charity (other than its auditors);
  - 5.2.4 payment to any company in which a Trustee has no more than a 1 per cent shareholding; and
  - 5.2.5 in exceptional cases, other payments or benefits (but only with the written approval of the Commission in advance).
- 5.3 \*A Trustee may not be an employee of the Charity unless previously expressly authorised in writing by the Charity Commission, but a Trustee or a connected person may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit if:
  - 5.3.1 the goods or services are actually required by the Charity;
  - 5.3.2 the nature and level of the benefit is no more than reasonable in relation to the value of the goods or services and is set at a meeting of the Trustees in accordance with the procedure in clause 5.4; and
  - 5.3.3 no more than one half of the Trustees are interested in such a contract in any financial year and none of the arrangements or transactions entered into shall constitute a breach by a Trustee of his duty under sections 175 or 181 of the Companies Act 2006.
- 5.4 Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee, he or she must:
  - 5.4.1 declare an interest before the meeting or at the meeting before discussion begins on the matter;
  - 5.4.2 be absent from the meeting for that item unless expressly invited to remain in order to provide information;
  - 5.4.3 not be counted in the quorum for that part of the meeting; and
  - 5.4.4 be absent during the vote and have no vote on the matter.\*

## 6. Limited Liability

The liability of members is limited.

## 7. Guarantee

Every Company Member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay up to £10 towards the costs of dissolution and the liabilities incurred by the Charity while he or she was a member.

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\* Previous clause 5.23 was replaced by a new clause 5.23 by a special resolution passed on 6 March 2009.

† Previous clause 5.3 was replaced by a new clause 5.3 by a special resolution passed on 6 March 2009.

‡ Previous clause 5.5 was deleted by a special resolution passed on 6 March 2009.



**8. Dissolution**

- 8.1 If the Charity is dissolved, the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:
- 8.1.1 by transfer to the RAF Central Fund (registered charity number [240424](#)); or
  - 8.1.2 \*by transfer to any other services charity or charities having objects similar to or including the Objects; or
  - 8.1.3 in such other manner consistent with charitable status as the Commission approve in writing in advance.
- 8.2 A final report and statement of account must be sent to the Commission.

**9. Interpretation**

- 9.1 Words and expressions defined in the Articles have the same meanings in the Memorandum.\*

\* New clause 8.1.2 was added by a special resolution passed on 6 March 2009.

\* Previous clause 9.2 was deleted by a special resolution passed on 6 March 2009.

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# Memorandum and Articles Of The Association Handbook

Company number: 06641135

## THE COMPANIES ACTS 1985 TO 2006

### COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

#### ARTICLES OF ASSOCIATION OF

#### THE ROYAL AIR FORCE FOOTBALL ASSOCIATION\*

(As adopted by a Special Resolution of the Charity passed on 14 July 2015)

#### 1. Membership

- 1.1 The Charity must maintain a register of Company Members.
- 1.2 Company Membership of the Charity is open to any individual or organisation interested in promoting the Objects who:
  - 1.2.1 applies to the Charity in the form required by the Trustees;
  - 1.2.2 is approved by the Trustees; and
  - 1.2.3 signs the register of Company Members or consents in writing to become a member.
- 1.3 The Trustees may establish different classes of membership (including informal and club membership), prescribe their respective privileges and duties, grounds for removal, set the amounts of any subscriptions and any provision relating to such membership in rules or regulations of the Charity.
- 1.4 Company Membership is terminated if the member concerned:
  - 1.4.1 gives written notice of resignation to the Charity;
  - 1.4.2 in the case of a natural person dies or is bankrupt;
  - 1.4.3 in the case of a person other than a natural person on its liquidation or if it otherwise ceases to exist;
  - 1.4.4 is more than six months in arrear in paying the relevant subscription, if any (but in such a case the member may be reinstated on payment of the amount due); or
  - 1.4.5 is removed from membership by a resolution of the Trustees passed by a majority of the Trustees entitled to attend and vote at meetings of the Trustees. The Trustees may only pass such a resolution after notifying the Company Member in writing and considering the matter in the light of any written representations which the Company Member concerned puts forward within 14 clear days after receiving notice.
- 1.5 Company Membership of the Charity is not transferable.

#### 2. General Meetings

- 2.1 The Trustees may call general meetings. General meetings may also be called on the requisition of Company Members pursuant to the provisions of the Companies Acts.

\*The Company name was amended by removing the word "Limited" by a special resolution passed on 6 March 2009.

# Memorandum and Articles Of The Association

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## Handbook

- 2.2 General meetings are called on at least 14 clear days' written notice unless the holders of at least ninety percent of all the Members entitled to receive notices thereof agree that a general meeting may be convened on short notice.
- 2.3 Notice of a general meeting shall specify the place, the day and the hour of meeting, the business to be discussed and any other information required to be given under the Companies Acts and shall be given to all those persons as are entitled to attend and vote at a general meeting and to the auditors for the time being of the Charity.
- 2.4 Company Members are entitled to attend meetings of the Company Members either personally or by proxy. Proxy forms must be delivered to the Secretary at least 48 hours before the time appointed for holding the meeting.
- 2.5 No business shall be transacted at any general meeting unless a quorum is present when the meeting proceeds to business. There is a quorum at a general meeting if the number of Company Members present in person or by proxy is at least three.
- 2.6 The authorised representative of a Company Member that is not a natural person shall be counted in the quorum.
- 2.7 If a quorum is not present within half an hour of the time appointed for a General Meeting, the meeting is adjourned to such day and at such time and place as the Chairman may determine and if a quorum is not present within half an hour from the time appointed for the adjourned meeting the meeting is dissolved.
- 2.8 A poll may be demanded at any General Meeting by the Chairman or by at least three Company Members present in person or by proxy and entitled to vote.
- 2.9 The Chairman or (if the Chairman is unable or unwilling to do so) some other member elected by those present presides at a General Meeting.
- 2.10 Except where otherwise provided by the Articles or the Companies Acts, every issue is decided by a majority of the votes cast (whether on a show of hands or by a poll).
- 2.11 Unless a poll is demanded, a declaration by the Chairman of the meeting that a resolution has been carried, or has been carried unanimously or by a particular majority, or lost, or not carried by a particular majority, shall be conclusive, and an entry to that effect in the minute book of the Association shall be conclusive evidence thereof, without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 2.12 Every Company Member present in person or by proxy shall have one vote on each issue (except that no Company Member shall debate or vote (whether in person or by proxy) on any matter in which he is personally involved without the permission of the majority of persons present and voting).
- 2.13 A written resolution signed in accordance with the provisions of the Companies Acts is as valid as a resolution actually passed at a general meeting. For this purpose the written resolution may be set out in more than one document and provided the requisite deadlines as prescribed the Companies Acts are met, will be treated as passed on the date of the last signature which achieves the requisite percentage to pass the type of resolution proposed.

### **3. The Trustees**

- 3.1 The Trustees as charity trustees have control of the Charity and its property and funds.
- 3.2 The Trustees when complete consist of at least three and (subject to the Board being able to increase the maximum number) not more than twelve individuals, all of whom must be Company Members of the Charity.

# Memorandum and Articles Of The Association

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## Handbook

- 3.3 The subscribers to the Memorandum are the first Trustees. Future Trustees shall be appointed by resolution of the Board subject to article 3.4.
- 3.4 The appointment or re-appointment of one Trustee who shall be the Chairman must be approved by the RAF Sports Board.
- 3.5 The person appointed under article 3.4 and duly appointed as Chairman by the Board shall act as Chairman for so long as he is a Trustee unless he decides to resign as Chairman or is removed by a resolution of the Board and any replacement shall be approved by the RAF Sports Board.
- 3.6 From the first meeting of Trustees held after three years from the date of incorporation and at the subsequent meetings of the Trustees held at a similar time each following year, one third (or the number nearest to one third) of the Trustees must retire from office, those longest in office retiring first and the choice between any of equal service being made by drawing lots.
- 3.7 A retiring Trustee who remains qualified may be re-appointed by the other Trustees.
- 3.8 A Trustee's term of office automatically terminates if he or she:
  - 3.8.1 ceases to be a Trustee by virtue of any provision of the Companies Acts, or is otherwise prohibited by law from being a trustee
  - 3.8.2 disqualified under the Charities Act from acting as a charity trustee;
  - 3.8.3 is incapable, whether mentally or physically, of managing his or her own affairs;
  - 3.8.4 resigns by written notice to the Trustees (but only if at least three Trustees will remain in office);
  - 3.8.5 is removed by resolution of the members present and voting at a general meeting after the meeting has invited the views of the Trustee concerned and considered the matter in the light of any such views;
  - 3.8.6 ceases to have the required qualifications.
- 3.9 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

#### **4. Trustees' Proceedings**

- 4.1 The Trustees must hold at least four meetings each year.
- 4.2 A quorum at a meeting of the Trustees is three Trustees.
- 4.3 A meeting of the Trustees may be held either in person or by suitable electronic means agreed by the Trustees in which all participants may communicate with all the other participants.
- 4.4 The Chairman (or if the Chairman is unable or unwilling to do so a Vice- Chairman duly appointed by the Trustees) shall preside at each meeting.
- 4.5 Every issue may be determined by a simple majority of the votes cast at a meeting, but a written resolution signed by all the Trustees is as valid as a resolution passed at a meeting. For this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
- 4.6 Except for the chairman of the meeting, who has a second or casting vote, every Trustee has one vote on each issue.
- 4.7 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.
- 4.8 The Trustees may act notwithstanding any vacancies but, if the number of Trustees is less than the number fixed as the quorum, the continuing Trustees may act only for the purpose of filling vacancies or of calling a general meeting.
- 4.9 In accordance with the Companies Acts, a Trustee must declare the nature and extent of any interest direct or indirect, whether personal or by virtue of a duty of

# Memorandum and Articles Of The Association

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## Handbook

- loyalty or otherwise, which that Trustee has in a proposed transaction or arrangement with the Charity before that transaction or arrangement is entered into or which the Trustee has in any existing transaction or arrangement already entered into by the Charity which has not been previously declared. That Trustee shall provide sufficient information to the other Trustees to enable them to properly debate the matter and shall be absent from that part of the meeting at which the matter is discussed and shall not be counted in the quorum for that part of the meeting and shall have no vote on the matter.
- 4.10 Subject to the restrictions on making financial payments to Trustees as set out in clause 5 of the Memorandum, the Trustees may, in accordance with the requirements set out in Articles 4.11 to 4.15 inclusive, authorise any matter proposed to them by any Trustee which would, if not authorised, constitute a Trustee breaching his duty under section 175 of the CA 2006 to avoid Conflicts. For the purposes of these Articles, a "Conflict" is any direct or indirect interest of a Trustee that conflicts, or possibly may conflict, with the interests of the Charity including any conflict of interest arising in relation to a transaction or arrangement with the Charity other than those of a description specifically permitted in clause 5 of the Memorandum.
- 4.11 Any authorisation under Article 4.10 will be effective only if:
- 4.11.1 the matter in question shall have been proposed by any Trustee for consideration at a meeting of the Trustees in the same way that any other matter may be proposed to the Trustees under the provisions of these Articles or in such other manner as the Trustees may determine;
  - 4.11.2 any requirement as to the quorum at the meeting of the Trustees at which the matter is considered is met without counting the Trustee in question and the Trustee concerned shall be absent from that part of the meeting at which the matter is discussed;
  - 4.11.3 the matter was agreed to without his voting or would have been agreed to if his vote had not been counted; and
  - 4.11.4 the Trustees, other than the trustee concerned, consider that it is in the interests of the Charity to authorise the Conflict.
- 4.12 Any authorisation of a Conflict under Article 4.10 may (whether at the time of giving the authorisation or subsequently):
- 4.12.1 extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the Conflict so authorised;
  - 4.12.2 be subject to such terms and for such duration, or impose such limits or conditions as the Trustees may determine;
  - 4.12.3 be terminated or varied by the Trustees at any time. This will not affect anything done by the Trustee prior to such termination or variation in accordance with the terms of the authorisation.
- 4.13 In authorising a Conflict the Trustees may decide (whether at the time of giving the authorisation or subsequently) that if a Trustee has obtained any information through his involvement in the Conflict otherwise than as a Trustee of the Charity and in respect of which he owes a duty of confidentiality to another person the Trustee is under no obligation to:
- 4.13.1 disclose such information to the Trustees or to any Trustee or other officer or employee of the Charity;
  - 4.13.2 use or apply any such information in performing his duties as a Trustee, where to do so would amount to a breach of that confidence.

- 4.14 Where the Trustees authorise a Conflict:
  - 4.14.1 the Trustee will be obliged to conduct himself in accordance with any terms imposed by the Trustees in relation to the Conflict;
  - 4.14.2 the Trustee will not infringe any duty he owes to the Charity by virtue of sections 171 to 177 of the Companies Act 2006 provided he acts in accordance with such terms, limits and conditions (if any) as the Trustees impose in respect of its authorisation.
- 4.15 A Trustee is not required, by reason of being a Trustee (or because of the fiduciary relationship established by reason of being a Trustee), to account to the Charity for any remuneration, profit or other benefit which he derives from or in connection with a relationship involving a Conflict which has been authorised by the Trustees or by the Charity in general meeting (subject in each case to any terms, limits or conditions attaching to that authorisation) and no contract shall be liable to be avoided on such grounds.

## **5. Trustees' Powers**

The Trustees have the following powers in the administration of the Charity:

- 5.1 To appoint (and remove) any member (who may be a Trustee) to act as Secretary in accordance with the Companies Acts.
- 5.2 To appoint a Chairman (as approved by the RAF Sports Board), Treasurer and other honorary officers from among their number.
- 5.3 To delegate any of their functions to committees consisting of two or more individuals appointed by them. At least one member of every committee must be a Trustee and all proceedings of committees must be reported promptly to the Trustees.
- 5.4 To make standing orders consistent with the Memorandum, the Articles and the Companies Acts to govern proceedings at general meetings and to prescribe a form of proxy.
- 5.5 To make rules or bye-laws consistent with the Memorandum, the Articles and the Companies Acts to govern their proceedings and proceedings of committees.
- 5.6 To make regulations consistent with the Memorandum, the Articles and the Companies Acts to govern the administration of the Charity and the use of its seal (if any).
- 5.7 To establish procedures to assist the resolution of disputes or differences within the Charity.
- 5.8 To exercise any powers of the Charity which are not reserved to a general meeting.

## **6. Records and Accounts**

- 6.1 The Trustees must comply with the requirements of the Companies Acts and of the Charities Act as to keeping financial records, the independent examination or audit of accounts and the preparation and transmission to the Registrar of Companies and the Commission of:
  - 6.1.1 annual returns;
  - 6.1.2 annual reports; and
  - 6.1.3 annual statements of account.
- 6.2 The Trustees must keep proper records of:
  - 6.2.1 all proceedings at general meetings;
  - 6.2.2 all proceedings at meetings of the Trustees;
  - 6.2.3 all reports of committees; and
  - 6.2.4 all professional advice obtained.

# Memorandum and Articles Of The Association

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## Handbook

- 6.3 Accounting records relating to the Charity must be made available for inspection by any Trustee at any time during normal office hours and may be made available for inspection by Company members who are not Trustees if the Trustees so decide.
- 6.4 A copy of the Charity's latest available statement of account must be supplied on request to any Trustee or Company member. A copy must also be supplied, within two months, to any other person who makes a written request and pays the Charity's reasonable costs.

### 7. Notices

- 7.1 Notices under the Articles may be sent by hand, by post or by suitable electronic means or (where applicable to members generally) may be published in any suitable journal or newspaper or any journal distributed by the Charity.
- 7.2 The only address at which a Company member is entitled to receive notices sent by post is an address in the U.K. shown in the register of Company members.
- 7.3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received:
  - 7.3.1 24 hours after being sent by electronic means or delivered by hand to the relevant address;
  - 7.3.2 two clear days after being sent by first class post to that address;
  - 7.3.3 three clear days after being sent by second class or overseas post to that address;
  - 7.3.4 on the date of publication of a newspaper containing the notice;
  - 7.3.5 on being handed to the member personally; or, if earlier,
  - 7.3.6 as soon as the member acknowledges actual receipt.
- 7.4 A technical defect in the giving of notice of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

### 8. Interpretation

- 8.1 In the Memorandum and in the Articles, unless the context indicates another meaning:
  - 'the Articles' means these articles of association of the Charity;
  - 'Chairman' means the chairman of the Trustees;
  - 'the Charity' means the above-named company governed by these Memorandum and Articles;
  - 'the Charities Act' means the Charities Act 1993;
  - 'charity trustee' has the meaning prescribed by section 97(1) of the Charities Act;
  - 'clear day' means 24 hours from midnight following the relevant event;
  - 'the Commission' means the Charity Commission for England and Wales;
  - 'the Companies Acts' means the Companies Act 1985 and the Companies Act 2006 as amended from time to time and in force;
  - 'Company Members and Company Membership' means company members (or membership) of the Charity having the right to vote at general meetings;
  - 'connected person' means any spouse, partner, parent, child, brother, sister, grandparent or grandchild of a Trustee, any firm of which a Trustee is a member or employee, and any company of which a Trustee is a director, employee or shareholder having a beneficial interest in more than 1 per cent of the share capital;
  - 'custodian' means a person or body who undertakes safe custody of assets or of documents or records relating to them;
  - 'financial expert' means an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000;
  - 'financial year' means the Charity's financial year;
  - 'firm' includes a limited liability partnership;

## Memorandum and Articles Of The Association Handbook

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'indemnity insurance' means insurance against personal liability incurred by any Trustee or an officer of the Charity (other than the auditors) for an act or omission which is or is alleged to be negligent, in default, a breach of trust or breach of duty provided that any such insurance shall not extend to any claim arising from criminal or wilful or deliberate neglect or default on the part of that person and provided also that any such insurance shall not extend to the costs of an unsuccessful defence to a criminal prosecution brought against that person in their capacity as a Trustee or officer of the Charity;

'informal or club membership' refers to a supporter or subscriber who may be called a 'member' but is not a company member of the Charity;

'material benefit' means a benefit which may not be financial but has a monetary value;

'Memorandum' means the Charity's Memorandum of Association;

'month' means calendar month;

'nominee company' means a corporate body registered or having an established place of business in England and Wales;

'the Objects' means the Objects of the Charity as defined in clause 3 of the Memorandum;

'Secretary' means the company secretary of the Charity;

'taxable trading' means carrying on a trade or business for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects, the profits of which are subject to corporation tax;

'Trustee' means a director of the Charity and 'Trustees' means the directors.

'written' or 'in writing' refers to a legible document on paper not including a fax message;

'year' means calendar year.

- 8.2 Expressions defined in the Companies Acts (but excluding any statutory modification hereof not in force on the date on which these Articles become binding on the Charity) have the same meaning.
- 8.3 References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.
- 8.4 The singular includes the plural and vice versa and the masculine includes the feminine and natural genders and vice versa;
- 8.5 A person includes natural persons, firms, partnerships, companies, corporations, associates, organisations, local authorities, public bodies, foundations and trusts (in each case whether or not having separate legal personality).
- 8.6 The provisions of the Memorandum to the extent that they could have been contained in the Articles shall take effect as though repeated here.



# NO

Respect  
Referee  
Game

One match in three is played without a referee because of abuse from players.

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