



Company Number: 4240922

**MEMBERSHIP RULES
OF
WESTMORLAND COUNTY FOOTBALL ASSOCIATION LIMITED**

ADOPTED

Westmorland County Football Association Limited (the Association)

Membership Rules

These Membership Rules are made pursuant to the Articles of Association. Where there is any inconsistency between these Rules and Articles of Association, the provisions of the latter shall apply.

1. In accordance with the Article 21 of the Articles of Association, all affiliated leagues, clubs and individuals as admitted by the Directors in their absolute discretion shall be Members of the Association (as defined in Rule 3).

2. Working Groups and their Representatives

The Working Groups of the Association and their respective Representatives will be appointed in accordance with Article 8.

Each Working Group will operate under its respective Terms of Reference, details of which can be obtained on application to the Association's Chief Executive Officer.

3. Membership of the Association

Leagues and Competitions

The Secretary of each League / Competition / Club shall complete electronically, through the Whole Game System, supplying to the Association the particulars of their affiliation on or before a date of the 30 June.

The return will require a copy of the FA Standard Code of Rules for the Competition and a copy of the certified statement of accounts and balance sheet for the previous season.

Any Association, League or Competition registering with more than one Association, League or Competition shall complete separate electronic returns, submit separate Standard Code of Rules for the Competition and a separate balance sheet for the previous season for all Competitions operating with the same Officers and Committee.

Each League or Competition must forward a copy of any proposed Alteration of Rules which they intend to place before their Annual General Meeting to the Association 28 days prior to the date fixed for the meeting of the League or Competition.

Applications for the formation of new Leagues or Competitions will be considered on their merits taking into consideration their effect on existing Leagues and Competitions.

Clubs

The Secretary of each Club shall complete electronically, through the Whole Game System, supplying to the Association the particulars of their affiliation on or before a date of the 30 June.

Public and Civil Liability Insurance and Personal Accident Insurance

- All affiliated Clubs with the following exceptions will be required to pay on or before the 30 June the premium notified for cover to be affected under the Association's block policy:
 - (a) Small Sided Clubs
 - (b) Clubs with social facilities who have appropriate existing cover (proof will be required)
 - (c) Clubs playing at Step Four of the National League System and above.
- All affiliated clubs shall have Personal Accident Insurance cover for all of their members. Such cover shall include a mandatory minimum benefit for accidental death, life cover, and permanent disablement, loss of sight and loss of limb as determined from time to time by Council. Clubs participating in the Association's scheme shall pay the premium notified on or before the 30 June in each year.

Clubs not participating in the Association's scheme shall provide proof of cover to at least the mandatory minimum level required by that scheme no later than the 30 June each year.

All Parent Clubs in membership of the Association shall satisfy the Association that they are properly constituted Clubs and playing football according to the Laws of the Game as approved by the IFAB.

Fees

All Affiliated Leagues, Competitions and Clubs shall pay an affiliation fee. The fee determined by the Association from time to time.

Any Affiliated League, Competition or Club where the sanction fee remains unpaid on or after a date determined by the Association shall pay an additional supplement. The League / Club Affiliation Fee payable shall be determined by the football level of the highest ranked team in the Club Affiliation application.

Recreational Football

A Club that is of such a standard as not to be accepted into full membership

A Club that is not regularly competing on a league basis throughout the season

A Club that will not be entitled to the rights and privileges of a Full Member Club including, but not limited to, voting.

Charity Cup Competitions

Every Charity or Benefit Competition shall, before commencing a Competition be sanctioned by the Association in accordance with FA Regulations. All applications

- shall be made annually on the FA Form E (Available from the Association).
- All such Competitions shall observe the Rules of the Association
- No Club (member of the Association) shall play or take part in any Charity or Benefit Competition that has not been sanctioned by the Association.

- The Secretary of every League, Charity or Benefit Competition shall, at the close of the Competition in each season, forward to the Association a Balance Sheet, duly audited by an Auditor who has been approved by the Association, and a list of the Clubs, with the addresses of the Secretaries, that have played in the Competition.
- The Council shall have power to sanction for the benefit of players or officials of affiliated members.
- Application for such sanction must be made by the Secretary of the affiliated member, who will be responsible for the proper carrying out of the match.
- These Competitions are not considered as regularly competing

Equality

It will be an expectation of the Association membership that member leagues, competitions and clubs formally adopt an Equality Policy, or the standard FA Policy provided for clubs in the Clubs Portal, or produce their own policy in terms that are consistent with it; and take steps to ensure that their Committees, staff, members and volunteers behave in accordance with the policy, including where appropriate taking disciplinary action under the Association's rules; and ensure that access to membership is open and inclusive, support such measures and initiatives that the Association may institute or take part in to advance the aims of this policy.

Alterations to Fees

In any financial year the Association Board, on or before their Annual meeting, are empowered to set the Fees for the forthcoming season.

Any changes to the Fees for the forthcoming season will be notified to Leagues, Clubs, and Competitions in a manner as determined by the Association

Additional subscriptions may be authorised by the Annual General Meeting or a Special General Meeting of the Association called in accordance with the Articles of Association.

Directors

Individuals who are a Director of the Association (in accordance with Article 16 shall be deemed to be a member of the Association and shall be furnished with a Membership Card (not transferable). All Leagues and Clubs belonging to this Association shall admit the holder of such recognition to their grounds and stands without requiring any other authority.

4. Changes of Rule

No changes may be made to these Membership Rules except in accordance with Article 41 of the Articles of Association.

5. Joint Committees

All matters affecting this and any other County Football Association shall be adjudicated upon by a joint Committee consisting of three members from each Association, unless the Associations agree that one or the other may deal with the matter and state so in writing.

6. **Responsibilities**

Leagues, Competitions or any other Affiliated Competition or Clubs changing Secretaries, or Secretaries changing addresses, must notify the same immediately to the Chief Executive Officer of the Association and update the Whole Game System. All shall keep a minute book of their meetings, audited accounts and members' register showing the date of members' registration.

The Association may call upon any League, Competition of Clubs or a Club to produce any books, competitions or documents etc. of any kind they may desire.

Failure to comply will be dealt with under Rule 8.

7. **Conduct of Members**

Every Participant in Membership of the Association agrees to be bound by the Articles of Association of the Company and is deemed to have given their assent to any rules and regulations made pursuant thereto including the Rules and Regulations of the Association.

In addition, each Member Club must abide by any FA Regulations and Codes of Conduct in force.

8. **Misconduct**

As defined in FA Regulations every League, Competition or Club is responsible to the Association for the actions of its players, officials and spectators and is required to take all precautions necessary to prevent spectators threatening or assaulting officials and players during and at the conclusion of matches.

The Association shall have the right to fine, suspend or expel any Director, Official, Members or players of any affiliated League, Competition or Club who may be proved guilty of any offences connected with football or football management.

9. **Complaints**

Any complaint or claim made by a League, Competition, Club, Player or Individual shall be in writing and shall be sent to the Chief Executive Officer of the Association. In the event of a complaint or claim being found to be frivolous or vexatious, the Association shall have the power to compel the complaining League, Competition, Club, Player or Individual to pay such expenses as the Association may think fit.

10. **Documentation**

The Association may call upon leagues, competition, clubs or individuals charged with offending against the Rules to prove to the satisfaction of the Association that the offence has not been committed and, failing such satisfactory proof, the clubs or individuals may be adjudged guilty of the offence.

The Association shall have the power to call upon any League, Competition, Club or player to produce books, letters or documents and other evidence the Association may desire. Failure to comply will be liable to be dealt with under Rule 8.

11. **Right of Appeal**

Any League, Competition, Club or individual wishing to appeal against a decision of this Association shall forward to the Secretary of The Football Association, within 14 days of the date of the meeting at which Association gave its decision, a notice setting out the grounds of the appeal together with the appropriate fee as laid down by The Football Association. At the same time an identical copy must be sent to the Chief Executive Officer of this Association. In the case of a League, Competition of Clubs or a Club, the appeal must be signed by the Chairperson and Secretary or their deputy and one other member of the respective working group or committee.

12. **Cup Entries**

Clubs, Members of Leagues and other Competitions within the area of the Association will be required to compete in at least one of its Cup Competitions, unless exemption is requested, which will be granted by the Competitions Working Group, provided application is made before the 30 June each year.

13. **The Playing Season**

(a) The Football Association Council will determine:

The Council of The Football Association shall determine annually the date on which the playing season shall commence and the date the season shall terminate not later than the 31 May. Each League or Competition shall, within the limits laid down by the Association, determine the length of its own playing season.

(b) The Close Season

The close season shall be the period between the 1 June and 30 June each year. No matches, other than those permitted by the Association can be played during this period.

(c) After the 30 June each year and prior to the commencement of the playing season, matches may be played between teams of the same or different clubs.

(d) Eligibility of Players

Players who have not previously been registered or recognised playing members of clubs, or who have not been engaged for the following season may play in matches after the 30 June and prior to the commencement of the season.

14. **Representative Matches**

All Clubs must, if required, place any player or players without a written contract at the disposal of the Association for county matches during the season.

Players who have been selected to play for the Association may not play for any club on the day or within the previous 72 hours of the match, if stipulated, for which they have been selected to play for the Association.

A player failing to represent the Association, without a good and sufficient reason, may be charged with misconduct and dealt with by the Association.

Following selection of a player to represent the Association, any Club(s) with whom the player is currently registered may request the players release no later than 72 hours prior to the date of the fixture by contacting the Association whereupon a response will be given to accede or to deny such request.

Any player selected will not be allowed to play for their Club on that same day.

Any Club that contravenes this Rule may be charged with misconduct and dealt with by the Association.

15. Observance of Regulations / Rules

In all matters which are not especially provided for in these Rules / Regulations, and in which the common rules and practices of Football are concerned, the Rules / Regulations of The Football Association and Laws of the Game shall apply, and all Leagues, Competitions, Clubs, Members and Players who have membership of this Association, either directly or indirectly, are responsible for the observance of those Rules and Regulations.

16. Outstanding Monies

The Association may be requested to recover outstanding monies / debts from clubs, players, club officials or club members. The process for recovering such monies / debts shall be strictly in accordance with The Football Association's Memorandum of Procedures for Football Debt Recovery.

Leagues are responsible for the maintenance of an up-to-date register of each Club and its Players and Officials.

17. FA Challenge Cup Final Tickets

Directors, Leagues, Clubs and Registered Referee's may apply for two (2) tickets for the FA Challenge Cup Final each year. Tickets are subject to availability and should applications be oversubscribed tickets will be allocated by the Board of Directors.

Should a Director or Referee be successful in there application, one of the tickets must be used personally and those for a League or Club must be used by a Member of that organisation.

18. Matters not Provided for in Membership Rules

In all matters which are not especially provided for in these Membership Rules and in which the common rules and practices of football are concerned, the mandatory Rules or any relevant principles and policies established by The Football Association shall apply.

All Participants which have Membership with the Association, either directly or indirectly, are responsible for the observance of these Rules, Regulations and Byelaws.

In all cases where these Rules, Regulations and Byelaws are at variance with those of The Football Association, the Rules of The Football Association shall take precedence.

1 June 2022