

## SECTION A1 – STANDARD CODE OF RULES (ADULT)

### STANDARD CODE OF RULES (ADULT)

This document contains the Standard Code of Rules developed by The Football Association for open age football (the “Standard Code”).

The Standard Code is mandatory for all Competitions at Step 7 of the National League System and below, and The FA Women’s Pyramid excluding FA Women’s Super League and FA Women’s Championship.

Competitions seeking sanction must draft their Rules in conformity with the Standard Code, using the same numbering and standard headings.

The mandatory rules are printed in normal text and the optional rules in italics.

It should be noted that in many cases rules are so printed because they are alternatives and the procedure to apply should be retained and the others omitted.

In all cases where a [ ] is shown the necessary name, address, number or wording to complete that rule must be inserted and is shown in bold purple text. Local amendments to the SCOR that have been approved by the Sussex County Football Association are shown in bold purple text. Dates are highlighted in red text for information purposes only. Text highlighted in yellow refer to either a fee or a fine and the amount can be found in Schedule A.

Competitions may add to the core of the Standard Code, which is mandatory, providing the additions are approved by the Sanctioning Authority and do not conflict with the mandatory rules or any relevant principles and policies established by The FA. Competitions at Tiers 5 and 6 of The FA Women’s Pyramid must also have any additions or optional rules approved by The Women’s Football Board prior to seeking approval from the Sanctioning Authority. Guidance from the Sanctioning Authority should be sought in advance if there is any doubt as to the acceptability of additional rules.

### RULE 1 - DEFINITIONS

(A) In these Rules:

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

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

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

“Competition” means the [Sussex County Women and Girls Football] League.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“Sanctioning Authority” means [the **Sussex** County Football Association Limited].

“Scholarship” means a Scholarship as set out in Rule C3.1.1 of the rules of The FA.

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

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

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

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

“The FA” means The Football Association Limited.

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

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

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

## GOVERNANCE RULES

### RULE 2 - COMPETITION NAME, CONSTITUTION

- (A) The Competition will be known as [**“Sussex County Women and Girls Football League”**] (or such other name as the Competition may adopt). The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall automatically cease to be a member of the Competition.
- (B) This Competition shall consist of not more than [**60**] Clubs ~~and/or [-] Teams~~ approved by the Sanctioning Authority.
- (C) The geographical area covered by the Competition membership shall be [**the counties of West Sussex and East Sussex**]. **Any club from outside the specified area wishing to participate in the Competition must play at a venue not exceeding 20 miles by road to the nearest Sussex county boundary.**
- (D) The administration of the Competition under these Rules will be carried out by the Management Committee in accordance with the rules, regulations and policies of The FA.
- (E) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation to them, subject to the provisions of Rule 7.
- (F) The Rules are taken from the Standard Code of Rules (the “Standard Code”) determined by The FA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.
- (G) 1. All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date in a manner prescribed by the Sanctioning Authority and must have a constitution approved by the Sanctioning Authority. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
2. This Competition shall apply annually for sanction to the Sanctioning Authority and the constituent Teams of Clubs may be grouped in divisions, *each not exceeding [16] in number.*
- (H) Inclusivity and Non-discrimination
1. The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (including those contained in the Equality Act 2010).
  2. This Competition and each Club must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.
  3. Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.
- (I) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including, but not limited to, England Football Accredited and RESPECT programmes. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
- (J) All Participants shall abide by The Football Association Regulations for Safeguarding Children and Regulations for Safeguarding Adults at Risk as determined by The FA from time to time.
- (K) Clubs shall not enter any of their Teams playing in the Competition in any other competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
- (L) At the AGM or a SGM called for the purpose, a majority of the delegates present shall have power to decide or adjust the constitution of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 22.
- (M) Only one Team from a Club shall be permitted to participate in a single division unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries in which case the Competition will obtain the prior approval of the Sanctioning Authority. This Competition will ensure that, where permission is given, Teams from a Club operating in the same division are run as separate entities with no interchange of players other than by transfers of registration in accordance with these Rules.

### **RULE 3 - CLUB NAME**

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

### **RULE 4 - ENTRY FEE, SUBSCRIPTION, DEPOSIT**

- (A) Applications by Clubs for admission to the Competition or the entry of an additional Team(s) from the same Club must be made in writing to the Secretary by **[1<sup>st</sup> August]** and must be accompanied by **an Entry Fee for each Team as set out in the Fees Tariff**, which shall be returned in the event of non-election.

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

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

- (B) **The annual subscription shall be payable in accordance with the Fees Tariff** for each Club payable at a date agree at the AGM or set by the Competition.
- (C) In the event of any issue concerning the membership of any Club with the Competition the Management Committee may require **a Deposit to be paid (in accordance with the Fees Tariff)** by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
- (D) A Club shall not participate in this Competition until the entry fee, annual subscription and deposit (if required) have been paid.
- (E) Clubs must advise the Secretary annually in writing by **[1<sup>st</sup> August]** of its Sanctioning Authority affiliation number for the forthcoming Playing Season. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its headquarters, its Officers and any other information required by the Competition. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**

### **RULE 5 - MANAGEMENT, NOMINATION, ELECTION**

- (A) The Management Committee shall comprise the Officers of the Competition and **[6]** members who shall all be elected at the AGM.
- (B) Retiring Officers shall be eligible to become candidates for re-election without nomination provided that the Officer notifies the Secretary in writing not later than **[31<sup>st</sup> May]** in each year.  
All other candidates for election as Officers of the Competition or members of the Management Committee shall be nominated to the Secretary in writing, signed by the secretaries of two Clubs, not later than **[31<sup>st</sup> May]** in each year. Names of the candidates for election shall be circulated with the notice of the AGM. In the event of there being no nomination in accordance with the foregoing for any office by the date stated in the earlier part of this Rule, nominations may be received at the AGM.
- (C) The Management Committee shall meet a minimum of twice a season or as and when required.  
On receiving a requisition signed by two-thirds (2/3) of the members of the Management Committee the Secretary shall convene a meeting of the Management Committee.
- (D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- (E) All communications received from Clubs must be conducted through their Officers and sent to the Secretary.  
**Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**

### **RULE 6 - POWERS OF MANAGEMENT**

- (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. The decisions of all sub-committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of The FA or Affiliated Association.
- (B) Subject to the permission of the Sanctioning Authority having been obtained, the Management Committee may order a match or matches to be played each Season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call on each Club to contribute equally such sums as may be necessary to meet any deficiency at the end of the Season.

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

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

1. Accept the charge and/or submit in writing a case of mitigation for consideration by the Management Committee; or
2. Accept the charge and notify the Competition that it wishes to put its case of mitigation at a hearing before the Management Committee; or
3. Deny the charge and submit in writing supporting evidence for consideration by the Management Committee; or
4. Deny the charge and notify the Competition that it wishes to put its case at a hearing before the Management Committee.

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

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

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

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

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

No Participant under the age of 18 can be fined.

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

- (F) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 7. Decisions of the Management Committee must be notified in writing to those concerned within 7 days.
- (G) A minimum of [33%] of its members shall constitute a quorum for the transaction of business by the Management Committee or any sub-committees.
- (H) The Management Committee, as it may deem necessary, shall have power to fill any vacancies that may occur in their number.
- (I) A Club must comply with an order or instruction of the Management Committee and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Management Committee. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (J) Subject to a Club's right of appeal in accordance with Rule 7 below, all fines and charges must be paid within 7 days of the date of notification of the decision. Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within a further 7 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.
- (K) A member of the Management Committee appointed by the Competition to attend a meeting or Competition Match may have any reasonable expenses incurred refunded by the Competition.
- (L) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the AGM or SGM called to decide the constitution and the commencement of the Playing Season, subject to the provisions of the National League System Regulations or Women's Football Pyramid

Regulations (which shall take precedence if applicable).

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

#### **RULE 7 - PROTESTS, CLAIMS, COMPLAINTS, APPEALS**

- (A) 1. All questions of eligibility, qualification of Players or interpretations of the Rules shall be referred to the Management Committee or a sub-committee duly appointed by the Management Committee.
2. Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the referee prior to the commencement of the Match.
- (B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged with the Secretary within [3] days (excluding Sundays) of the Competition Match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.
- (C) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum in accordance with the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the inquiry or to order that the costs to be shared by the parties.
- (D) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days prior to the protest or complaint being heard.
1. All parties must have received a minimum of 7 days' notice of the hearing should they be instructed to attend.
2. Should a Club elect to state its case in person then it should indicate such when forwarding the written response.
- (E) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.
- (F) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within 7 days of the posting of the written notification of the decision causing the appeal, accompanied by a fee (as set out in the Fees Tariff), which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary. The procedure for the appeal shall be determined by the Sanctioning Authority, in such respect the Sanctioning Authority may (but is not obliged to):
1. invite submissions by the parties involved;
2. convene a hearing to hear the appeal;
3. permit new evidence; or
4. impose appropriate deadlines.
- Any appeal shall not involve a rehearing of the evidence considered by the Management Committee.
- (G) No appeal can be lodged against a decision taken at an AGM or SGM unless this is on the ground of unconstitutional conduct.
- (H) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee (as set out in the Fees Tariff) which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and in these circumstances may, in addition, be ordered to pay the costs at the direction of the Management Committee.
- All such protests, claims, complaints and appeals must be received in writing by the Secretary within 14 days of the event or decision causing any of these to be submitted.

## **RULE 8 - ANNUAL GENERAL MEETING**

- (A) The AGM shall be held not later than [31st July] in each year. At this meeting the following business shall be transacted provided that at least [75%] members are present and entitled to vote:-
1. Confirm the minutes of the last AGM.
  2. Adopt the annual report, balance sheet and statement of accounts from the previous season or accounting period.
  3. Election of Clubs to fill vacancies.
  4. Constitution of the Competition for the ensuing Season.
  5. Election of Competition Officers and the Management Committee members.
  6. Appointment of auditors/verifiers.
  7. Alteration of Rules, if any (see Rule 14).
  8. Agree the date for the beginning of the Playing Season and kick off times applicable to the Competition.
  9. Agree the date for the end of the Playing Season (save for Regional NLS Feeder League which shall be determined by The FA).
  10. Other business of which due notice shall have been given and accepted by the Chair as being relevant to an AGM.
- (B) A copy of the duly audited/verified balance sheet, statement of accounts and agenda shall be forwarded to each Club at least 14 days prior to the meeting, together with any proposed Rule changes.
- (C) A signed copy of the duly audited/verified balance sheet and statement of accounts shall be sent to the Sanctioning Authority within 14 days of its adoption by the AGM.
- (D) Each Club shall be empowered to send two delegates to an AGM. Each Club shall be entitled to one vote only. 14 days' notice shall be given of any AGM.
- (E) Clubs who have withdrawn their membership of the Competition during the Playing Season being concluded or who are not continuing membership shall be entitled to attend but shall vote only on matters relating to the Season being concluded. *This provision will not apply to Clubs expelled in accordance with Rule 12.*
- (F) All voting shall be conducted by a show of hands, or count of email or virtual responses (for virtual meetings), unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chair so decides.
- (G) No individual shall be entitled to vote on behalf of more than one Club.
- (H) Any continuing Club must be represented at the AGM. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
- (I) Officers of the Competition and Management Committee members shall be entitled to attend and vote at an AGM, but also cannot also cast a vote on behalf of a club (See Rule 8(G)).
- (J) Where a Competition is an incorporated entity, the Officers of the Competition shall ensure that the Articles of Association of the Competition are consistent with the requirements of these Rules.

## **RULE 9 - SPECIAL GENERAL MEETINGS**

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

## **RULE 10 - AGREEMENT TO BE SIGNED**

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

"We, (A) (name) [ ] of (address) [ ] (Chair)/(Director) and (B) (name) [ ] of (address) [ ] (Secretary)/(Director) of [ ] Football Club (Limited) have been provided with a copy of the Rules and Regulations of the [Sussex County Women and Girls Football League] Competition and do hereby agree for and on behalf of the said Club, if elected or accepted into membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 7."

The agreement shall be signed by:

1. Where a Club is an unincorporated association, the Club Chair and Secretary; or
2. Where a Club is an incorporated entity, two directors of the Club.

Any change of Chair, Secretary or Directors of the Club as named on the above agreement must be notified to the [Sussex] County Football Association(s) to which the Club is sanctioned and to the Secretary of this Competition

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

## **RULE 11 - CONTINUATION OF MEMBERSHIP, WITHDRAWAL OF A CLUB**

- (A) Any Club intending, or having a provisional intention, to withdraw a Team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing of such intention by [31st March] each season. This does not apply to a Club moving in accordance with Rule 22.B. Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.
- (B) The Management Committee shall have the discretion to deal with a Team being unable to start or complete its fixtures for a Playing Season, including, but not limited to, issuing a fine in accordance with the Fines Tariff.
- (C) Notwithstanding the powers of the Management Committee pursuant to Rule 6(I), in the event of a Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee shall be empowered to refer the debt under The FA Football Debt Recovery provisions.

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

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



#### **RULE 13 - TROPHY**

(A) The following agreement shall be signed on behalf of the winners of the cup or trophy:-

“We (A) (name) and (B) (name), the Chair and Secretary of [ ] FC (Limited), members of and representing the Club, having been declared winners of cup or trophy, and the cup or trophy having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the cup or trophy to the Competition Secretary on or before **[31<sup>st</sup> January]**. If the cup or trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.”

Failure to comply **with this Rule (either non-completion of the agreement or not returning the trophy by the specified date)** will **result in a fine in accordance with the Fines Tariff.**

(B) *At the close of each Competition awards may/shall be made to the winners and runners-up if the funds of the Competition permit.* **Written application to be made to the Secretary by 15<sup>th</sup> May each year for additional mementos. The payment of any such additional awards will/may be charged to the Club.**

#### **RULE 14 - ALTERATION TO RULES**

(A) Alterations, for which consent has been given by the Sanctioning Authority, shall be made to these Rules only at the AGM or at a SGM specially convened for the purpose called in accordance with Rule 9. Any alteration made during the Playing Season to these Rules shall not take effect until the following Playing Season, except in exceptional circumstances here approved by Sanctioning Authority or The FA.

(B) Notice of proposed alterations to be considered at the AGM shall be submitted to the Secretary by **[31<sup>st</sup> March]** in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by **[5<sup>th</sup> May]** and any amendments to these proposals shall be submitted to the Secretary by **[20<sup>th</sup> May]**. The proposals and proposed amendments to these proposals shall be circulated to Clubs with the notice of the AGM. A proposal to change a Rule shall be carried if **[a majority]** of those present, entitled to vote and voting are in favour.

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

#### **RULE 15 - FINANCE**

(A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.

(B) All expenditure in excess of **£[250.00]** shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.

(C) The financial year of the Competition will end on **[31<sup>st</sup> May]**.

(D) The accounting records or a certified balance sheet, of a Competition shall be prepared and shall be ~~audited~~ **verified** annually by a suitably qualified person(s) who shall be appointed at the AGM.

#### **RULE 16 - INSURANCE**

(A) All Clubs must have valid Public Liability Insurance cover for a minimum of ten million pounds (£10,000,000) at all times.

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

(C) **Failure to comply with Rule 16(A) or 16(B) will result in a fine in accordance with the Fines Tariff.**

## **RULE 17 - DISSOLUTION**

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

## MATCH RELATED RULES

### RULE 18 - QUALIFICATION OF PLAYERS

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

- 1) Registered through the Player Registration System and received approval from the Competition.

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

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

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

(B)

1. Contract players are not permitted in this Competition with the exception of those Players who are registered under Contract with the same Club who have a team operating at Steps 1 to 6 of the National League System, or Tiers 1-4 of the Women Pyramid System
2. It is the responsibility of each Club to ensure that any Player registered to the Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 10 and over crossing borders including Wales, Scotland and Ireland.
3. Each Club must have at least [8] Players registered [14] days before the start of each Playing Season. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
4. In the event of a Non Contract Player changing his status to that of a Contract Player with the same Club, or with a Club in another Competition their registration as a Non Contract Player will automatically be cancelled and declared void unless the Club confirms to the exception detailed in Rule 18(B).1.

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

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

E) The Management Committee shall decide all registration disputes.

In the event of a player signing a registration form or having a registration submitted for more than one Club, priority of registration shall decide for which Club the Player shall be registered. The Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

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

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

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

G)

1. The Management Committee shall have the power to accept the registration of any Player subject to the provisions of Rules 18(G).2 and 18(G).3 below.
2. **The Management Committee shall have power to refuse, cancel or suspend the registration of any Player or may fine any Player, at their discretion (in accordance with the Fines Tariff) who has been charged and found guilty of registration irregularities (subject to Rule 7).**
3. The Management Committee shall have power to make application to refuse or cancel the registration of any Player charged and found guilty of undesirable conduct (subject to Rule 7) subject to the right of appeal to the Sanctioning Authority. Application should be made to the parent County of the Club the Player is registered or intending to be registered with. Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a Participant from being involved in this Competition.
4. A Player who has previously had a registration removed in accordance with Rule 18.(G)3 but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the Player commit a further act of proven misconduct under the jurisdiction

of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of bringing the Competition into disrepute.

(Note: Action under Rule 18.G3 shall not be taken against a Player for misconduct until the matter has been dealt with by the Sanctioning Authority, and then only in cases of the Player bringing the Competition into disrepute and will in any event be subject to an appeal to the Sanctioning Authority or The FA. All decisions must include the period of restriction. For the purpose of this Rule, bringing the Competition into disrepute can only be considered where the Player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in any competition (and is not restricted to the Competition) in a period of two years or less from the date of the first offence.)

- (H) Subject to compliance with FA Rule C when a Club wishes to register a player who is already registered with another club it shall submit a transfer notification via the Player Registration System. A fee as set out in the Fees Tariff will be required. Such transfer shall be referred by the Competition to the club for which the player is registered. Should this club object to the transfer it should state its objections in writing to the Competition and to the player concerned within 3 days of receipt of the notification. Upon receipt of the club's consent, or upon its failure to give written objection within 3 days, the Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date or [3] days after receipt of such transfer.

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

- (I) A Player may not be registered for a Club nor transferred to another Club in the Competition after [31<sup>st</sup> March] except by special permission of the Management Committee.
- (J) Registrations are valid for one Playing Season only.
- (K) A Player shall not be eligible to play for a Team in any special championship, promotion or relegation deciding Competition Match (as specified in Rule 22.A) unless the Player has played [4] Competition Matches for that Team in the current Playing Season.
- (L) A Team shall not include more than [4] Players who has/have taken part in [5] or more senior Competition Matches during the current Playing Season unless a period of 21 days has elapsed since they last played.

For the purpose of this Rule a senior competition(s) is/are [for a Team in Premier Division: any competition operating at Tier 6 or above in Women's Football Pyramid; and for a Team in Division One: Sussex County Women and Girls Football League Premier Division and any competition operating at Tier 6 or above in Women's Football Pyramid].

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

(M)

1. Subject to Rule 18(M).2, any Club found to have played an ineligible Player in a Competition Match or Matches where points are awarded shall have the points gained from that Competition Match deducted from its record, up to a maximum of 12 points, and have levied upon it a fine (in accordance with the Fines Tariff).
2. The Management Committee may vary the sanction as relates to the deduction of points set out at Rule 18(M).1 only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status.
3. Where a Club is found to have played an ineligible Player in accordance with Rule 18.(M).1 above, the Management Committee may also, at its discretion:
  - a) Award the points available in the Competition Match in question to the opponents, subject to the Competition Match not being ordered to be replayed; or
  - b) Levy penalty points against the Club in default; or
  - c) Order that such Competition Match or Matches be replayed (on such terms as are decided by the Management Committee).

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

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

(O) A Player who has played for a Team in the [ ] division [ ] times or more shall not in that Playing Season be eligible

to play in a lower division except by permission of the Management Committee. **Rule not relevant in this Competition.**

(P) If a Club wishes to cancel a Player's registration within the Competition, it must make a request via The FA's electronic Player Registration System giving the reasons for the request. The Competition may either approve or decline the request. If a Player's registration is cancelled he/she will not be eligible to play in the Competition for a period of [7] days from the date of cancellation.

#### **RULE 19 - CLUB COLOURS**

- (A) Every team must register the colour of its shirts and shorts with the Secretary by [31st August] and the Competition Secretary shall decide as to their suitability.
- (B) Any Team wishing to change its colours during the Playing Season must notify the Competition Secretary immediately.
- (C) Goalkeepers must wear colours which distinguish them from all other Players and the Match Officials.
- (D) No Player, including the goalkeeper, shall be permitted to wear black or very dark shirts.
- (E) Any Team not being able to play in its normal colours as registered with the Competition shall notify its opponents of the colours in which they will play (including the colours of the goalkeepers jersey) at least [4] days before the Competition Match.
- (F) If, in the opinion of the referee, two Teams have the same or similar colours, the ~~away/home~~ Team shall make the change. Should a Team delay the scheduled time of kick off for a Competition Match by not having a change of colours they will be fined in accordance with the Fines Tariff.
- (G) Shirts must be numbered **and players must wear the numbered shirt submitted on the Team sheet at all times (with exception to a change of goalkeeper). Bibs may be worn to differentiate between Teams. Failing which a fine will be levied in accordance with the Fines Tariff.**

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

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

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

The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for Competition Matches and to order the Club concerned to play its Competition Match(es) on another ground.

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

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

**Ground facilities used within this Competition are required to have suitable changing and toilet facilities.**

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

The times of kick-off shall be agreed at the AGM and can only be altered by the mutual consent of the two competing Clubs and the Competition **at least 7 days prior.**

Referees must order matches to commence at the appointed time and must report all late starts to the Competition. **Any Team failing to commence at the appointed time shall be fined (in accordance with the Fines Tariff).**

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

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

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

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

- (B) Except by permission of the Management Committee all Competition Matches must be played on the dates originally agreed but priority shall be given to The FA and parent County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a Competition match with the consent of the Competition. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.** In the case of a revised fixture date, the Clubs must be given by the Competition 5 clear days' notice of the match (unless otherwise mutually agreed).
- (C) An Officer of the Home Club must give notice of full particulars of the location of, and access to, the Ground and time of kick-off **and the Managers name and mobile number** to the Match Officials and an Officer of the opposing Club at least **[4]** clear days prior to the playing of the match. If not so provided, the away Club shall seek such details and report the circumstances to the Competition. **Notification must also be given to the appropriate Competition officer/s at least 4 clear days prior to the playing of the match.** **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
- (D) In accordance with the Laws of the Game, the minimum number of Players which will constitute a Team for a Competition Match is **[7]**. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
- (E)
1. Home and away matches shall be played. In the event of a Club failing to keep its engagement **the Management Committee shall have power to impose a fine (in accordance with the Fines Tariff)**, deduct points from the defaulting Club, award the points from the Competition Match in question to the opponents, order the defaulting Club to pay any reasonable expenses incurred by the opponents or otherwise deal with them except by the award of goals. *Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a Competition Match to be played on a neutral ground or on the opponent's Ground if they are satisfied that such action is warranted by the circumstances.*
  2. Any Club with more than one Team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence:- First Team, Reserve Team, A Team.
  3. Any Club unable to fulfil a fixture or where a Competition Match has been postponed for any reason must, without delay, give notice to the (Fixtures) Secretary, the Competition *Referees Appointments* Secretary, the secretary of the opposing Club and the Match Officials. **If the postponement is within 24 hours of the scheduled kick-off time, the Club must make additional contact via telephone.** **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
  4. In the event of a Competition Match not being played or abandoned owing to causes over which neither Club has control, it should be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Competition. Failing such agreement and notification to the Competition within **[3]** days the Competition shall have the power to order the Match to be played on or before a given date. Where it is to the advantage of the Competition, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand. *Providing gate money is taken and retained the visiting Club shall receive their actual standard class rail or bus fares or the equivalent for [ ] persons, or car allowance at [ ] p per mile for transporting [ ] persons, or hire charge of a coach (receipt to be submitted). The residue (if any) to be equally divided between the two Clubs after deducting the cost of advertising, printing, posting, police and Match Officials charges. The home Club shall take the whole of the proceeds of the second Competition Match.* **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
  5. The Management Committee shall review all Competition Matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a Match was abandoned owing to the conduct of one Team or its Club member(s) they shall award the points for the Match to the opponent. In cases where a Match has been abandoned owing to the conduct of both Teams or their Club member(s), the Management Committee shall rule that neither Team will be awarded any points for that Match and it shall not be

replayed. No fine(s) can be applied by the Management Committee for an abandoned Match.

The Management Committee shall review any Match that has taken place where either or both Teams were under a suspension imposed upon them by The FA or Affiliated Association. In each case the Team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 18.M above. Where both Teams were under suspension the game must be declared null and void and shall not be replayed.

- (F) A Club may at its discretion and in accordance with the Laws of the Game use substitute Players in any Competition Match. A Club may name up to [5] substitute Players of whom not more than [5] may be used.

*A Player who has been substituted himself becomes a substitute and may replace a Player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.*

*Where a Competition does allow return substitutes, a Team may use up to [5 from 5 substitute Players] in a Competition Match.*

The referee [and a representative of the opposing Club] shall be informed of the names of the substitute Players taking part in the match (including the substitutes) not later than [15] minutes before the start of the Competition Match and a Player not so named may not take part in that Competition Match. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**

A Player who has been named as a substitute before the start of the Competition Match but does not actually play in that game shall not be considered to have been a Player in that Competition Match within the meaning of Rule 18 of this Competition.

- (G) The half time interval shall be of [10] minutes' duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the referee.

- (H) The Teams taking part in a Competition Match ~~may/shall~~ identify a Team captain who ~~may/shall~~ wear an armband and shall have a responsibility to offer support in the management of the on-field discipline of their teammates. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**

- (I) **Before the commencement of a match, a team official (and/or a member of the Management Committee) may inspect the WGS created "Squad Sheet" of the participating players of the opposing team. This is regarded as the "Team Sheet" for a matchday.**

**(i) Any team not providing an up to date "Team Sheet" for inspection shall be reported by the opposing Club who will inform the match referee (before the commencement of the match) and the Competition (within three days of the match being played).**

**(ii) In the event of a dispute over the identity of a player that cannot be resolved between the two teams prior to the commencement of a match, an objection should be lodged with the match referee. The match referee will duly inform the Competition of the objection. The Club making the objection should refer the matter to the Competition in accordance with Rule 7.**

**With any breach of one or more of the above conditions, the Management Committee will review such cases irrespective of the match being played or otherwise and take appropriate action which may include the awarding of points, declaring the fixture unfulfilled, deeming a team having played an ineligible player/s or any other charge/s deemed necessary.**

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

- (J) **The home Club shall have a copy of Competition Rules available at all matches. Failure to comply with this Rule will result in a fine (in accordance with the Fines Tariff).**

- (K) **Any club or team that is under a Sanctioning Authority suspension at 1700 on a Friday preceding a scheduled Sunday fixture will have their match postponed and treated as an unfulfilled fixture under the appropriate Competition Rule.**

## **RULE 21 - REPORTING RESULTS**

- (A) The Competition must receive within [3] days of the date played, the result of each Competition Match in the prescribed manner. This must include the forename(s) and surname of the Team Players (in block letters) and also the referee markings required by Rule 23, or any other information required by the Competition. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**

- (B) ~~The Home Club,~~ both Clubs shall use either telephone/SMS/email/FA Full Time/FA Matchday to notify the result of each Competition Match to the [Competition] by [4.30pm on the day of the match, except for midweek fixtures, which must be received by 10.00pm on the day of the match]. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**

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

## RULE 22 - DETERMINING CHAMPIONSHIP

- (A) Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for a drawn Competition Match. The Teams gaining the highest number of points in their respective divisions at the end of the Playing Season shall be adjudged the winners. Competition Matches must not be played for double points.

In circumstances where two or more teams are equal on points, the Team which has **achieved the highest number of points in their head to head Competition matches against the other Team[s] during the Playing Season will be the highest placed Team. [FA Pilot Scheme from season 2017-2018]**

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

- (B) Automatic promotion shall be applied for the first [ ] Teams and automatic relegation shall be applied for the last [ ] Teams in each division except as provided for below, subject to the provisions of Rule 2(L).

1. Should one or more Teams withdraw from any one division after the Playing Season has commenced an equal number of Teams to those withdrawing in that division shall not be automatically relegated.
2. Vacancies occurring after the conclusion of the Playing Season may be filled in any of the following ways:
  - a) retention of otherwise relegated Team(s); or
  - b) additional promotion of the next ranked Team(s) from the division below; or
  - c) election.
3. The last [ ] Teams in the lowest division shall retire, but be eligible for re-election except as below, and be subject to the conditions of Rule 22.B.1 above.
4. When a senior Team is relegated to a lower division of which its reserve Team is a member, or entitled to be a member, such reserve Team must accept relegation to, or retain its position in, the next lower division; and should the senior Team be relegated to the lowest division its reserve Team automatically retires from the Competition.
5. Should either or both of the leading Teams in any of the divisions have its senior Team in the next higher division, promotion shall fall, at the discretion of the General Meeting, to the next highest Team or Teams in the division concerned.

**Rule not relevant in this Competition.**

- (C) In addition to the Team(s) automatically promoted under Rule 22(B), a maximum of one further Team shall be promoted by virtue of being the winner of a play-off match or series of matches (the "Play-Offs"). The eligibility criteria and format of the Play-Offs are as follows [ ].

**Rule not relevant in this Competition.**

- (D) In the event of a Team withdrawing from the Competition before completing 75% of its fixtures for the Playing Season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. For the purposes of this Rule 22(D) a completed fixture shall include any Competition Match(es) which has been awarded by the Management Committee.

- (E) Where a promotion and/or relegation link exists between Competitions [ ] Clubs, providing they meet the appropriate grading criteria, will be eligible to make application to the [ ] Competition at their AGM. Should the champion Club not wish for promotion or, alternatively, not have the necessary grading criteria, then the [ ] or [ ] placed Club will be eligible under the same conditions.

At the end of each Season and depending on the geographical location of Clubs gaining promotion to or being relegated from the [ ] Competition, it may be necessary for the Competition either (a) to accept a Club from the [ ] Competition, or (b) have a Club transferred to the same Competition.

The bottom [ ] Clubs in the [ ] Competition will be relegated. Each relegated Club will be allocated either to the [ ] Competition or to the Competition recommended as most appropriate by the Joint Liaison Committee.

[ ] Clubs will be promoted to the [ ] Competition from the [ ] Competition, and the [ ] Competition providing that each Club is either the Champion Club or Runner-up or [ ] placed Club and has the necessary grading criteria.

In the event of there being no eligible Club wishing promotion or not having the necessary grading criteria from any of the Competitions, this will reduce the number of Clubs to be relegated from the [ ] Competition.

If only [ ] Clubs are eligible or wish for promotion, the bottom [ ] Clubs in the [ ] Competition will be relegated. If only [ ] Club is eligible or wishes promotion, only the bottom Club in the [ ] Competition will be relegated.

If no Clubs are eligible, or wish for promotion, no Clubs will be relegated from the [ ] Competition.



*In the event of a [ ] Competition Club not being placed in the bottom [ ] Clubs at the end of the Playing Season, wishing to resign from the Competition at the end of the Playing Season, or having been excluded under Rule [ ] only [ ] Clubs will be relegated at the end of the Playing Season.*

*In the event of a [ ] Competition Club opting to be relegated or being relegated under Rule [ ] such Club or Clubs will replace the Club or Clubs otherwise due for relegation.*

**Rule not relevant in this Competition.**

- (F) Any Club in this Competition wishing to be promoted to Tier 6 is entitled to apply to do so through the Promotion Pool System.**

**Applications must be made direct to The FA on the official FA Promotion Pool forms. These forms can be obtained from the Competition Secretary and must be submitted directly to the Football Association with a copy to the Competition Secretary by the date specified by the Football Association on the application form.**

**Clubs who finish outside of the automatic promotion positions at Tier 7 in the feeder Division to Tier 6 are still entitled to apply for promotion in the manner prescribed in the previous paragraph. Applications will be assessed on merit by the relevant Joint Liaison Committee and will be subject to additional spaces being available at Tier 6. The final approval on all Promotion Pool applications will be made by The FA Women's Football Committee.**

**Movements of clubs within Leagues operating at Tier 7 are determined by The FA Women's Football Committee. The SCWGFL Management Committee will only support applications from Clubs finishing in the top two positions of the SCWGFL to move to another Tier 7 League. The number of clubs transferring to another Step 7 League cannot be more than the number of clubs transferring from another Step 7 League.**

#### **RULE 23 - MATCH OFFICIALS**

- (A) Registered referees (and assistant referees where approved by The FA or County FA) for all Competition Matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority.
- (B)
1. In the event of the non-appearance of the appointed referee the appointed senior assistant referee shall take charge and a substitute assistant referee appointed by the competing Teams.
  2. In cases where there are no officially appointed Match Officials in attendance, the Clubs shall agree upon a referee. An individual thus agreed upon shall, for that Competition Match, have the full powers, status and authority of a registered referee. Individuals under the age of 16 must not participate either as a referee or assistant referee in any Competition Match. **Failure by the home Club to provide a Referee in such circumstances will be deemed as an unfulfilled fixture by the home Team. Any unfulfilled fixture will be dealt with under Rule 20(E).**
- (C) Where assistant referees are not appointed each Team shall provide a Club assistant referee. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
- (D) Regional NLS Feeder Leagues: No Club shall postpone a Competition match on account of the apparent state of the ground. In the event that such circumstances prevail, Clubs should comply with procedures provided for in the document published by The FA "Recommended procedure for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions". Should the ground be declared unfit it is the responsibility of the home Club to immediately advise the Competition, the Appointing Authority, the visiting Club and the Match Officials. **This part of the rule not applicable in this Competition**
- For those leagues which are not Regional NLS Feeder Leagues:** The appointed referee shall have power to decide as to the fitness of the Ground in all Competition Matches and that decision shall be final, subject to the determination of the Local Authority or the owners of a Ground, which must be accepted.
- (E) Subject to any limits/provisions laid down by the Sanctioning Authority, Match Officials appointed under this Rule shall be paid a match fee in accordance with the Fees Tariff and travel expenses of **[zero pence]** per mile/ or inclusive of travel expenses. Match Officials will be paid their fees and/or expenses by the home Club before/immediately after the Competition Match. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**
- (F) In the event of a Competition Match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to ~~full fee plus expenses/half fee plus expenses/~~**travel expenses only as indicated in Rule 23.E**. Where a Competition Match is not played owing to one Club being in default, that Club shall be ordered to pay the Match Officials, if they attend the Ground, their full fee and expenses. **Failure to comply with this Rule will result in a fine in accordance with the Fines Tariff.**

- (G) A referee not keeping their engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Affiliated Association with which he or she is registered.
- (H) Each Club shall, in a manner prescribed from time to time by The FA, award marks to the referee for each Competition Match and the name of the referee and the marks awarded shall be submitted to the Competition on the prescribed form provided. Clubs failing to comply with this Rule shall be liable to be fined (in accordance with the Fines Tariff) or dealt with as the Management Committee shall determine which also includes where a mark of 60 or less has been given, a written explanation of the reason for the marking has not been given to the Referees Appointment Secretary within 3 days of the match played.
- (I) The Competition shall keep a record of the markings and, on the form provided by the prescribed date each Season, shall submit a summary to the Sanctioning Authority.
- (J) *The referee shall submit a report form, supplied by the Competition, giving the result of the Competition Match, the number of Players in each Team and the time of kick-off to the (Registration) Secretary within two days of the Competition Match. Rule not relevant in this Competition.*
- (K) *Match Officials shall be supplied, each season, with a copy of the Competition Rules free of charge. Rule not relevant in this Competition.*
- (L) *Match Officials shall comply with the provisions of an initiatives of The FA and/or Sanctioning Authority adopted by the Competition. Rule not relevant in this Competition.*
- (M) **It is permissible for match officials within this competition, and associated cup competitions under our jurisdiction, to wear a coloured referee shirt. Should the coloured referee shirt clash with either clubs kit, the referee must revert to black. I.e. the referee cannot choose to wear yellow, and make a Club change their entire kit, as the main colour for match officials remains black. It is however permissible now for a referee to wear yellow with a team in blue and a team in red for example. 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.**

## SCHEDULE A

FEES TARIFF			
RULE NUMBER	DESCRIPTION	MAXIMUM FEE	SCWGFL FEE
4 A	CLUB ENTRY FEE	£50.00	£20.00
4 B	CLUB/TEAM ANNUAL SUBSCRIPTION	£150.00	£90.00
4 C	DEPOSIT	£100.00	£100.00
7 C, 7 E, 7 F, 7 G, 7 H	PROTEST/APPEAL FEES	£35.00	£35.00
18 D	PLAYER REGISTRATION FEE	£10.00 (per player)	£0.00
18 H	TRANSFER FEE	£10.00	£2.00
20 I	REPLACEMENT TEAM SHEET BOOK	£50.00	£50.00
23 E	REFEREE FEES	£40.00	£40.00
23 E	ASSISTANT REFEREE FEES	£20.00	£20.00

FINES TARIFF		
RULE	DESCRIPTION	MAXIMUM FINE
2 G	FAILURE TO AFFILIATE	£100.00
2 I	FAILURE TO COMPLY WITH FA INITIATIVES	£100.00
2 K	UNAUTHORISED ENTRY OF TEAMS INTO COMPETITIONS	£25.00
3	FAILURE TO OBTAIN CONSENT FOR A CHANGE OF CLUB NAME	£30.00
4 C	FAILURE TO PAY A DEPOSIT	£100.00
4 E	FAILURE TO PROVIDE AFFILIATION NUMBER/DETAILS FORM	£100.00
5 E	COMMUNICATIONS CONDUCTED BY PERSONS OTHER THAN NOMINATED OFFICERS	£25.00
6 H	FAILURE TO COMPLY WITH AN INSTRUCTION OF THE MANAGEMENT COMMITTEE	£100.00
6 I	FAILURE TO PAY A FINE WITHIN REQUIRED TIMEFRAME	£Double the original fine up to £0.00
8 H	FAILURE TO BE REPRESENTED AT AGM	£100.00
9	FAILURE TO BE REPRESENTED AT SGM	£50.00
10	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT OR TO NOTIFY CHANGES TO SIGNATORIES	£25.00
11 A	FAILURE TO PROVIDE NOTICE OF WITHDRAWAL BEFORE DEADLINE	£100.00
11 B	FAILURE TO COMMENCE/COMPLETE FIXTURES	£100.00
13 A	FAILURE TO SUBMIT THE REQUIRED WRITTEN AGREEMENT REGARDING THE TROPHY	£10.00
16 A	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00
16 B	FAILURE TO HAVE THE REQUIRED INSURANCE	£100.00
18 A	FAILURE TO CORRECTLY REGISTER A PLAYER	£25.00
18 B 2	FAILURE TO HAVE THE REQUIRED NUMBER OF REGISTERED PLAYERS PRIOR TO THE SEASON COMMENCING	£25.00
18 F	REGISTERING OR PLAYING FOR MULTIPLE CLUBS, OR INACCURATE COMPLETION OF A REGISTRATION FORM	£25.00
18 G 2	REGISTRATION IRREGULARITIES	£100.00
18 K	FIELDING MORE THAN THE PERMITTED NUMBER OF PLAYERS WHO HAVE PARTICIPATED IN SENIOR COMPETITIONS MATCHES	£100.00
18 L	PLAYING AN INELIGIBLE PLAYER	£100.00
18 M	FAILURE TO GIVE PRIORITY TO SCHOOL ACTIVITIES	£50.00
19 F	DELAYING KICK OFF DUE TO NO CHANGE OF COLOURS	£30.00
19 G	FAILURE TO NUMBER SHIRTS	£30.00
19 G	FAILURE TO HAVE DIFFERENT NUMBER SHIRTS	£30.00

20 A	DELAYING KICK OFF DUE TO FAILURE TO PROVIDE REQUIRED EQUIPMENT	<b>£30.00</b>
20 B	FAILURE TO PLAY MATCHES ON THE DATE FIXED	<b>£100.00</b>
20 C	FAILURE TO PROVIDE DETAILS OF A FIXTURE	<b>£50.00</b>
20 D	PLAYING MATCH WITH LESS THAN REQUIRED NUMBER OF PLAYERS	<b>£100.00</b>
20 E 1 & 4	FAILURE TO PLAY FIXTURE	<b>£100.00</b>
20 E 3	FAILURE TO NOTIFY WITHOUT DELAY TO ANYONE NOMINATED OF A POSTPONEMENT OF FIXTURE	<b>£25.00</b>
20 F	FAILURE TO NOTIFY SUBSTITUTES TO THE REFEREE	<b>£25.00</b>
20 H	NO CAPTAIN'S ARMBAND	<b>£10.00</b>
20 I 1	FAILURE TO CHECK "TEAM SHEET" OF THE OPPOSING TEAM	<b>£50.00</b>
20 I 2	FAILURE TO REPORT TO THE MATCH REFEREE OR MANAGEMENT COMMITTEE THAT THEY DID NOT SEE THE OPPOSING TEAM'S "TEAM SHEET"	<b>£50.00</b>
20 I 2	FAILURE TO PROVIDE TEAMSHEET TO THE REFEREE/OPPOSING TEAM	<b>£25.00</b>
20 I 3	FAILURE TO SEND OBJECTION TO THE MANAGEMENT COMMITTEE OF A PLAYER'S PARTICIPATION IN A MATCH	<b>£50.00</b>
20 J	FAILURE TO HAVE A COPY OF COMPETITION RULES AT THE MATCH	<b>£25.00</b>
21 A	LATE RESULT NOTIFICATION FORM	<b>£20.00</b>
21 B	FAILURE TO PROVIDE RESULT	<b>£20.00</b>
21 C	RESULT NOTIFICATION NOT SIGNED BY APPROPRIATE SIGNATORIES	<b>£20.00</b>
23 C	FAILURE TO PROVIDE CLUB ASSISTANT REFEREE	<b>£25.00</b>
23 E	FAILURE TO PAY MATCH OFFICIALS' FEES AND EXPENSES	<b>£25.00</b>
23 F	FAILURE TO PAY MATCH OFFICIALS WHERE A MATCH IS NOT PLAYED	<b>£25.00</b>
23 H	FAILURE TO PROVIDE REFEREE'S MARK	<b>£25.00</b>

## **SCHEDULE B – INDEX**

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### **GOVERNANCE RULES**

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Rule 4 Entry Fee, Subscription, Deposit

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Rule 6 Powers of Management

Rule 7 Protests, Claims, Complains, Appeals

Rule 8 Annual General Meeting

Rule 9 Special General Meeting

Rule 10 Agreement to be Signed

Rule 11 Continuation of Membership, Withdrawal of a Club

Rule 12 Exclusion of Clubs, Teams. Misconduct of Clubs, Officers, Players, Management Committee

Rule 13 Trophy

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Rule 15 Finance

Rule 16 Insurance

Rule 17 Dissolution

### **MATCH RELATED RULES**

Rule 18 Qualification of Players

Rule 19 Club Colours

Rule 20 Playing Season. Conditions of Play, Times of Kick-Off. Postponements. Substitutes

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### **SCHEDULE A**

Fees Tariff

Fines Tariff

## SECTION A2 – LEAGUE CHALLENGE CUP RULES (ADULT)

### 1. CONTROL OF CUP COMPETITION

- (A) The entire control and management of this Cup Competition shall be vested in the Management Committee, hereinafter referred to as the Committee, and their decisions shall be final.
- (B) The Rules of the Competition shall apply to this Cup Competition except where they are inappropriate or are amended by these Rules.

### 2. COMPETITION

This Competition shall be designated as the Sussex County Womens' League Challenge Cup.

### 3. CUP OWNERSHIP

- (A) The Cup shall remain the property of the SUSSEX COUNTY WOMENS' FOOTBALL LEAGUE.
- (B) Should the cup be lost, stolen, destroyed, damaged by fire or other accident whilst under the care or custody of the Club. That Club shall refund to the Competition the amount of its replacement value, or the cost of thorough repair.
- (C) The Cup can never become the absolute property of any Club, and in the event of the dissolution of this Competition, it shall again become the property of the donors.
- (D) The Chairman, Competition Secretary and Treasurer of the Competition shall be, for all intents and purposes, the legal owners of the Cup in trust for the Donors.

### 4. ELIGIBLE CLUBS

Only those Clubs that are in current membership of Sussex County Womens' Football League will be eligible to compete.

### 5. WITHDRAWALS AND UNFULFILLED TIES

- (A) A Club withdrawing after entry, without a reason satisfactory to the Management Committee, may be liable to a fine not exceeding £50.00 and may not be allowed to enter the Competition the following season. This will include any Club which is under suspension by a County Association to which it is affiliated.
- (B) If any Club shall refuse, or fail to play a tie, or is under suspension by a County Association to which it affiliates on the date fixed for it (only extenuating circumstance will be considered by the Management Committee), it shall be removed from the Competition and in the Final Tie the Management Committee shall have power to reinstate the Club defeated by the defaulting Club in the semi-final. Further, and in addition, a defaulting Club failing to comply with this Rule shall be fined (in accordance with League Challenge Cup Fines Tariff) and shall pay any expenses incurred by their opponents, who will be awarded the tie. including the charge for hire of the ground, if applicable.

With regards to extenuating circumstances relating to school activities, the defaulting club must give covering details in writing to the Competition at least 7 days prior to the date set for playing the tie, with supporting evidence in writing and any certification. In cases of medical or other extenuating circumstances, this must be received within 7 days of the date set for the tie to be played, with supporting evidence in writing and any certification.

## 6. QUALIFICATION OF PLAYERS

- (A) Only those Players registered with the Competition are eligible to play in the Competition.
- (B) A Player shall not play for more than one Club in the same Playing Season in this Competition, but the members of each respective Team may be changed during the series of ties.
- A Player can only play in one Competition for her Club during the Playing Season.
- Failing to comply to this Rule will result in a fine (in accordance with League Challenge Cup Fines Tariff).
- (C) In the case of postponed, abandoned or replayed ties, only those Players shall be allowed to play who were eligible on the date fixed for the original tie, or was to be played.
- (D) For all rounds up and including the semi-finals a Player must have been a registered playing member of her relevant Team for at least 5 days to the original date fixed for the tie to be played.
- Unless approval has been given by the Management Committee a Player who is not eligible to play in the Semi-Finals will not be eligible for the Final
- (E) Players eligible to play in the Semi-Finals of this competition shall be eligible to play in the Final.
- (F) Any Club found guilty of fielding an ineligible Player shall be removed from the Competition, their opponents being reinstated, and shall be fined (in accordance with the League Challenge Cup Fines Tariff).

## 7. ORGANISATION OF COMPETITION

- (A) The Management Committee shall have the power to select any number of Clubs to be exempt until Second or subsequent round.
- (B) The names of the Clubs entering the Competition shall be placed in one lot, or in lots at the option of the Management Committee, and shall be drawn from such lot or lots in couples at a time, the first drawn Club having home advantage. These couples shall compete with each other at the time specified by the Management Committee and the names of the winning Clubs shall be placed in a lot or lots, drawn in couples and compete as in the first tie, and so on until the final tie is reached.
- (C) The Fixture Secretary shall circulate to each Club the name of its opponent in each round and, if possible, date and time of Kick off when the tie shall be played.

## 8. GROUNDS FOR TIES

In each tie prior to the Final in this Competition the game shall be played on the ground of the Club first drawn unless determined by the Fixture Secretary. If the pitch of the home Club is unplayable on the date originally fixed, then the fixture must be reversed. If both the home and away pitch are deemed unplayable on the date originally fixed, then the Management Committee may determine a neutral ground for the fixture to be played. Should the tie be postponed, on every occasion due to poor condition of ground the Fixture Secretary shall order a change of venue to the opposition's ground.

## 9. DURATION OF TIES

- (A) The duration of each tie shall be 90 minutes (45 minutes each half) unless a shorter time (not less than 60 minutes (30 minutes each half)) is mutually agreed by the two captains in consultation with the referee prior to the commencement of the tie. Half-time interval shall be 10 minutes and may only be altered with the consent of the referee.
- (B) In any tie in which the score is level at the end of normal time an additional 30 minutes (15 minutes each half) extra time will be played. If, in the opinion of the referee prevailing circumstances would not permit the tie to be finished, 20 minutes (10 minutes each half) extra time may be played. If the referee decides to play 10 minutes each half, he must notify both Clubs.
- (C) If the score is still level at the end of extra time the winner shall be determined by the taking of kicks from the penalty mark in accordance with the procedures adopted by The International Board.

#### **10. POSTPONED OR ABANDONED TIES**

- (A) Ties which are abandoned for any reason, in normal or extra time, shall be dealt with by the Management Committee which shall have the power to order the score at the time of the abandonment to stand as the result of the tie, to order the tie to be replayed and to determine on which ground the tie shall be played, or to take any further action which it sees fit to determine.
- (B) Ties which are postponed shall be rearranged by the Fixture Secretary.

#### **11. KICK OFF TIMES AND LATE START**

- (A) All ties shall commence at a time as determined by the Management Committee in advance of the commencement of the competition. In the event of a Team not ready to commence play at that time, the referee shall order the tie to commence as soon as possible, allowing for the playing of extra time and the taking of penalties. If time does not allow, the tie will be declared null and void and will be referred to the Management Committee for a ruling.
- (B) The referee shall report any late starts to the Referees Appointments Secretary, and a defaulting team may be liable for all match expenses and a fine (in accordance with League Challenge Cup Fines Tariff). Failure to provide a satisfactory explanation by the defaulting team will result in the tie being awarded to the opposing Team, in a manner as decided by the Management Committee.
- (C) During the months of November to February inclusive ties in this Competition shall commence no later than 1.30pm. Agreement may be reached with the opponents, and the Fixture Secretary, for a later start if floodlights are available.

#### **12. REFEREES AND ASSISTANT REFEREES**

- (A) The Referees Appointment Secretary, if possible, will appoint referees to the earlier rounds and assistant referees in the Semi-Finals and Final. For the Final the Referees Appointment Secretary will, if possible, appoint a fourth official.
- (B) The fees and traveling expenses of all officials appointed by the Competition to officiate in any tie, prior to the Final, shall be paid by the home Club at the rate as shown in the Fees Tariff.

#### **13. PROVISION FOR FINAL**

- (A) The Management Committee shall fix the ground, the date and time of kick off for the Final and shall have direct control of the arrangements connected with the tie. An Officer of the Competition will confirm details to both Clubs and Match Officials regarding the Final.
- (B) The Management Committee may order both Clubs to change their colours if their colours are similar.
- (C) The Competition may on the day of the Final present up to sixteen (16) plaques, medals or other suitable mementos to Players in each team and a suitable memento to the Manager of each team. A Club which has participated in a Final may apply in writing to the Competition Secretary for other Players to receive a memento. The application must contain full details of the Players involved and the reason for the request. Any such awards approved by the Management Committee shall be at the expense of the applying Club. All applications for additional awards must be posted within 7 days following the Final involved
- (D) The Match Officials will receive mementos in lieu of fee and expenses shall be as shown in Competition Fees Tariff.
- (E) When winning Club has been ascertained, the Competition Secretary shall deliver the trophy to that club, which in return shall give written undertaking, in a form approved by the Management Committee, to return the cup in good condition to the Competition Secretary on or before the 31st January in the following season. Failing to comply with this Role will result in a fine (in accordance with League Challenge Cup Fines Tariff).



**14. CONTINGENCY**

The Management Committee shall have the power to appropriately deal with any contingency not provided for in these Rules, including the imposition of any penalties.

**LEAGUE CHALLENGE CUP FINES TARIFF**

RULE NUMBER	DESCRIPTION	FINE
5(B)	FAILURE TO FULFIL TIE	<b>£100.00</b>
6(B)	FAILURE TO COMPLY WITH RULE	<b>£100.00</b>
6(F)	PLAYING AN INELIGIBLE PLAYER	<b>£100.00</b>
11(B)	DELAYING KICK OFF	<b>£30.00</b>
13(F)	FAILURE TO RETURN CUP BY STIPULATED TIME	<b>£100.00</b>