

THE FOOTBALL ASSOCIATION  
STANDARD CODE OF RULES  
for

the Andreas Carter Sports Joma Kent County League

Rule No.	List of Contents	Page No.
1	DEFINITIONS	1
2	NOMENCLATURE AND CONSTITUTION	2
3	ENTRY FEE, SUBSCRIPTION, DEPOSIT	2
4	MANAGEMENT, NOMINATION, ELECTION	3
5	POWERS OF MANAGEMENT	4
6	ANNUAL GENERAL MEETING	5
7	AGREEMENT TO BE SIGNED	6
8	QUALIFICATION OF PLAYERS	6
9	CLUB COLOURS, CLUB NAME	8
10	PLAYING SEASON, CONDITIONS OF PLAY, TIMES OF KICK-OFF, POSTPONEMENTS, SUBSTITUTES	9
11	REPORTING RESULTS	13
12	DETERMINING CHAMPIONSHIP	13
13	REFEREES	15
14	CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF CLUB	16
15	PROTESTS AND COMPLAINTS	16
16	PROTESTS, APPEALS	17
17	EXCLUSION OF CLUBS OR TEAMS, MISCONDUCT, CLUBS, OFFICIALS, PLAYERS	17
18	TROPHY: - LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED, AWARDS	18
19	SPECIAL GENERAL MEETINGS	18
20	ALTERATION TO RULES	18
21	FINANCE	19
22	INSURANCE	19
23	DISSOLUTION	19
24	CUP COMPETITIONS	19
25	REPRESENTATIVE MATCHES	21
26	SPONSORS	21
27	FIRST AID TRAINING	22
28	PROGRAMME AND MEDIA DETAILS	22
APPENDIX A	TECHNICAL AREA	22
APPENDIX B	CODE OF CONDUCT FOR FOOTBALL	22
	FEES TARIFF	23
	FINES TARIFF	23

## DEFINITIONS

1. (A) In these Rules: "Affiliated Association" means an Association accorded the status of an affiliated Association under the Rules of The FA.

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

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

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

"Competition" means the **Kent County Football** League.

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

"Secretary" means such person or persons appointed or elected to carry out the administration 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.

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

"Fines Tariff" means a list of fines approved by the Clubs at a general meeting to be levied by the Management Committee for any breach of the Rules.

"Ground" means the ground on which the Club's team(s) plays its Competition Matches.

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

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

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

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

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

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

"Rules" means these rules under which the Competition is administered.

"Sanctioning Authority" means the **Kent** County Football Association Limited.

"Scholarship" means a Scholarship as set out in Rule C 3 (a) (i) of the Rules of The FA.

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

“The FA” means The Football Association Limited.

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

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

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

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

(D) The Competition will be known as the **Andreas Carter Joma Kent County 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 thereupon automatically cease to be a member of the Competition.

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

## NOMENCLATURE AND CONSTITUTION

2. (A) This Competition shall consist of not more than **80** Clubs approved by the Sanctioning Authority.

(B) All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date on the Form “D” to the **Kent** County Football Association and must have a constitution approved by the Sanctioning Authority. ***The area covered by the Competition Membership shall be the historic County of Kent and adjacent areas. The Clubs shall be allocated to either the Central and Eastern or Western Section according to the geographical position of Clubs as determined by the Management Committee.***

This Competition shall apply annually for sanction to the Kent County Football Association(s) and the constituent teams of Member Clubs may be grouped in divisions, ***at the discretion of the Committee. The highest Division shall be designated the Premier Division. Each other Division shall be designated One, Two, Three and so on. The Premier Division not to exceed 16 in***

**number and all other Divisions not to exceed 14 in number. Ancillary Cup competitions may be conducted.**

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

(D) Inclusivity and Non-discrimination

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

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

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

***As an FA Charter Standard League this Competition requires all its Clubs to have achieved FA Charter Standard status. New Member Clubs have one year to achieve the Charter Standard club award. The League may expel any club that has failed to achieve or maintain Charter Standard status as required. The League has the right to refuse membership to a Club if it fails to demonstrate commitment to achieving the award.***

(F) Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of FA and County FA Competitions) except with the written consent of the Management Committee. ***Teams in membership of the Premier Division are not permitted to enter more than TWO cup competitions per season. One of these must be a League Cup. A third cup may be entered by teams in the Premier Division provided that all matches in the third cup are played on dates when no fixtures of the Kent County Football League are programmed at a General Meeting. Where a Club has dual affiliation it shall compete only in the Competition of its parent Association unless it is able to play all its matches midweek under floodlight in the Competition of its non parent Association.***

***Teams in other Divisions in membership of the League are not permitted to enter more than THREE cup competitions per season. One of these must be a League Cup.***

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

## ENTRY FEE, SUBSCRIPTION, DEPOSIT

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

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

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

***Applications must be received by the Secretary on the correct form by 1<sup>st</sup> April.***

***In addition, a ground inspection fee must accompany the Entry Fee. Should subsequent ground inspections be required for any reason a further inspection fee will be charged. For the entry of an additional team an Entry Fee only is required subject to there being no additional inspections necessary. The inspection fee is non-returnable in any event.***

***New Clubs must also submit a detailed income and Expenditure Account for their previous two financial years and a copy of a current bank statement.***

(B) The Annual Subscription shall be payable on or before the Annual General Meeting of the Competition in each year. These subscriptions are payable to the Treasurer for the following season. Clubs failing to comply will be fined. The above fees to include entry into all Cup Competitions under the jurisdiction of the League plus, if published, two handbooks per team.

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

***Each Club shall within twenty-eight days of election pay a deposit which shall be returnable to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee.***

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

***Nor shall a Club participate in this Competition until any outstanding debts have been paid.***

(E) Clubs must advise annually to the Secretary in writing by 31st July of its Sanctioning Authority affiliation number for the forthcoming Season, ***failing which they shall be fined.***

Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition. ***In the event that this information and details of home dates and all cup competitions which the Club has entered are not provided by 1st July the Club shall be fined.***

#### MANAGEMENT, NOMINATION, ELECTION

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

(B) All candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two Member Clubs, not later than ***30th April*** in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting. ***Retiring officers and other members of the Committee shall be eligible to become candidates for re-election without nomination.***

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

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

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

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

***(F) Every Officer, Official, Member of the Management Committee or Member of the League shall be entitled to be indemnified and reimbursed by the League and its members for any liability incurred in respect of any act carried out with the authority of the League relating to the proper conduct of the affairs and management of the League. This indemnity relates to any liability for actions carried out with the authority of the League including any compensation or damages awarded, and legal costs and other costs in the defence of any action. This indemnity does not extend to any deliberate or illegal act carried out by the officer, official or member of the Management Committee whilst attending to League business.***

***(G) Any Member of the Management Committee who shall without sufficient reason be absent, without the permission of the committee, from three consecutive Management Committee meetings shall be deemed to have resigned his or her membership from the committee.***

## POWERS OF MANAGEMENT

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

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

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

(D) The Management Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified. With the exception of Rules 5(I), 6(H) and 19, for all breaches of Rule a formal written charge must be issued to the Club concerned The Club charged shall be given seven days from the date of notification of the charge to reply to the charge and given the opportunity to: -

(i) Accept or deny the charge

(ii) Submit in writing a case of mitigation, or

(iii) Put their case before the Management Committee at a personal hearing. ***A fee in accordance with the Fees Tariff shall be deposited with the Discipline Officer. This may be forfeited in whole or in part in the event of the charge being proven.***

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.

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

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

(E) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 16. Decisions of the Management Committee must be notified in writing to those concerned within ten days.

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

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

(H) A Club must comply with an order or instruction of the Management Committee and must attend to the business and/or the correspondence of the Competition to the satisfaction of the Management Committee. ***Failure to comply shall result in the Club being fined or otherwise penalised at the discretion of the Management Committee.***

(I) All fines and charges are payable forthwith and must be paid within 21 days of the date of notification of the decision. Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.

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

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

(L) The business of the Competition as determined by the Management Committee may be transacted by electronic mail or facsimile. ***All Clubs must supply an e-mail address to the League that is checked at all times for the sending of fixtures, match officials' appointments and general administration.***

(M) ***Correspondence to all League Officers must be correctly addressed and have the correct postage affixed. Any Club failing to comply shall be fined.***

#### ANNUAL GENERAL MEETING

6. (A) The Annual General Meeting shall be held not later than **30th June** in each year. At this meeting the following business shall be transacted provided that at least **20** Members are present and entitled to vote: -

(i) To receive and confirm the Minutes of the preceding Annual General Meeting.

(ii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.

(iii) Election of Clubs to fill vacancies.



- (iv) Constitution of the Competition for ensuing season.
- (v) Election of Officers and Management Committee.
- (vi) Appointment of Auditors.
- (vii) Alteration of Rules, if any.
- (viii) Fix the date for the commencement of the season and kick off times applicable to the Competition.
- (ix) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.
- (x) **Roll Call of Attendance**

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

***A copy of the duly verified Balance Sheet and Statement of Accounts shall be sent to the Secretary by the Treasurer at least 28 days prior to the Annual General Meeting***

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

***Any balance shown shall be an asset of the Sanctioning Authority except any balance in the Social Account and any deposits which are returnable under the provisions of Rule 3(C).***

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

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

(F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chairman so decides. ***In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote***

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

(H) Any continuing Club must be represented at the Annual General Meeting. ***Any such Club failing to be represented at the Annual General Meeting without a reason considered satisfactory by the Management Committee shall be fined.***

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

#### AGREEMENT TO BE SIGNED

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

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

Any alteration of the Chairman and /or Secretary on the above Agreement must be notified to the parent County Football Association(s) to which the Club is affiliated and to the Secretary of the Competition. Failure to do so will incur a fine.

#### QUALIFICATION OF PLAYERS

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

***Clubs which appear to be in breach of this Rule shall be reported to their parent Football Association. Following consideration by that body guidance will be sought as to whether action may be taken under Rule 8(O).***

(ii) Each Club must have at least ***fifteen*** Players ***per team*** registered ***fourteen*** days before the start of each Playing Season. ***Failure to do so shall incur a fine for each registration short of the required number. In the event of insufficient players being registered to fulfil any fixture the match cancellation will be dealt with under Rule 10(F).***

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

(i) ***Not adopted***

(ii) ***Not adopted***

(iii) registered through W G S ***not less than one hour before the agreed time of kick off of the match as shown on full time.***

If a Club attempts to register a player via WGS but does not fully and correctly complete the necessary information via WGS, the registration will not be processed.

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

***(C) Players having played eight or more games in a higher Division of the League or any other League or a more Senior Cup, during the current season, shall be eligible to play in a lower Division providing that not more than three such players take part in a match on one date. Players may be reinstated as Reserve players on application to the Management Committee. The Management Committee shall have the power to request any Club to furnish a statement duly signed by the appropriate officer of any other League in which the Club competes, certifying the number of matches in which the player(s) concerned have taken part in the current Season. Failure to comply with this request shall be deemed an admission that the player(s) have in fact taken part in at least eight games in that Club's senior team during the current Season.***

***If the Management Committee has any doubt as to the qualification of any player taking part in the Competition it shall have the power to call upon such player; or the Club to which he belongs, or for which he has played, to prove he is qualified according to the Rules.***

***Any Officer of the Management Committee may, at their discretion, approach a player taking part in a match, request his name also ask for his signature and date of birth. If this player is subsequently found to be ineligible for any reason both player and Club will be dealt with in accordance with Rule 8(O)***

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

(E) A ***nil fee*** shall be paid by each Club/team for each player registered.

(F) The Management Committee shall decide all registration disputes. In the event of a player 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.

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

(i) Play for more than one Club in the Competition in the same season without first being transferred ***through a transfer request via WGS.***

(ii) Having registered for one Club in the Competition, register for another Club in the Competition in that season except for the purpose of a transfer. ***Or after the expiry of 28 days following the cancellation of the registration by a former Club.***

(iii) Submit a registration through W G S for registration that the player had wilfully neglected to accurately or fully complete.

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

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

(iii) The Management Committee shall have power to make application to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16) subject to the right of appeal to the FA or the relevant County Football Association. Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a participant from being involved in this Competition. Application should be made to the parent County of the Club the player is registered or intending to be registered with.

(iv) For a player who has previously had a registration removed in accordance with clause (iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of bringing the Competition into disrepute. (Note: Action under Clause (iii) shall not be taken against a player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute and will in any case be subject to an Appeal to the Football Association. All decisions must include the period of restriction. For the purpose of this Rule, bringing the competition into disrepute can only be considered where the player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in a period of two years or less from the date of the first offence.)

(I) Subject to compliance with FA Rule C2 (a) dealing with players without a written contract when a Club wishes to register a Player who is already registered with another Club it shall submit a transfer ***request via WGS.***

***A player must not play for his new Club until his transfer has been cleared by WG S.***

(J) A player may not be registered for a Club nor transferred to another Club in the Competition after ***14th March*** except by special permission of the Management Committee.

***Should it be necessary to extend the agreed playing season end date for any reason before 31st March, then the final registration/transfer date will be adjusted accordingly by the Management Committee.***

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

(L) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the **Registrations** Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Season only. In the event of a player without a written contract changing his status to that of a contract player with the same Club, another Club in the Competition or with a Club in another Competition his registration as a player without a written contract will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 8(A)(i).

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

(N) ***Not adopted see paragraph 8 (C) above.***

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

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

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

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

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

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

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

#### CLUB COLOURS. CLUB NAME

9. (A) Every Club must register the colour of its shirts and shorts with the Secretary by **1<sup>st</sup> July** who shall decide as to their suitability. ***This includes the colour of stockings. Clubs failing to notify the Secretary in advance of any intended change of colours will be fined.***

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

No player, including the goalkeeper, shall be permitted to wear black or very dark shirts.  
***Defaulting Clubs will be fined.***

Any team not being able to play in its normal colours as registered with the Competition shall notify its opponents the colours in which they will play (including the colour of the goalkeeper's jersey) at least ***four clear*** days before the match. ***Defaulting Clubs will be fined.***

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

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

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

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

***All fixtures shall be compiled by the Officer nominated by the Management Committee. All Clubs must be prepared to start playing on a date decided at the Annual General Meeting and be prepared to play on all Saturdays within the playing Season. Matches shall be played on Saturdays and may also be played on Statutory Bank Holidays.***

***The Management Committee shall have the right to order matches to be played mid week and on Statutory Bank Holidays when necessary to complete the fixtures.***

***The Management Committee shall have the right to order matches to be played on the grounds of opponents, at neutral venues and / or behind closed doors.***

***If a Club's home ground is not available on any date the appropriate Fixture Secretary must be informed at once, or at the latest, ten days prior, in writing. In the absence of any notification to the appropriate Fixture Secretary that a Club is unable to use its home ground on a specified date, a match fixed by the appropriate Fixture Secretary must be played.***

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

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

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

***Each Club in membership must use a ground with playing facilities and dressing accommodation of a standard approved by the Management Committee.***

Football Turf pitches (3G) are allowed in this Competition providing they meet the required performance standards and are listed on the FA's Register of Football Turf pitches. For clubs playing at Step 7 and below a pitch must be tested (by a FIFA accredited test institute) every three years and the results passed to the FA. The FA will give a decision on the suitability for use and add the pitch to the Register.

The home Club is also responsible for advising participants of footwear requirements when confirming match arrangements in accordance with Rule 10(D).

***Clubs shall only play on the pitch accepted at the time of entry into the Division except with the prior written consent of the Management Committee. If the alternative ground is unsuitable the Management Committee may order games to be played on the ground of the opponents. In the event of a team using a pitch or changing facilities deemed by the Management Committee to be inappropriate for the Division in which it plays the Team may be relegated to a Division for which the pitch and / or changing facilities are deemed appropriate or the team may be recommended for expulsion at a General Meeting or subject to any further penalty the Management Committee deem appropriate. Markings in accordance with Law 1 of the Football Association will be enforced. Goal Nets must be provided in all matches.***

***Clubs playing in the Premier Division and other Clubs where Technical Areas are used must comply with the requirements as set out in Appendix A of this Handbook with regard to Technical Areas.***

***Should ground inspections be necessary for any reason, an inspection fee of will be made in arrears, if playing or other facilities do not meet the standards approved by the Management Committee.***

***No Club will be allowed to change its ground without first notifying the General Secretary in writing. Such notification to include payment of the inspection fee which is non-returnable in***

***any event. Should subsequent ground inspections be required for any reason a further non-returnable inspection fee will be charged. Clubs are not permitted to play on grounds not registered with the League unless prior agreement has been sought and approved.***

***Clubs desirous of promotion are bound by the ground criteria as set out elsewhere in this Handbook.***

***Any member Club not maintaining the standards set out for the Division in which the Club plays as deemed appropriate by the Management Committee may be relegated into the next lower Division or excluded at the end of the Season in accordance with Rule 17. Clubs so concerned will be notified in writing and will have the right of appeal within ten days of the date of notification in accordance with Rule 15.***

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

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

Referees must order matches to commence at the appointed time and must report all late starts to the Competition. ***Any Club failing to commence at the appointed time may be liable to a fine or be otherwise dealt with as the Management Committee may determine***

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

***These footballs together with a third football fit for play must be handed to the Referee in his dressing room 15 minutes prior to the scheduled kick-off time. Failure to do so will incur a fine.***

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

***(a) Kick-off time for League matches shall be***

***2.45 pm from the start of the Season up to 28th October***

***2.00 pm from 29th October to 31st January***

***2.45 pm from the 1st February to the end of the Season. However, these times may be varied by agreement as set out in paragraphs (c) and (d) below.***



***(b) Cup matches under the jurisdiction of the Competition shall commence 30 minutes before the normal time for League matches to enable extra time to be played if the scores are level at the end of normal time.***

***(c) Earlier or later times of kick-off are allowed for both League and Cup matches but only if Clubs agree in writing, at least seven days before the date of the match. Home clubs must notify the Referees Appointments Officer and Match Officials of changes at least four days prior to the match. Defaulting Clubs will be fined. Clubs will be responsible for completing games under 'normal light' conditions, except where floodlighting is available and used***

***(d) Where floodlights are available, to a standard approved by the Committee, and used, then by mutual agreement of both Clubs, at least seven days prior to the match, earlier or later times of kickoff are allowed for both League and Cup Matches at any time during the Season. Home Clubs must notify the Fixture Secretary and Referees Appointments Officer of the availability of floodlights.***

***(e) Home Clubs must provide Assistant Referees with suitable flags, failing which a fine will be imposed.***

***(f) Where admission charges are made the minimum charge shall be £2.00. Clubs may at their discretion vary the operation of this Rule in respect of the admission of juveniles and senior citizens or other concessions they deem appropriate. The home team shall retain all gate receipts.***

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

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

(D) The Secretary of the home Club must give notice of full particulars of the location of, and access to, the ground and time of kick-off to the match officials and the Secretary of the opposing Club at least four 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.

***It shall be acceptable protocol within the league for the home Club to give notice by telephone/text to the away team and match officials of the above details and only in writing/email if requested. The away Club and match officials shall acknowledge receipt of such particulars.***

***Any Club failing to comply with this Rule shall be liable to a fine.***

(E) A minimum of **seven** players will constitute a team for a Competition match. ***In the event of a Club playing in any match with less than eleven players they shall be fined for each missing player.***

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

***Any Club postponing a match arranged by the appropriate Fixture Secretary other than under the provision of Rule 10(F)(iv) without giving an explanation in writing to the Secretary considered satisfactory by the Management Committee within seven days will be penalised in accordance with the Fines Tariff and points deducted as follows:-***

<b><i>First Offence</i></b>	<b><i>one point deducted</i></b>
<b><i>Second Offence</i></b>	<b><i>two points deducted</i></b>
<b><i>Third Offence</i></b>	<b><i>three points deducted</i></b>

***Any further postponements other than under the provisions of this Rule and without giving an explanation in writing to the Discipline Officer considered satisfactory by the Management Committee within seven days will result in the club being automatically relegated at the end of the season into the next lower division. In the case of clubs in membership of the lowest divisions they will be required to seek re-election at the Annual General Meeting.***

***A fine in accordance with the Fines Tariff may be imposed on the defaulting Club(s) for each unplayed fixture at the end of the season.***

***Any claim for expenses incurred must be submitted in writing to the Secretary within seven days of the date of the occurrence. Notwithstanding the foregoing home and away provision, the Management Committee shall have the power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.***

(ii) Any Club with more than one team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence: - First Team, Reserve Team, A Team. ***Clubs in breach of this requirement shall be fined a sum in accordance with the Fines Tariff or otherwise dealt with by the Management Committee.***

(iii) Any Club unable to fulfil a fixture or where a fixture has been postponed for any reason must, without delay, give notice to the ***appropriate Fixture Secretary***, the Competition ***Referees Appointments Officer***, the Secretary of the opposing Club and the match officials. ***Any Club failing to comply shall be dealt with by the Management Committee who may inflict a fine in accordance with the Fines Tariff.***

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

***Where it is necessary to stop play owing to fog or other cause, the Referee must wait a reasonable length of time before deciding upon abandonment of the match.***

***If ground conditions are impossible owing to weather, except where due to Bye -Laws or local rules the groundsmen decide on the fitness of the ground, the Home Club Secretary should apply to a local senior Referee to inspect the ground, and if he decides against play, he must confirm it in writing. Any Club in breach of any of these provisions will result in a fine being imposed. If a senior local Referee does not declare the ground unfit the final decision shall be made by the appointed Referee upon arrival at the ground.***

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

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

***(G) Following a decision of the FA League Sanctions and Registrations Committee on 23 Feb 2017 as a pilot scheme for Season 2017-18 a Club may at its discretion and in accordance with the Laws of the Game use five substitute players in the Premier Division or in an Inter-Regional Challenge Cup match in this Competition who may be selected from five players. In all other matches in this Competition a club may at its discretion and in accordance with the Laws of the Game use five substitute players who may be selected from five players.***

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

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

***Each Club must hand to the Referee and exchange with a representative of the opponents a list of names and numbers of players taking part in the game on the standard League Team Sheet including the name(s) and number(s) of the substitutes. The colours of the playing strip must be clearly indicated. The exchange must take place in the Referees' dressing room at least fifteen minutes before the scheduled time of kick-off. Clubs in default will be fined.***

***Any Club altering its team selection or numbering after team sheets have been exchanged will be subject to any action decided on by the Management Committee. The Referee shall advise each Club representative of any changes in the team sheet. At the time of exchange of team sheets the name of the Referee must be confirmed to both Clubs.***

***The substitutes must be registered players of the Club and their names must appear on the match result sheet.***

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

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

(I) The Clubs taking part in fixture Competition Match shall identify a team captain who has a responsibility to offer support in the management of the on-field discipline of his/her team mates. ***Failure to wear a Captain's arm band will result in a fine.***

***The Competition shall require all players and Club officials to have signed the FA's Respect Codes of Conduct and produce these if so requested by the Management Committee. The participating Clubs taking part in the fixture shall identify a team captain designated with a captain's armband who has a responsibility to offer support in the management of on-field discipline of his team mates.***

***Prior to each match the participating teams and officials shall conduct the 'Respect' handshake.***

## REPORTING RESULTS

11. (A) The **Registration** Secretary must receive within **two** days (**excluding Sundays**) of the date played, the result of each Competition match in the prescribed manner. ***The prescribed manner being through the FA Fulltime Administration System. Clubs in default will be fined.*** This must include the forename(s) and surname of the team players (in block letters) ***taking part in the match and their shirt numbers, including the substitutes(s), goal scorers and details of the section of the Competition and the actual kick-off time. In addition, respect marks and the***

***name of the Referee and the marks for the Referee and any other required information shall also be provided. Failure to do so will incur a fine for each additional offence and/or the Club being dealt with as the Management Committee decide.***

***(B) All Clubs must notify the results of all their League and Cup matches via the Full-Time SMS system. The results of ALL other cup matches wherever played, together with the details of any abandoned or postponed matches, must also be notified in the same manner. These results together with any abandoned or postponed matches must be notified before 5.00 pm on the day of the match. The results of ALL midweek or holiday matches must be notified by 9.00 pm on the day of the match unless played under floodlights when they must be notified by 10.00pm on the day of the match. Failure to comply with any of the above will result in a fine being imposed or any other action that the Management Committee deem appropriate.***

***(C) The match result notification, correctly completed, shall be signed by a responsible member of the Club. Failure to submit fully completed form or which includes incorrect information will result in a fine and/or the Club being dealt with as the Management Committee decide.***

#### DETERMINING CHAMPIONSHIP

12. (A) Team rankings within the Competition will be decided by points with three points to be awarded for a win and one point for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points. In circumstances where two or more teams are equal on points team rankings shall be determined by goal difference where the goals scored against by each team shall be deducted from the goals scored by that team and the largest positive difference shall be placed the highest. In the event of the goal difference being equal the highest placed team shall be the team which has scored the most goals. In the event that two or more teams have the same goal difference and have scored the same number of goals then the highest placed team shall be the team which has won the most matches. In the event of the two teams still being equal the team which has the better playing record against the other team in their head to head Competition matches during the Season will be the highest placed team. If the records of two or more teams are still equal and it is necessary for any reason to determine the position of each, then the teams affected shall play a deciding match or matches as determined by the Management Committee.

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

***(i) Should one or more teams withdraw from any one Division after the fixtures have commenced an equal number of teams to those withdrawing in that Division shall not be automatically relegated.***

***(ii) Vacancies occurring after the conclusion of the season may be filled on any of the following ways: (a) retention of otherwise relegated team(s)***

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

***(c) election***

***(d) by Clubs who in the opinion of the Management Committee maintain the standard of play and have the facilities and the grounds applicable to that level of the Competition. New applications may be considered to fill any vacancies***

***(iii) The last two teams in the lowest Division shall retire, but be eligible for re-election except as below, and be subject to the conditions of paragraph (B)(i) above. Such teams shall apply for re-election to the League at the Management Committee meeting prior to the Annual General Meeting. If the Management Committee agrees they have the administration, playing strength, grounds and facilities suitable for re-election, they will be included in the ballot with any other approved applications from new Clubs at the Annual General Meeting***

***(iv) When a senior team is relegated to a lower Division of which its reserve team is a member, or entitled to be a member, such reserve team must accept relegation to, or retain its position in, the next lower Division; and should the senior team be relegated to the lowest Division its reserve team automatically retires from the Competition.***

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

**(C) Not adopted**

**(D) In the event of a team withdrawing from the Competition before completing 75% of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table. For the purposes of this Rule 12 (D) a completed fixture shall include any Competition match(es) which has(ve) been awarded by the Management Committee. *The Management Committee may, in the case of Clubs which fulfil 75% of the League fixtures but fail to complete the remainder award the points of the unplayed matches to the opponents of the defaulting Clubs. All League fixtures must be played before the date determined by the Management Committee for the termination of the League's Season. Defaulting Clubs will be fined in accordance with the Fines Tariff for each unplayed fixture.***

***(E) (i) There shall be a promotion and relegation link between the Southern Counties East Football League and the Premier Division of the Kent County Football League. If the Club finishing in 1st position does not wish to be promoted or fails to meet the entry criteria, then the club finishing in 2nd position will be eligible for promotion. If the club in 2nd position does not seek promotion or fails to meet the entry criteria, then clubs down to 5th position may be considered for promotion provided that they meet the appropriate entry criteria. Clubs finishing below 5th position will not be considered for promotion and only one club will be considered.***

***Membership of the Premier Division shall be by Clubs relegated from the Southern Counties East Football League, Clubs promoted from the Division Ones and other Clubs invited by the***

**Management Committee who are deemed to have the playing strength, grounds and facilities suitable for the Premier Division.**

**The number of Reserve teams in the Premier Division shall not exceed 25% of the total.**

**The two Clubs with the least number of points shall be relegated from the Premier Division to the Division Ones**

**(ii) The Champion Club of each Division One shall be eligible for promotion to the Premier Division subject to those Clubs meeting the criteria for membership of the Premier Division. Any Clubs relegated will be allocated as decided by the Management Committee.**

**(iii) If a vacancy exists it will be filled by a club finishing as runner-up which has not secured promotion which meets the criteria for membership of the Premier Division. If vacancies still exist then they will be filled by the clubs finishing in third, fourth and fifth positions in Division Ones in that order. The ranking of clubs in equal positions shall be determined by (a) the average points gained per game played, (b) the goal difference per match played, and (c) the average goals scored per match played**

**(iv). The Champions and runner-up of each Division Two or Three shall be eligible for promotion to the next higher Division should they meet the criteria for membership of that Division. The Champion and runner-up may indicate it does not wish to be considered for promotion.**

#### REFEREES

13. (A) Registered Referees (and Assistant Referees where approved by the FA or County FA) for all matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority. **Referees and Assistant Referees will be appointed by the League for all matches in the Premier Division and Inter-Regional Cup**

(B) In the event of the non-appearance of the appointed Referee the appointed senior Assistant Referee shall take charge and a substitute Assistant Referee appointed by the competing Teams. In cases where there are no officially appointed Assistant Referees, the Clubs shall agree upon a Referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee. **Clubs in default will be fined.** Individuals under the age of 16 must not participate either as a Referee or Assistant Referee in any open age competition. **The Management Committee may, if they consider it desirable, or upon application by the two competing Clubs, appoint Assistant Referees, if available, to any match.**

(C) Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee **preferably suitably dressed. Failure to do so will result in a fine being imposed on the defaulting Team.**

(D) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final subject to either in the case of a ground of a Local

Authority or the owners of a ground, the Representative of that body is the sole arbiter and whose decision must be accepted.

(E) Subject to any limits/provisions laid down by the sanctioning Association, Match Officials appointed under this Rule shall be paid a match fee inclusive of travel expenses.

***Referee's fees and Assistant Referee's fees shall be as set out in the Fees Tariff.***

***Note. Differing Referee's fees for (a) the Premier Division, Inter-Regional Challenge Cup and Invitation Floodlight Cup and all cup Semi-Finals, and (b) all other Divisions and Cup ties Assistant Referee's fees are all the same value as indicated in the Fees Tariff.***

***In Divisions One, Two and Three and ALL cup matches the total costs of Assistant Referees will be shared equally by the competing teams. The Home Club is solely responsible for the payment to Match Officials in their dressing room. In the event of no neutral Assistant Referee being available or the appointed Assistant Referee not arriving the Clubs will be expected to provide a capable Club Assistant Referee. Failure by Clubs to provide a Club Assistant Referee will result dealt with under the provisions of Rule 13(C).***

The Home Club shall pay the Officials their fees immediately after the match. ***Failure to comply the defaulting Clubs shall be liable to a fine.***

(F) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to ***half fee. These shall be paid immediately after the decision is made that the match is to be postponed. Failure to comply the defaulting Club will be fined in accordance with the Fines Tariff.*** Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.

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

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

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



**(J) The Referee shall submit a report Form, supplied by the Competition, giving the result of the match, the number of players in each team, the time of kick-off and other specified details to the designated officer within two days of the match. In the case of a delayed kick-off the responsible Club must be indicated.**

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

**(L) Match officials are encouraged to undertake a Respect briefing offered by the FA/County FA or the League.**

#### CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

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

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

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

**(D) A Club shall not be allowed to withdraw any or all of its teams from the Competition after the Annual General Meeting for the following Season. Any Club infringing this Rule shall be liable to a fine not exceeding that set out in the Fines Tariff per team and shall also be liable for its share of any call which may be made under Rule 5(D).**

**(E) The Membership for the coming season having been decided at a Special General Meeting held for that purpose not earlier than 1st July nor later than 15th July or at the Annual General Meeting held not later than 30th June the Competition shall have the right, irrespective of other provisions in this Rule, to refuse to permit a Club to withdraw its team(s) in order to join another Competition and may hold the Club to its engagements.**

**(F) In the event of a Member Club which is an unincorporated association withdrawing and /or disbanding it shall be immediately liable to discharge all its financial and other obligations to the Competition. Any trophies held by such Club(s) shall be returned immediately to the Secretary in good order and clean condition.**

***In the event that any such obligation remains undischarged after a period of twenty -one (21) days then such obligation shall be met by the then current Club Members, excluding those***

***under statutory school leaving age. Until a Member's pro rata obligation is discharged in full the Member shall not be allowed to participate in the Competition, which may apply to the Club's Parent County Association for a suspension order.***

***If the debt remains unpaid after eighty-four (84) days the Competition may apply to the Club's parent County Association for the debt to be recovered in accordance with the FA Football Debt Recovery System. Once the matter has been passed to the Club's parent County Football Association the debt can only be cleared by payment to that County Association.***

#### PROTESTS AND COMPLAINTS

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

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

***In the interests of clarity any such protest must be made in writing to the Referee before the commencement of the match.***

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

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

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

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

(ii) Should a Club elect to state its case in person then the Club should indicate such when forwarding the written response ***and forward a deposit in accordance with the Fees Tariff***

## PROTESTS, APPEALS

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

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

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

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

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

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

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

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

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

***The Management Committee is empowered to warn any Club whose administrative record is considered to be unacceptable. Following such warning, which shall be in writing, any Club whose administrative record does not improve, and exceeds the levels set by the Management Committee at the commencement of each season may be recommended to member Clubs, in accordance with Rule 17(B) for expulsion from membership of the Competition without further warning.***

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

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

18. (A) The following agreement shall be signed on behalf of the winners of the Cup or Trophy: -  
“We (A)(name) and (B) (name), the Chairman and Secretary of FC (Limited), members of and representing the Club, having been declared winners of Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before **31st March**. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.”

***Failure to comply will result in a fine as determined by the Management Committee.***

(B) i

***(C) In the case of a Service Club winning the Trophy and being ordered abroad, the said Trophy shall be returned to the League prior to leaving, in good order and condition.***

SPECIAL GENERAL MEETINGS

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

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

At least seven days' notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting. Each Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only, as will members of the Management Committee. Any continuing Member Club must be represented at a Special General Meeting. ***Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given will be subject to a fine.***

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

***A Clubs meeting will be held in August of each season to deal with any relevant business. Any Club failing to attend shall be subject to a fine.***

#### ALTERATION TO RULES

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

Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by **31st March** in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by **21st April** and any amendments thereto shall be submitted to the Secretary by **10th May**. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if a majority of those present, entitled to vote and voting are in favour.

A copy of the proposed alterations to Rules to be considered at the Annual General Meeting or Special General Meeting shall be submitted to the sanctioning Football Association or the F A (as applicable) at least 28 days prior to the date of the meeting.

***(B) Notwithstanding paragraph (A) above the Management Committee is hereby empowered to make or vary any Rule relating to cup competitions it may deem expedient or necessary.***

#### FINANCE

21. (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged. ***All monies held or received by the Competition shall be banked in the name of the Competition. The financial affairs of the Competition shall be administered and controlled by the Treasurer who shall be responsible for presenting the verified Balance Sheet to the Annual General Meeting.***

(B) All expenditure in excess of **£500.00** shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee. ***The authorised signatories are namely Chairman, Treasurer and / or Secretary. In addition, on line banking and telephone banking may be undertaken by the Treasurer, acting as 'Authorised User' having been granted consent by the signatories stated in the Bank Mandate signing the banks' partners and official agreement form.***

(C) The financial year of the Competition will end on **31st March**.

(D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be **verified** annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

#### INSURANCE

22. All Clubs must have valid public liability insurance cover of at least 10 million pounds (£10,000,000). All Clubs must have personal accident cover for all players registered with them from time to time. The Players personal accident cover must be in place prior to the Club taking part in any Competition match and the policy cover shall be at least equal to the minimum recommended cover determined from time to time by the sanctioning Association. In instances where The Football Association is the sanctioning Association, the minimum recommended cover will be the cover required by the Affiliated Association to which a Club affiliates.

#### DISSOLUTION

23. (A) Dissolution of the Competition shall be by resolution approved at a Special General Meeting by a majority of three quarters (3/4) of the members present and shall take effect from the date of the relevant Special General Meeting.

(B) In the event of the dissolution of the Competition, the members of the Management Committee are responsible for the winding up of the assets and liabilities of the Competition.

(C) The Management Committee shall deal with any surplus assets as follows:

(i) Any surplus assets, save for a Trophy or any other presentation, remaining after the discharge of the debts and liabilities of the Competition shall be transferred only to another Competition or Affiliated Association or The Football Association Benevolent Fund or to such other charitable or benevolent object in the locality of the Competition as determined by resolution at or before the time of winding up, and approved in writing by the sanctioning Association.

(ii) If a Competition is discontinued for any reason a Trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, dealt with as the Sanctioning Authority may decide.

#### **CUP COMPETITIONS**

**24 (A) The Cup Competitions comprise:**

**(i) Inter-Regional Challenge Cup**

**(ii) 'Les Leckie' Cup**

**(iii) Invitation Floodlight Cup**

**(iv) West Kent Challenge Shield**

***These may be varied at the discretion of the Management Committee.***

**(B) The entry requirements for the Cup Competitions are:**

*(i) Inter-Regional Challenge Cup. All teams competing in the Premier Division and Division One will be required to enter.*

*(ii) Eastern Section 'Les Leckie' Cup. All teams allocated to the Central and Eastern Section Division Two and Three will be required to enter.*

*(ii) Invitation Floodlit Cup – By invitation only to member Clubs*

*(iv) West Kent Challenge Shield. All teams allocated to the Western Section Division Two and Three will be required to enter.*

*(v) Except that no Club will be permitted to field two teams in the same cup*

***(C) Precedence of Cup Matches***

*(i) All matches in the Inter-Regional Cup will be played on or before the conference dates and will take precedence over League and other Cup Competitions with the only exception being Football Association and County Football Association Cup Competitions. The conference dates for the playing of all rounds will be determined by the Management Committee.*

*(ii) All other cups. The matches will be played as ordered by the Management Committee.*

*(iii) Clubs failing to play on the dates required shall be eliminated from the relevant Competition and be liable to a fine unless they are engaged in a Football Association or County Football Association Cup Competition.*

***(D) General and Organisation***

*(i) All Cups to be conducted as an open draw from round one.*

*(ii) The minimum charge for ground admission at Cup matches shall be determined by the Management Committee with the exception of the Invitation Floodlight Cup where the charge will be determined by the host Club.*

*(iii) A player shall not be allowed to play for more than one competing team in any Cup under the jurisdiction of this League in the same Season. No player shall be eligible to take part in a Semi-final or Final tie unless he has played at least three League or Cup matches during the current playing Season for the same Club prior to the playing of the relevant Semi-final or Final.*

*The provisions of Rule 8(D) shall also apply.*

*(iv) Any Club found guilty of playing an ineligible player may be fined and or otherwise penalised at the discretion of the Management Committee and struck out of the Competition.*

*(v) If the first tie is abandoned during the first ninety minutes due to fog or other causes over which neither Club has control the game will be replayed on the ground of the Home Club. If the first tie is abandoned after the completion of 90 minutes or during extra time due to fog or other causes over which neither Club has control the game will be replayed on the ground of the visiting Club.*

*(vi) A Club shall not be allowed to withdraw from any Cup Competition after submitting an application form. Any Club infringing this Rule shall be liable to a fine*

*and any other action the Management Committee may deem expedient. Any claim for expenses incurred must be submitted in writing to the General Secretary within seven days of the date of the occurrence.*

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

*(viii) The Management Committee may expel a Club from the current Seasons Competition for: (a) A breach of Rule, OR (b) Whose conduct has in the opinion of the Management Committee been objectionable and detrimental to the good conduct and name of the Competition, subject to the right of appeal contained in Rule 15.*

*(ix) Players having played eight or more games in a higher Division of the League or more Senior Competition shall be eligible to play in the Les Leckie Cup or West Kent Challenge Shield providing not more than three such players take part in a match on one date. Players may be reinstated as Reserve players on application to the Management Committee. The Management Committee shall have the power to request any Club to furnish a statement duly signed by the appropriate officer of any other League in which the Club competes, certifying the number of matches in which the player(s) concerned have taken part during the current Season. Failure to comply with this request shall be deemed an admission that the player(s) have in fact taken part in at least eight games in that Club's Senior team during the current Season. A Club failing to comply with this Rule may be struck out of the Competition or ordered to replay the match or be otherwise dealt with by the Management Committee.*

*For the purposes of this Rule a more Senior Competition includes*

- (i) Inter-Regional Challenge Cup*
- (ii) Invitation Floodlight Cup*

*(E) All Cups except the Invitation Floodlight Cup*

*(i) Prior to the Final*

*(a) All games are to be settled at the first time of asking when the following provisions shall apply: - If the scores are level at the end of ninety minutes play, extra time will be played of 15 minutes each way. If the scores remain level at the end of extra time, the Tie shall be decided by the taking of kicks from the penalty mark in accordance with International Board decision.*



***(b) In all rounds the Club first drawn shall have the choice of home venue. By mutual agreement and with the consent of the Committee Clubs may agree to play on the ground of the second drawn Club.***

***(c) In all rounds prior to the Final the responsibility for a gate or ground collection will rest solely with the Home Club. In all rounds, the visiting Club shall be responsible for their own travelling and any other expenses they may incur.***

***(ii) The Final Tie***

***(a) To be played on a neutral ground where the Management Committee shall make all arrangements. Competing Clubs must be at the ground 60 minutes before the final tie is due to kick-off. Clubs in default will be fined. Clubs competing in the Final must provide three stewards / ball boys to assist in match arrangements. Defaulting Clubs will be fined for each steward / ball boy short.***

***(b) Team sheets to be completed as per Rule 10(G) but to be exchanged 30 minutes before kick-off.***

***(c) Clubs competing in the Final Tie will be required to sell pre-match tickets and/or programmes. The number and cost to be determined by the Management Committee.***

***(d) If the scores are level at the end of ninety minutes play, extra time will be played of 15 minutes each way. If the scores remain level at the end of extra time, the Tie shall be decided by the taking of kicks from the penalty mark in accordance with International Board decision.***

***(e) Teams competing in finals will provide their own kick around balls. The League will provide the necessary match balls.***

***(f) The Match Officials shall receive inscribed awards in lieu of the match fee and expenses in all final ties.***

***(g) At the conclusion of the Final the Cup/trophy shall be presented to the winners and be retained by them in accordance with Rule 18(A).***

***(F) Invitation Floodlight Cup***

***All matches will be played on a one leg basis. Kick-off 7.30 p.m. If the scores are level at the end of 90 minutes an extra 15 minutes each way must be played. In the event of the score remaining level at the end of extra time, the tie shall be decided by the taking of kicks from the penalty mark in accordance with International Board decision.***

***Both teams must provide the Referee with at least three footballs fit for play and the Referee shall make a report to the Competition if any of the footballs are unsuitable. They must be handed to the Referee in his dressing room 15 minutes prior to the scheduled kick-off time. Failure to do so will incur a fine.***

***Each Club to pay its own expenses and share any expenses involved in using the ground, and also the Match Officials fees and expenses.***

***(G) All Final Ties A maximum of 8 persons, including substitutes, shall be permitted to occupy the Technical Area and the names must be submitted to the Referee on the appropriate form as detailed in this Handbook under 'Final Tie' Match Instructions'.***

#### **REPRESENTATIVE MATCHES**

***25 All representative sides shall be selected by a Sub-Committee or as otherwise determined by the Management Committee. Any player of any Club whether recommended or not may be called on to play.***

***(a) Mementoes may be awarded at the discretion of the Management Committee to a player who has not played less than three times in a League Representative team.***

***(b) Any player selected to play for the League Representative Side must not play for his Club on the day of the match for which he is selected.***

***Any player selected to attend any Representative match arranged by the League and refuses to comply may be adjudged guilty of misconduct. In addition, any Club or official who may be deemed to have encouraged or instigated such shall be deemed guilty of a similar offence and the Club may have any points gained by the Club in the match in which the player(s) played deducted from the teams playing record.***

***(c) While taking part in any representative games all players will be responsible for paying any administrative fee or fine imposed on them.***

***(d) All correspondence relating to the selection of players will be conducted through the Club Secretary and where deemed appropriate copied to the player concerned who will be responsible for informing the Representative Team Manager of the player's availability. Clubs failing to answer correspondence from the General Secretary or Team Manager will be fined.***

#### **SPONSORS**

***26 The Management Committee shall have full responsibility at its discretion to negotiate and enter into as agents for and on behalf of each Club any League sponsorship agreement and the Clubs shall comply with all obligations on their part which may be contained in or referred to in any such sponsorship agreement. Any Club failing to fulfil the requirements of any League sponsorship agreement may at the discretion of the Management Committee have their share or part share of any money due to them from the sponsorship withheld. Clubs participating in all Competitions under the jurisdiction of the Management Committee will be allowed to display details of their Sponsors on their playing equipment subject to the details complying with the Regulations of The Football Association.***

#### **FIRST AID TRAINING**

***27 All TEAMS in the League must register copies of proof of qualification certificates with the appointed officer 14 days before the commencement of a season, one / two club officials and / or players who have completed the Football Association Emergency Aid Course on "Resuscitation and Life Saving" Teams that have not complied will be fined and will not be allowed to play their fixtures.***

## **PROGRAMME AND MEDIA DETAILS**

***28 When requested the visiting club must send to the home club details of the proposed team they plan to play at least four days before the scheduled date of the match, or in the event of a postponement, the date of the re-arrangement. The Home club programme must include details sent by the visiting club in the match day programme. Clubs failing to comply with any part of this Rule will be fined. Clubs will be held fully responsible for all comments in their match day programmes or as otherwise sent to the media in respect of the Kent County Football League, its officers or other member clubs, notwithstanding any disclaimer to the contrary. If the Management Committee deems that any part of a member clubs programme, in any competition or article sent to the media brings the Kent County Football League or its officers into disrepute the Management Committee shall be empowered to take action and may impose such penalties as they consider appropriate including a fine. All member clubs shall be held fully responsible for their official Website, or any other Website if it can be established is connected or associated with a member club either directly or indirectly, or any similar computer related information system, which is in the public domain.***

***The Management Committee shall be empowered to expel a club from membership, deduct league points or remove from cup competition(s) or impose other penalties and/or a fine as they deem appropriate.***

## **Appendix A - TECHNICAL AREA**

***The Technical Area extends one metre on either side of the designated seated area and extends forward up to a distance of one metre from the touch line. Markings are required to define this area. A maximum of six persons, including substitutes, shall be permitted to occupy this area. All other substitutes / team officials shall stand behind the pitch perimeter barrier. A team official may convey tactical instructions to the players during the match and must return to his position after doing so. All team officials must remain within the confines of the Technical Area, and they must behave in a responsible manner.***

***The names of the occupants of the Technical Area shall be submitted to the Referee prior to the kick-off. All other members must remain behind the pitch perimeter barrier at all times other than in special circumstances, for example when a physiotherapist has the Referees permission to attend an injured player.***

***Clubs are responsible for compliance with the above and any breach will be reported to the League General Secretary. The Management Committee will deal with defaulting Clubs. Clubs failing to comply may be fined a sum not exceeding £25.00 for each occurrence.***

## **Appendix B - A CODE OF CONDUCT FOR FOOTBALL**

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high.

COMMUNITY Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

EQUALITY Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, being expressed.

PARTICIPANTS Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

YOUNG PEOPLE Football acknowledges the extent of its influence over young people and pledges to set a positive example.

PROPRIETY Football acknowledges that public confidence requires high standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

TRUST AND RESPECT Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

VIOLENCE Football rejects the use of violence of any nature by anyone involved in the game.

FAIRNESS Football is committed to fairness in its dealings with all involved in the game.

INTEGRITY AND FAIR PLAY Football is committed to the principle of playing to win consistent with Fair Play