

THE FOOTBALL ASSOCIATION  
STANDARD CODE OF RULES

for

the haart of Kent County League

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| Key | Standard Text    | FA Standard Code of Rules Wording                              |
|     | <b>Bold Text</b> | <b>Wording which may be changed in accordance with Rule 20</b> |

## NOMENCLATURE AND CONSTITUTION

- 1 (A) This Competition shall be designated the **Kent County Football League** and known as the **haart of Kent County League** and shall consist of not more than **80 Clubs** approved by the sanctioning authority.

All such Member Clubs must be affiliated to an affiliated County Football Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the **Kent County Football Association**. 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 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** and the constituent teams of Member Clubs may be grouped in divisions **at the discretion of the Committee**. **The Premier Division shall consist of teams having either Senior or Intermediate Status. Division One shall consist of teams of Intermediate Status and teams of Senior Status relegated from the Premier Division. Each other Division shall be designated Two, Three, and so on. In the event of an application from a Reserve team of a former Member Club playing in a higher League within the National League System, the Reserve team may be immediately placed in a Reserve Division at the sole discretion of the Management Committee, providing such team will be playing on the same pitch used by their first team. The Committee may approve the constitution of Reserve Divisions comprising of not more than 39 Reserve teams of present and former member Clubs. Ancillary Cup competitions may be conducted. The Premier Division not to exceed 16 in number and all other Divisions not to exceed 14 in number.**

**This Competition is a designated Charter Standard League. Existing Member Clubs have two years (until the end of the 2012-13 season) to achieve the Charter Standard Club award or face expulsion from the League. New Member Clubs have one year to achieve the Charter Standard Club award. The League has the right to refuse membership to a Club if it fails to demonstrate commitment to achieving the award.**

**This Competition and its Clubs shall support the FA's Respect programme. As such it recognises that everyone in football has a collective responsibility to create a fair, safe and enjoyable environment in which the game can take place. A Respect League values the contribution of match officials, players and spectators and ensures that they are treated with courtesy and fairness by opposing players, club officials and spectators. The League and its Clubs will seek to play fixtures in a fair, competitive but not antagonistic environment.**

**Clubs in membership of the League are not permitted to enter more than THREE cup competitions for Premier Division, Division Two and Reserve Division teams and FOUR cup competitions for Division One teams per Season. Any team not prepared to commence their fixtures on the first Saturday in September will not be allowed to participate in more than THREE cup competitions. One of these must be a League Cup. 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.**

**The Kent County Football League operates a child protection policy in accordance with the provisions of the Football Association guidelines and the Kent County Football Association policy statement.**

(B) Not applicable

## ENTRY FEE, SUBSCRIPTION, DEPOSIT

- 2 (A) Applications by Clubs for admission to this Competition must be made in writing **by 1st April on the correct forms** to the **General Secretary** and must be accompanied by an Entry Fee of **£50.00** per team which shall be returned in the event of non-election. **In addition a**



(B) Retiring Officers **and Club delegates and any other persons deemed appropriate** shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers or Members of the Management Committee shall be nominated to the **General 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 their being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting.

(C) The Management Committee shall meet **at intervals which it considers is adequate** to deal **efficiently** with business as it arises.

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

(D) Except where otherwise mentioned all communications shall be addressed to the **General 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) Each 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 including any compensation or damages awarded, and legal costs and other costs in the defence of any action.**

**(G) Any Member of the Management Committee absenting themselves from three consecutive meetings without reasonable written explanation may have their appointment annulled.**

### **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.** 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 **Kent County Football Association** 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. **The amount of the levy to be agreed at the Annual General Meeting.** (See Rule 6(E)).

(C) Each Member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and to 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 any 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 the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules.

With the exception of Rules 5 (i), 6(h), 11 and 19, for all breaches of Rule a formal written charge must be issued. The respondent shall be given seven days from the date of notice 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.

Except where these Rules provide for the imposition of a set penalty any Club, Club Official (limited to Chairman, Secretary or Treasurer) or Player alleged to be in breach of a Competition Rule must be formally charged in writing and given the opportunity to present their case before the Management Committee. Financial penalties can only be imposed if included within the set penalties for breaches of Competition Rules. All breaches of the Laws of the Game, Rules and Regulations of The Football Association shall be dealt with in accordance with F.A. Rules by the appropriate Association.

With the exception of Clubs playing at Step 7 of the Football Pyramid and the FA Women's Premier League, the maximum fine permitted for any breach of a Competition rule is £250.00 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 **fourteen** days.

(F) **Six** Members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and **three** Members shall constitute a quorum for the transaction of business of any sub-committee of the Competition.

(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 **or player** having failed to comply with an order or instruction of the Management Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Competition **by the date stipulated**, shall be liable to be fined a **sum not exceeding £50.00** or otherwise penalised at the discretion of the Management Committee.

(I) All fines and charges shall be paid within 14 days of the date of posting of the written notification.

Any Club failing to do so will be fined a maximum of £50. Further failure to pay the fine including the additional sum within 14 days will result in fixtures being withdrawn until such time as the outstanding payments are settled. **In addition any Club suspended will be liable to an administration fee of £20.00.**

(J) Not applicable

(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 Meeting 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 £20.00.**

### ANNUAL GENERAL MEETING

- 6 (A) The Annual General Meeting shall be held **at a venue designated by the Management Committee** not later than **30th June** in each year. At this meeting the following business shall be transacted provided that at least **twenty** Members are present and entitled to vote:-
- (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
  - (ii) To consider any business arising therefrom.
  - (iii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
  - (iv) Election of Clubs to fill vacancies (as recommended by the Management Committee).

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

**(xi) Roll Call of Attendance.**

(B) A copy of the **duly verified** Balance Sheet and Statement of Accounts **shall be sent to the General Secretary by the Treasurer at least 28 days prior to the Annual General Meeting and these together with the Agenda** shall be forwarded to each Club at least fourteen days prior to the meeting and to the **Kent County Football Association**.

(C) A signed copy of the **duly verified** Balance Sheet and Statement of Accounts shall be sent to the **Kent County Football Association** within fourteen days of its adoption by the Annual General Meeting. **Any balance shown shall be an asset of the Kent County Football Association except any balance in the Social Account and any deposits which are returnable under the provisions of Rule 2(C).**

(D) Each **Member Club** shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. **Not less than** 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 **ten** of the delegates qualified to vote or the Chairman so decides. **In the event of a tie 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 Member Club failing to be represented at the Annual General Meeting without a reason considered satisfactory by the Management Committee **shall be fined £50.00.**

(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, Secretary **and the Treasurer**, of each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the Application for Membership for the coming season, or upon indicating that the Club intends to compete.

“We, A\*\*\*\* of\*\*\*\* (Chairman), and B\*\*\*\* of\*\*\*\* (Secretary), and (C)\*\*\*\* (Treasurer) of the \*\*\*\* Football Club have been provided with a copy of the Rules and Regulations of the **Kent County Football League** Competition and do hereby agree for and on behalf of the said Club, if elected or accepted into Membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16.”

Any alteration of the Chairman and/or Secretary on the above Agreement must be notified to the County Football Association(s) to which the Club is affiliated and to the **General Secretary** of the Competition. **Failure to do so will incur a fine of £25.00.**

(Note: The spaces above are intended for the inclusion of the signatures and addresses of the officers and members).

**Each Member Club must abide by any issued Football Association Code of Conduct (Appendix B).**

## **QUALIFICATION OF PLAYERS**

- 8 (A) Contract players, as defined in Football Association Rules, **holding written contracts with Clubs not competing in the League are not permitted to register** in this Competition. **For contract players with a Club in this Competition** a contract player may only play for the Club that holds his contract. It is the responsibility of each Club to ensure that any player signing a registration form for that Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player aged 12 and over crossing borders including Wales, Scotland and Ireland. **Clubs in breach of this Rule shall be guilty of misconduct and the Management Committee shall have the power to deduct points gained in the match(es) and impose a fine not exceeding £50.00 for each offence.**

(B) A registered playing member of a Club is one who, being in all other respects eligible, has:-

(1) **Signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club, and who has been registered with the Registration Secretary prior to playing and whose completed registration counterfoil has been received by the Club prior to playing.**

(2) **A player may renew his registration by signing a Club Registration Summary Sheet, counter signed by an Officer of the Club that has been deposited with the Registration Secretary prior to playing**

or

(3) **Signed a fully and correctly completed Competition registration form in ink on a match day prior to playing, countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club before the match commences, and posted on the day of the match to enable it to reach the Registrations Secretary by the first possible post subsequent to the match. The player shall not play again until the Club is in possession of the completed counterfoil. A maximum of THREE players per match may be registered in this way. Any registration forms which are posted in a manner which does not fulfil this requirement will result in the relevant player being treated as ineligible and a fine not exceeding £20.00 may be imposed in respect of each player and points may be deducted from the Club's record.**

**A player shall not sign for more than one Club in a Season except**

(i) **in the case of a transfer as outlined in Rule 8(I)**

(ii) **After the expiry of 28 days following the cancellation of the registration by a former Club. Registration forms, transfers and cancellation forms will be deemed to be in the hands of the Registration Secretary as from the date and time they are postmarked. The post mark will be conclusive evidence on this point.**

**All Clubs must register fifteen players per team with the appropriate Registration Secretary not less than fourteen days prior to the agreed commencement of the playing Season set by the Management Committee. Failure to do so shall incur a fine of £5.00 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).**

(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.**

**Any Club failing to comply with this Rule shall have three points deducted from its total or be ordered to replay the match and / or be fined the sum of £20.00.**

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. Failing satisfactory proof the Management Committee may disqualify such player and / or Club and impose a fine of £20.00. A Club found guilty of deliberately falsifying records with the intent to play an unqualified player may also have points deducted from their record and / or be fined the sum of £20.00.

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 appropriate League Rules.

(D) A player having taken part in matches for any Club affiliated to any County Football Association shall not be allowed to join, be transferred to, or sign for a Club in the Competition without first proving to the officials of the intended club that the player has discharged all reasonable financial liabilities to the previous Club or Clubs, and a Club official may not accept such player's signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played.

**(E) An initial supply of registration forms shall be provided to Clubs at the Annual General Meeting. Clubs may take further copies or download from the League website as required. There will be a one off charge of £20.00 per team. All registration forms must be accompanied by a properly addressed prepaid envelope for the return of the counterfoils. Any Club failing to comply with this Rule shall be fined the sum of £7.00.**

(F) The Management Committee shall decide all registration disputes.

In the event of a player signing a registration form, **or Club Registration Summary**, or having a registration submitted for more than one Club priority of registration shall decide for which Club the player shall be registered. The **Registration** 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.
- (ii) Having signed for one Club in the Competition, sign for another Club in the Competition in that season except for the purpose of a transfer.
- (iii) Submit a signed registration form **or Club Registration Summary**, for registration that the player had wilfully neglected to accurately or fully complete.

(H) (i) The Management Committee shall have power to accept the registration of any player.

(ii) The Management Committee shall have the power to refuse, cancel or suspend the registration of any player or may fine any player, except those under 18 years of age, 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 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 conduct, 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 with.

(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.) 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 The Football Association Rules dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form to the **Registration Secretary**. **Transfer forms may be obtained from the Registration Secretary or down loaded from the League website. All transfer forms must be accompanied by a payment of £7.00 per form together with a properly addressed prepaid envelope for the return of the counterfoils. Any Club failing to comply with this Rule shall be fined the sum of £7.00.** Such transfer shall be referred by the **Registration Secretary** to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the **Registration Secretary** and to the player concerned within seven days of receipt of the transfer form. Upon receipt of the Club's consent, or upon its failure to give written objection within seven days, the **Registration Secretary** may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date.

**A player desiring a transfer to another Club in the League must obtain permission from the Club for whom he is registered. The Club to which he wishes to transfer will be responsible for arranging the transfer by obtaining the transfer form and ensuring its completion in full. The transfer form must have the signatures of BOTH CLUB SECRETARIES as well as that of the player. The completed form together with a NEW REGISTRATION FORM, signed by the player for his new Club shall be sent to Registration Secretary without delay.**

**A player must not play for his new Club until his transfer has been cleared by the Registration Secretary. One transfer only will be granted to a player in any one Season except in the case of a player wishing to play again for the Club from which he was first transferred.**

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

(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 31<sup>st</sup> 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 **Registration 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. In order to play in the League again either for his original Club or for another Club it will be necessary for him to be re-registered as required by this Rule.

(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 **save with the consent of the Management Committee.**

(N) Not applicable

(O) (i) Any team playing an unregistered or otherwise ineligible player or players **may** have the points gained in the match deducted from its total and may be fined and / or otherwise dealt with at the discretion of the Management Committee.

(ii) In addition the team **may** have **up to three** points deducted from its total at the discretion of the Management Committee and may be dealt with in any further manner which is thought to be fit.

(iii) 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) (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.

(Note: For players under the age of 18 the provisions contained in Football Association Rules will apply.)

### **CLUB COLOURS, CLUB NAME**

- 9 (A) Every Club must register the colour of its shirts, shorts **and stockings** with the **General Secretary** by **1st July** who shall decide as to their suitability. **Clubs failing to notify the General Secretary in advance of any intended change of colours will be fined £20.00.**

Goalkeepers must wear colours which distinguish them from other players and the Referee.

No player including the goalkeeper, shall be permitted to wear black or very dark shirts. **Defaulting Clubs will be fined £20.00.**

Any team not being able to play in its normal colours as registered with the Competition shall notify the colours in which they will play to its opponents at least **four clear** days before the match. **Failure to comply will result in a fine of £20.00**

If, in the opinion of the Referee, two clubs have the same or similar colours, the **away** team shall make the change. Any team not having a change of colours or delaying the kick-off by not having a change shall be fined **£20.00**

The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or shorts as they think fit. **Clubs must wear numerals on their shirts / jerseys in all matches. Failure to do so will incur a fine £20.00**

(B) Any Club wishing to change its name and / or colours must obtain permission from its affiliated County Association and from the Management Committee. **With regard to changes of colours the first approach should be to the Management Committee.**

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

- 10 (A) The Annual General Meeting shall determine the commencement of the season in accordance with Football Association Rules. Original fixtures arranged by the **Fixture Secretary**, or at a meeting specially convened for that purpose, to be held no later than **15<sup>th</sup> July** must not be arranged for a date later than seven days preceding **the concluding date.**

**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 by the Management Committee 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 following mutual consent by both competing teams.**

**The Management Committee shall have the right to order matches to be played in cases of emergency.**

**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.**

**Any Club postponing a match arranged by the appropriate Fixture Secretary other than under the provision of Rule 25 without giving an explanation in writing to the General Secretary considered satisfactory by the Management Committee within seven days will be penalised as follows:-**

### **Premier Division Clubs**

**First Offence** Fined £100.00 and one point deducted  
**Second Offence** Fined £125.00 and two points deducted  
**Third Offence** Fined £175.00 and three points deducted

Any further postponements other than under the provisions of Rule 25 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 appropriate lower division of the League.

### **Clubs in membership of all other Divisions (including the Reserve Divisions)**

**First Offence** Fined £75.00 and one point deducted  
**Second Offence** Fined £100.00 and two points deducted  
**Third Offence** Fined £125.00 and three points deducted

Any further postponements other than under the provisions of Rule 25 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 Division Two or the Reserve Divisions they will be required to seek re-election at the Annual General Meeting.

If a club, in any Division, does not provide a satisfactory explanation in writing to the General Secretary, within seven days of the match a further fine of £20.00 will be imposed.

All matches postponed for any reason other than those stated under Rule 25 must be re-arranged either with the mutual consent of both clubs or as directed by the particular Fixture Secretary. If due to the time constraints or for any other reason it is not possible to play the match then Rule 12(C) will be invoked.

Clubs are compelled to play all games arranged on the specified dates or revised date unless otherwise sanctioned by the appropriate Fixture Secretary. Revised Saturday fixtures will in normal circumstances be notified no later than the Monday prior to the match. This Rule shall also apply to all rearranged matches which have been postponed under Rule 25. A fine of £50.00 may be imposed on the defaulting Club(s) for each unplayed fixture at the end of the season.

If a Club's 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 play 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 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 the power to order the venue to be changed.

The Management Committee shall have the 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. A Club may play its matches on a pitch with an artificial surface, subject to that pitch meeting the latest advanced technology as approved by FIFA and having been inspected by the Management Committee. 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 commencing to use 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. Ground dimensions shall be as near as possible 110 metres long by 75 metres wide, but minimum dimensions for Clubs seeking election or re-election shall be 96 metres long by 60 metres wide. The minimum dimensions for the Premier Division shall be 100 metres long by 64 metres wide. 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 £30.00 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 a payment of £30.00 which is non-returnable in any event. Should subsequent ground inspections be required for any reason a non-returnable fee of £30.00 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 to either the Premier Division or Division One 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.

All matches shall have a duration of 90 minutes unless a shorter time (not less than 80 minutes) is mutually agreed by the two captains in consultation with the referee prior to the commencement of the match **and ratified by the Management Committee**, and in any event shall be of equal halves.

The times of kick-off shall be fixed by the **A.G.M.** or the Management Committee. Any Club failing to commence at the appointed time **shall** be liable to a fine not exceeding **£10.00** or be otherwise dealt with as the Management Committee may determine **unless an explanation considered satisfactory by the Management Committee is given.**

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

The home team must provide **the Referee with** at least **three** footballs fit for play and the Referee shall make a report to the Competition if 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 of £10.00.**

- (a) Kick-off time for League matches shall be
  - 2.45 pm from the start of the Season up to 31st October
  - 2.00 pm from 1st November to 31st January
  - 2.45 pm from the 1st February to the end of the Season

(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) Where floodlights are available, to a standard approved by the Committee, and used, then by mutual agreement of both Clubs kick-off times for both League and Cup Matches may be 2.45 pm at any time during the Season. Home Clubs must notify the Fixture Secretary and Referees Appointments Officer of the availability of floodlights.

(d) Earlier times of kick-off are allowed 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 £10.00.

(e) Holiday Fixtures. Time of kick-off shall be by agreement of both Clubs but must conform to the latest times indicated in paragraph (a). The appropriate Fixture Secretary and Referees Appointments Officer must be notified at least 7 days before the match. Defaulting Clubs will be fined £10.00.

(f) Clubs will be responsible for completing midweek games under 'normal light' conditions, except where floodlighting is available and used.

(g) 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. Should the time of abandonment be not more than 10 minutes before the full agreed time subject to the Management Committee receiving the Referee's report the result at the time of the abandonment shall stand.

(h) Clubs must provide Assistant Referees with suitable flags, failing which a fine of £10.00 will be imposed.

(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 all relevant 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, the Clubs must be given by the Competition 5 clear days notice of the match (unless mutually agreed).

(D) The Secretary of the home Club must give notice of, and in writing if requested 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. **The away Club shall seek and acknowledge receipt of such particulars.** Any Club failing to comply with this Rule shall be liable to a fine of **£10.00**.

(E) In the event of a Club playing in any match with less than **eleven** players they **shall** be fined **£10.00** for each missing player. A minimum of **seven** players will constitute a team for a Competition match.

(F) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have the 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.

**Any claim for expenses incurred must be submitted in writing to the General 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.**

Any Club with more than one team in the Competition **or other Competition** shall always fulfil its fixture, within the Competition (**ground conditions taken into consideration**) in the following order of precedence:- First Team, Reserve Team, A Team. Clubs in breach of this requirement shall be fined a sum not exceeding **£50.00** or otherwise dealt with by the Management Committee.

Any Club unable to fulfil a fixture must, without delay, give notice to the **appropriate** Fixture Secretary, the Competition **Assistant 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 the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall 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 of the specified date of the game** the Management Committee shall have power to order the match to be played on a named date or on or before a given date.

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.

**In the event of a match not being played owing to fog or other cause over which neither Club has control, or having to be replayed through protest or other cause, the following terms as to the payment of expenses and division of receipts shall apply when the match is played or replayed.**

(a) **When a gate has been taken the visiting Club shall receive half the gross receipts.**  
(b) **When the visiting team has travelled and the match is postponed through no fault of either Club and no gate money has been taken, the away team shall be responsible for meeting its own travelling expenses.**

(c) **In any matches postponed after the arrival of the Match Officials the Referee and Assistant Referees (if appointed by the Competition) shall be paid half the normal match fee plus travelling expenses incurred at the rate defined in Rule 13 (E) immediately after the decision is made that the match is to be postponed. Failure to comply the defaulting Club will be fined £10.00.**

(d) **When the visiting team has not travelled the fixture is to be fulfilled without any allowance.**

(G) **A Club may at its discretion and in accordance with the Laws of the Game use three substitute players in any match in this Competition who may be selected from five players.**

The referee shall be informed of the names of the substitutes before the start of the match. **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 League shall require all players and Club officials to have signed the F.A's Respect Codes of Conduct and produce these if so requested by the League 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. Failure to wear such arm band will result in a fine of £10.00.**

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

## **REPORTING RESULTS**

- 11 (A) (i) **The Registration Secretary must receive within two days (excluding Sundays) of the date played, the result of each Competition match in the prescribed manner. Clubs in default will be fined £10.00. 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); the score, goal scorers and details of the section of the Competition and the actual kick-off time. Failure to do so will incur a fine of £5.00 for each additional offence and / or the Club being dealt with as the Management Committee decide.**

In addition Clubs must submit a Club Report on Match Referee form including the Referees name and markings required by Rule 13. If any area is marked “disappointing”, or the mark awarded is 60 or less, detailed, constructive comments which could help improve the Referee’s future performances are required. **Failure to do so will incur a fine of £10.00.**

(ii) In Premier Division League matches only, the home Club shall provide details of payments made to match officials.

(B) Home Clubs must telephone the results of all their home League and Cup matches to the appropriate League Officer responsible for receipt. In addition to League and League Cup results the results of ALL other cup matches wherever played, together with the details of any abandoned or postponed matches, must also be telephoned to the appropriate League Officer. These results together with any abandoned or postponed matches must be telephoned before 5.00 pm on the day of the match.

The results of ALL midweek or holiday matches must be telephoned by 9.00 pm on the day of the match unless played under floodlights when they must be telephoned by 10.00pm on the day of the match. Failure to comply with any of the above will result in a fine of £20.00 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 of £10.00 and / or the Club being dealt with as the Management Committee decide.** N.B. If the penalty exceeds £20 the Club must be charged as detailed in Rule 5 (D).

#### **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 the event of two or more teams being equal on points team rankings will be decided in the following way.**

- (i) Goal difference. In the event of goal difference being the same, then
- (ii) Goals scored. In the event of goals scored being the same, then
- (iii) Matches won. In the event of all the above being equal by a deciding match(es) played under conditions determined by the Management Committee.

(B) Automatic promotion and relegation shall be applied for the first two and last two teams in each Division except as provided for hereunder.

(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 in any Division after promotion and relegation may be filled 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 but shall not be considered for Intermediate football unless they have a proven playing record.

(iii) The two lowest Clubs in each of the lowest Divisions including the lowest Reserve Division shall be called upon to 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.

(C) In the event of a team not completing 75% of its fixtures for the season all points obtained by or recorded against such team shall be expunged from the Competition table.

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 £50.00 for each unplayed fixture.

(D) (i) There shall be a promotion and relegation link between the Kent Invicta Football League and the Premier Division of the Kent County Football League. The champion Club and runner-up of the Premier Division of the Kent County Football League will be considered for promotion to the Kent Invicta Football League. Should the champion Club be ineligible for promotion, then the runners-up would be considered. In any event only one club may be promoted.

Clubs will only be permitted to apply for membership of the Kent Invicta Football League in accordance with the terms of the agreement between the Kent Invicta Football League and the Kent County Football League dated 2<sup>nd</sup> June 2011.

All Clubs not of senior status playing in the Premier Division and Division One shall be declared Intermediate status Clubs. Membership of the Premier Division shall be by Clubs relegated from the Kent Invicta Football League, application from Clubs of senior status and other Clubs, not below Intermediate status invited by the Management Committee who are deemed to have the playing strength, grounds and facilities suitable for the Premier Division.

(ii) The champion Club and runner-up of Division One shall be eligible for promotion to the Premier Division subject to those Clubs meeting the criteria for membership of the Premier Division. The three Clubs with the least number of points shall be relegated to the Division Twos. Any Clubs relegated will be allocated to the Division Two within the section in which the Club is located.

(iii) The champion Club of each Division Two shall be eligible for promotion to Division One subject to those Clubs meeting the criteria for membership of the Division One. If the Division Two champions do not meet the criteria for membership of Division One or indicates it does not wish to be promoted or a vacancy exists then the next Club with the most points must always have preference over any other Club in the Division. If only one Club is promoted then only one Club will be relegated from Division One.

(iv) The runners-up of each Division Two, should they meet the criteria for membership of Division One, shall be eligible to play off for the third promotion place by a deciding match(es) played under conditions determined by the Management Committee and agreed by Clubs at the Annual General Meeting. If the runner-up from either Division does not wish to be promoted then the remaining Division Two runner-up will be automatically promoted. If less than three Clubs are promoted then only the requisite number of Clubs will be relegated. Any Clubs relegated will be allocated as decided by the Management Committee.

(v) No reserve side of any Club will be considered for the Premier Division, Division One or Divisions Two.

#### **REFEREES**

- 13 (A) Registered Referees (and Assistant Referees where approved by the FA or County FA) for all matches in the Premier Division and Inter-regional Cup shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s). Assistant Referees will be appointed by the League in other Divisions and Cup matches whenever possible. In Divisions One, Two, the Reserve Divisions 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 in a fine of £10.00 being imposed.

(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 must **agree** upon a Referee. A Referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee. **Clubs in default will be fined £20.00.**

(C) **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. Where Assistant Referees are not appointed each Club shall provide a Club Assistant Referee preferably suitably dressed. Failure to do so will result in a fine of £10.00 being imposed on the defaulting Team.**

(D) The appointed Referee shall have the 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 unless the ground is declared fit for play.**

(E) Match Officials appointed under this Rule shall be entitled to the following match fees. **Referee's fees in the Premier Division, Inter-Regional Challenge Cup and Invitation Floodlight Cup shall be £27.00 and Assistant Referees fees £17.00 plus travelling expenses of 30 pence per mile, capped at £15.00 or if travelling by public transport the actual fares incurred. In all other Divisions and Cups the Referee's fees to be £30.00 inclusive and Assistant Referee's fee £20.00 inclusive. If any official travels over 50 miles round trip for an appointment outside of the Premier Division, Inter-Regional Challenge Cup and Invitation Floodlight Cup then an additional allowance of £10.00 is to be paid in expenses.**

**In all cup Semi-Finals the fees and expenses to be as for the Premier Division.**

The Home Club shall offer to pay the Officials fees and expenses **prior to the match. In any event they shall be paid immediately after the match. Failure to comply the defaulting clubs shall be fined £10.00.**

(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 plus expenses**. 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 engagement, and failing to give a satisfactory explanation as to his non-appearance, may **be reported** to the Association with which he 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 **£10.00** or dealt with as the Management Committee shall determine.

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 Football Association.

(I) **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.**

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

## CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

14 (A) After 31st December in the current Season a Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfillment of all other obligations to the Competition must notify the **General Secretary** in writing by 31st March each season or be liable to a fine not exceeding **£100.00**.

(B) 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.

(i) Any Club infringing this rule after the fixtures have commenced shall be liable to a fine not exceeding **£100.00** per team and shall also be liable for its share of any call which may be made under Rule 5(B).

(ii) Any Club infringing this rule and not disbanding before the fixtures have commenced shall be liable to a fine not exceeding **£100.00** per team and shall also be liable for its share of any call which may be made under Rule 5(B).

(iii) Any Club infringing this rule and not disbanding before the fixtures have commenced cannot be fined but will be liable for their financial commitments prior to disbanding.

(C) The Membership for the coming season having been decided at a Special General Meeting held for that purpose not earlier than **1<sup>st</sup> July** nor later than **15<sup>th</sup> July** or at the Annual General Meeting held not later than **30<sup>th</sup> 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.

(D) In the event of a Member Club which is an un-incorporated 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 General 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.

**Clubs will not be permitted to make application to join any other League unless permission has been sought by the Club, in writing on or before 31st January in any Season and granted by the Management Committee, such application to be made to the General Secretary.**

## 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 **fitness of the ground**, 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 **in writing** with the Referee before the commencement of the match. Any Club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this Rule and shall be dealt with by the Management Committee.

(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 in duplicate with the **General 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) Any dispute occurring between Clubs in the Competition shall be referred for determination by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.

(D) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the **General** Secretary a sum of **£25.00**. 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.

(E) 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** day's notice of the Hearing should they be instructed to attend.

(ii) Should a Club elect to state its case in person then they should forward a deposit of **£50.00** and indicate such when forwarding the written response.

#### **BOARD OF APPEAL**

16 Within 14 days of the posting of written notification of any decision of the Management Committee or the Competition a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the **Chief Executive** of the **Kent County Football Association Limited whose address may be obtained by email at - info@kentfa.com** including the **requisite deposit** for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with F A Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned.

No appeal can be lodged against a decision taken at an Annual 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, the accredited delegates present shall have the power to exclude any Club or Team from further 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.

(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 (2/3rds) 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 Clauses (A) and (B) of this Rule.

(D) **Any Club or Team failing to complete all of its fixtures in any season shall (unless the conditions are beyond their control, or the accredited delegates present at the Annual General Meeting or a Special General Meeting decide otherwise by a majority of two-thirds of the votes cast) be debarred from membership the following season.**

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

18 (A) 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 Association may decide.

(B) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-

“We A \*\*\*\* and B \*\*\*\*, the Chairman and Secretary \*\*\*\* of F C, 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 **in good order and clean condition** on or before **31st March. Failure to do so will incur a fine of £25.00.**

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.”

(C) **At the close of each Competition up to sixteen awards may be made to the winners and runners-up if the funds of the Competition permit and at the sole discretion of the Management Committee.**

**The League shall be responsible for the insurance of all Trophies, the cost of such may be reclaimed from the winning Clubs. It is the responsibility of all cup winners to have their name inscribed on the Trophy (in the case of the West Kent Challenge Shield to have an inscribed shield added to the Trophy) before returning same to the League. Any Club failing to do so will be charged the cost of engraving and fined the sum of £10.00. No trophy shall be won outright.**

#### **SPECIAL GENERAL MEETINGS**

19 Upon receiving a requisition signed by two-thirds of the Clubs in membership the **General** 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 **Full** 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 failing to be represented at a Special General Meeting without satisfactory reason being given **shall** be fined **£50.00**. Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings,

All amendment of Rules can only be implemented once approved by the appropriate sanctioning authority.

**A Clubs meeting will be held in August of each season to receive the Handbooks and other relevant business. Any Club failing to attend shall be fined £50.00.**

## ALTERATION TO RULES

- 20 (A) Alterations, for which consent has been given by the sanctioning Association, 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 the Rule relating to the qualification of players shall not take effect until the following season.

Notice of proposed alterations **which must be duly seconded** to be considered at the Annual General Meeting shall be submitted to the **General Secretary** by **31<sup>st</sup> March** in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by **21<sup>st</sup> April** and any amendments thereto shall be submitted to the **General Secretary** by **10<sup>th</sup> 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 and entitled to vote are in favour.

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

(B) All expenditure in excess of **£500.00** shall be approved by the Management Committee. Payments may be made either by cheque **which** shall be signed by at least two Officers nominated by the Management Committee, **namely Chairman, Treasurer and / or General Secretary or by on line banking and telephone banking 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 the Competition shall be prepared and shall be **verified** annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

## EXCHANGE OF TEAM SHEETS

- 22 **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 £10.00.**

**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.**

## MATCH OFFICIALS EQUALISATION

- 23 **For all League matches played in the Premier Division the travelling expenses of match officials will be pooled. The Treasurer shall at the end of each Season divide the total cost of officials by the total Clubs. Where the payment made by the Club is less than the equal share of the pool the Club shall pay the difference to the League. Where the sum paid by the Club is more than an equal share of the pool the League will reimburse the Club accordingly.**

### POSTPONED OR ABANDONED MATCHES

- 24 If ground conditions are impossible owing to weather, except where due to Bye-Laws or local rules the groundsman decides 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. The visiting Club and Match Officials shall be notified at once to prevent unnecessary travel and the appropriate Fixture Secretary and Referees Appointments Officer notified as soon as possible thereafter and in any event no later than the time determined for the telephoning of match results. Any Club in breach of any of these provisions will result in a fine of £50.00 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.

### SERVICE CLUBS ORDERED ABROAD

- 25 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.

### RESERVE DIVISIONS

- 26 The constitution of the Reserve Divisions shall be at the discretion of the Management Committee. No team may be promoted. In the event of Member Clubs' first team being accepted into the membership of a higher league within the National League System the Reserve team shall have the right to remain in the Reserve Division otherwise the Reserve team shall be withdrawn at the time of departure of the first team.

### ADMISSION CHARGES - GATE RECEIPTS

- 27 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.

### CUP COMPETITIONS

- 28 (A) The Cup Competitions comprise:
- (i) Inter-Regional Challenge Cup
  - (ii) Eastern Section 'Les Leckie' Cup
  - (iii) Invitation Floodlight Cup
  - (iv) West Kent Challenge Shield
  - (v) Reserve Divisions Cup

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 first teams allocated to the Eastern Section Division Two will be required to enter.
- (iii) Invitation Floodlit Cup – By invitation only to member Clubs
- (iv) West Kent Challenge Shield. All first teams allocated to the Western Section Division Two will be required to enter.
- (v) Reserve Cup. All Reserve teams will be required to enter.

- (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 not exceeding £100.00 unless they are engaged in a Football Association or County Football Association Cup Competition.

**(D) General and Organisation**

(i) The Inter-Regional Challenge Cup and Reserve Divisions Cup to be organised to produce four Clubs from each section to proceed to an open draw for the quarter-final and later rounds. All other 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 Club 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 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 not exceeding £100.00 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

(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 any other League or a more Senior Cup shall be eligible to play in the Reserve Divisions Cup 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 Cup includes

- (i) Inter-Regional Challenge Cup
- (ii) Eastern Section 'Les Leckie' Cup
- (iii) Invitation Floodlight Cup
- (iv) West Kent Challenge Shield

**(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 £10.00. Clubs competing in the Final must provide three stewards / ball boys to assist in match arrangements. Defaulting Clubs will be fined £10.00 for each steward / ball boy short.

(b) Team sheets to be completed as per Rule 22 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 of £10.00. 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**

**29 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 £20.00.**

### **SPONSORS**

**30 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**

**31 All TEAMS in the League must register with an 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" or similar course. Copies of the relevant certificates / qualifications must be lodged with the League.**

**Teams that have not complied will be fined £50.00 and will not be allowed to play their fixtures.**

## PROGRAMME AND MEDIA DETAILS

- 32 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 £20.00.

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 not exceeding £250.00. 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 not exceeding £250.00 as they deem appropriate.

## QUALIFIED COACH

- 33 With effect from season 2012/2013 no team will be allowed to play in the Premier Division or Division One of the League unless they have a qualified Level 2 Coach. The League will sponsor an annual Level 2 course to support this requirement.

### 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.

