



**North Berks  
Football League**

# **HANDBOOK**

## **2017 - 2018 Season**

*Comprising:*

**Directory of:**

Officials, Clubs and Referees

**Rules of:**

North Berks League - North Berks Cup  
Charity Shield - North Berks League Cup - AG Kingham Cup  
War Memorial Cup - Nairne Paul Reserve Cup



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## Section One - Contacts

### 1. Members of League Management Committee

**President** - Mr W J Gosling

**Vice President** - Mr E P Tilley

**Life Vice Presidents** - Mr R W Bishop, Mr A Wells, Mr R J Wood,  
Mr L Addison, Mr M Houseman, Mr A Dean

**Life Members** - Mr W J Gosling, Mr E P Tilley, Mr D B Rich, Mr M J Panting

#### **Chairman & Disciplinary Secretary**

Mr S Bolton

Tel: 01865 407156 (Home) 07795 471222 (Mobile)

e-mail: stevembolton@gmail.com

#### **Vice-Chairperson/Assistant Secretary/Welfare Officer**

Mrs C Angell

Tel No. 01635 35612 (Home) 07778 216999 (Mobile)

e-mail: Cheryl.angell@btinternet.com

#### **Hon. General Secretary**

Mr D B Rich

14 Sandy Lane, Shrivenham, Swindon SN6 8DZ

Tel: 01793 782270 (Home) 07779 860255 (Mobile)

e-mail: david.rich289@btinternet.com

#### **Hon. Treasurer**

Mr M J Panting

20 Barnett Road, Steventon, Abingdon, Oxon OX13 6AJ

Tel: 01235-202599 (Home)

e-mail: michaelpanting@ntlworld.com

#### **Hon. Fixtures Secretary**

Mr C S East

Tel: 07914 380636 (Mobile)

e-mail: charlieeast1550@gmail.com

#### **Hon. Registration Secretary**

Mr P Spracklen

30 Blenheim Gardens, Grove, Wantage, Oxon OX12 0NP

Tel: 01235 764491 (Home) 078606 28206 (Mobile)

e-mail: pspracklen@sky.com

#### **Hon. Referees Secretary**

Mr D Foulks

Tel No. 01235 527998 (Home) 07885 230180 (Mobile)

e-mail: davidfoulks@talktalk.net

**Assistant Referees Secretary**

Mr. C Woodley  
Tel: 07775 492620 (Mobile)  
e-mail: coby.woodley@gmx.com

**Media Relations Officer**

Mr R Underwood  
Tel: 07710 659411 (Mobile)  
e-mail: Richard.underwood@oxinst.com

**Website Officer**

Mr A Tranter  
Tel: 01793 782526 (Home) 07789 108431 (Mobile)  
e-mail: fl11@btinternet.com

**Grounds Inspection Officer**

Mr D Meadham  
Tel: 01865 407882 (Home) 07522 367424 (Mobile)  
e-mail: jmeadham@aol.com

**League Management Representatives**

Mr G Long (Group A)  
Tel: 01235 413199 (Home)  
e-mail: geofflong68@hotmail.co.uk

Mr N Falcini (Group A)  
Tel: 07715 015991 (Mobile)  
e-mail: nfalcini@imprivata.com

Mr C Salmon (Group B)  
Tel: 01235 510546 (Home) 07947 309120 (Mobile)  
e-mail: chrissalmon1960@yahoo.co.uk

Mr D Lough (Group B)  
Tel: 01488 71290 (Home)  
e-mail: d\_lough12@btinternet.com

Mr L Reade (Group B)  
Tel: 077782 12989 (Mobile)  
e-mail: Laurence\_reade@yahoo.com

Mr M Rea (Group B)  
Tel: 0782500 5367 (Mobile)  
e-mail: mickrea@icloud.com

Mr L Paddock (Group A)  
Tel: 01235 768869 (Home)  
e-mail: leroy60@btinternet.com

## Section Two - Club Information & Guidance

### 6. Directory of Clubs

APPLEFORD FC	Affiliated to Berks & Bucks FA
Colours	Royal Blue & Black Striped Shirts, Black Shorts, Blue Socks
Hon Secretary	Mr Harrison James
e-mail	applefordfc@hotmail.com
Contact Tel No's	01235 848455 (H) 07856 725336 (M)
Location of Ground	Drayton FC, Recreation Ground, Lockway, Drayton OX14 4LF
Emergency Contact	Andy Lee 07714 720864 (M)

ARDINGTON & LOCKINGE FC	Affiliated to Berks & Bucks FA
Colours	All Royal Blue
Hon Secretary	Mrs Julie Scarrott
e-mail	juliescarrott@hotmail.co.uk
Contact Tel No's	077270 74163 (M)
Location of Ground	White Road (Off Well Street), Ardington OX12 8QB
Emergency Contact	Paul Wilkins 078895 26959 (M)

BENSON LIONS	Affiliated to Oxfordshire FA
Colours	All Red
Hon Secretary	Mr Peter Smiley
e-mail	petersmiley2@gmail.com
Contact Tel No's	01491 832040 (H) 07977 107517 (M)
Location of Ground	RAF Benson (identification required to enter site)
Emergency Contact	Jon Radcliffe 07966 352207 (M)

BERINSFIELD	Affiliated to Oxfordshire FA
Colours	First Team: Red & Black Shirts, Red Shirts & Socks Reserve Team: Blue & Black Shirts, Blue Shorts & Socks
Hon Secretary	Jackie Cullen
e-mail	jackiecullen77@aol.com
Contact Tel No's	Tel: 01865 341334 (H) 07983 399992(M)
Location of Ground	Lay Avenue, Berinsfield
Emergency Contact	Nathan Frost 07815 323704

BLEWBURY	Affiliated to Berks & Bucks FA
Colours	All Blue
Hon Secretary	Mr Paul Woods
e-mail	woodys33@sky.com
Contact Tel No's	07703 599779 (M)
Location of Ground	Bohams Road, Blewbury
Emergency Contact	Chris Savage 07837 693143 (M)

CHOLSEY UNITED FC	Affiliated to Berks & Bucks FA
Colours	Yellow Shirts, Black Shorts, Yellow Socks
Hon Secretary	Mr Wayne Mangan
e-mail	w.mangan183@icloud.com
Contact Tel No's	07403 333322 (Mobile)
Location of Ground	Crowmarsh Gifford FC, Crowmarsh Recreation Ground, The Street, Crowmarsh
Emergency Contact	Chris Allum 07852 72305 (M)

COMPTON	Affiliated to Berks & Bucks FA
Colours	All Green
Hon Secretary	Mr Mark Pinfold
e-mail	markpinner@hotmail.co.uk
Contact Tel No's	01635 578521 (H) 07584 269394 (M)
Location of Ground	Burrell Road, Compton
Emergency Contact	Alex Caines 079099 30958 (M)

## NORTH BERKS FOOTBALL LEAGUE

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CROWMARSH GIFFORD FC	Affiliated to Berks & Bucks FA
Colours	Orange Shirts, Black Shorts, Black Socks
Hon Secretary	Josh Nathanielsz
e-mail	joshnathanielsz@googlemail.com
Contact Tel No's	078257 11578 (M)
Location of Ground	Crowmarsh Recreation Ground, The Street, Crowmarsh
Emergency Contact	Joe Nathanielsz 07921 954140 (M)

CUMNOR MINORS	Affiliated to Berks & Bucks FA
Colours	All Dark Blue
Hon Secretary	Charlie Bennett
e-mail	charliebennett96@icloud.com
Contact Tel No's	078025 44510 (M)
Location of Ground	Milton United FC (Second Pitch) Potash Lane Milton Heights Near Abingdon OX14 4DP
Emergency Contact	Peter Bennett 07717 779614 (M)

DRAYTON	Affiliated to Berks & Bucks FA
Colours	Amber & Black Shirts, Black Shorts & Socks
Hon Secretary	Mr Alan Alston
e-mail	apa_drayton@hotmail.com
Contact Tel No's	01235 531425 (H) 07759 103298 (M)
Location of Ground	Recreation Ground, Lockway, Drayton OX14 4LF
Emergency Contact	Pete Ivey 07704 166982 (M)



EAST HENDRED	Affiliated to Berks & Bucks FA
Colours	Royal Blue & Black Striped Shirts, Black Shorts, Royal Blue Socks
Hon Secretary	Steve Mulford
e-mail	stevemulford58@hotmail.co.uk
Contact Tel No's	07751 515412 (M) 01235 818027 (H)
Location of Ground	East Hendred Sports Club, Mill Lane, East Hendred OX12 8JS
Emergency Contact	James Hicks 07799 004711 (M)

FARINGDON TOWN	Affiliated to Berks & Bucks FA
Colours	Reserve Team & A-Team All Red
Hon Secretary	Colin Smith
e-mail	col.nin@icloud.com
Contact Tel No's	07554 507970 (M)
Location of Ground	Tucker Park, Park Road, Faringdon SN7 7BP
Emergency Contact	Simon Harrington 077894 37227 (M)

GROVE RANGERS	Affiliated to Berks & Bucks FA
Colours	Sky Blue Shirts, Claret Shorts & Socks Change Colours: All Claret
Hon Secretary	Steph Bristow
e-mail	groverangers@live.co.uk
Contact Tel No's	01235 768121 (H) 07540 349776 (M)
Location of Ground	Cane Lane Recreation Ground, Grove
Emergency Contact	Stuart Bristow 07872 939230 (M)

**NORTH BERKS FOOTBALL LEAGUE**

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HAGBOURNE UNITED	Affiliated to Berks & Bucks FA
Colours	Navy Blue & White Shirts, White Shorts, Navy Blue & White Socks
Hon Secretary	Mr Trevor Davies
e-mail	hagbourneutd@ntlworld.com
Contact Tel No's	07908 014047 (M)
Location of Ground	East Hagbourne Recreation Ground, Great Mead (off New Road), East Hagbourne OX11 9BW
Emergency Contact	John Symonds 07831 714076 (M)

HANNEY 66 CLUB	Affiliated to Berks & Bucks FA
Colours	Sky Blue & White Striped Shirts, Black Shorts, White Socks
Hon Secretary	Andrew Hayward
e-mail	andrewhayward10@btinternet.com
Contact Tel No's	07595 631397 (M)
Location of Ground	War Memorial Hall, East Hanney
Emergency Contact	Sue Catherall 01865 821219 (H)

HANNEY UNITED	Affiliated to Berks & Bucks FA
Colours	Red & Black Striped Shirts, Black Shorts, Black Socks
Hon Secretary	Steve Weeks
e-mail	scweekly1970@hotmail.com
Contact Tel No's	01235 765254 (H) 07795 631397 (M)
Location of Ground	War Memorial Hall, East Hanney
Emergency Contact	Chris Hunt 07792 845796 (M)

HARWELL FC	Affiliated to Berks & Bucks FA
Colours	Black & White Striped Shirts, Black Socks
Hon Secretary	Jake Chaffey
e-mail	jakechaffey@hotmail.com
Contact Tel No's	07557 058701 (M))
Location of Ground	Harwell Oxford Campus, Harwell Laboratories Recreation Association, Rutherford Avenue, Harwell OX11 0DF
Emergency Contact	Alan Bertram 07974 305262 (M)

KINTBURY RANGERS	Affiliated to Berks & Bucks FA
Colours	Reserve Team: Orange Shirts Black Shorts Orange Socks
Hon Secretary	Tom Allsop
e-mail	tom.allsop@btinternet.com
Contact Tel No's	07771 636594 (M)
Match & Registrations Secretary	John Sopp
e-mail	johnsopp@btinternet.com
Contact Tel No's	07776 305397 (M))
Location of Ground	Inkpen Road, Kintbury
Emergency Contact	Arthur Sears 01488 658778 (H)

LAMBOURN SPORTS	Affiliated to Berks & Bucks FA
Colours	Red & White Striped Shirts, Red Shorts & Socks
Hon Secretary	Jason Williams
e-mail	jasonwilliams50@googlemail.com
Contact Tel No's	077998 90841 (M)
Location of Ground	Lambourn Sports Club, Bockhampton Road, Lambourn RG17 8PS
Emergency Contact	Nick Rackham 07788 140641 (M)

## NORTH BERKS FOOTBALL LEAGUE

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LETSCOMBE RESERVES	Affiliated to Berks & Bucks FA
Colours	All Purple
Hon Secretary	Mr Des Williams
e-mail	deswilliams45@btinternet.com
Contact Tel No's	01235 764130 (H) 07765 144985 (M)
Location of Ground	Bassett Road, Letcombe Regis OX12 9LJ
Emergency Contact	Dennis Stock 01235 766279 (H) 07968 875132(M)

LONG WITTENHAM ATHLETIC	Affiliated to Berks & Bucks FA
Colours	Both Teams: All Claret
Hon Secretary	Chris Salmon
e-mail	chrissalmon1960@yahoo.co.uk
Contact Tel No's	01235 510546 (H) 07947 309120 (M)
Location of Ground	Bodkins Sportsfield, Long Wittenham East End of Village
Emergency Contact	Derek Meadham 01865 407882 (H)

MARCHAM	Affiliated to Berks & Bucks FA
Colours	1st Team: Sky Blue & Maroon Shirts, Maroon Shorts, Sky Blue Socks Reserve Team: Pink & Navy Shirts, Navy Shorts, Pink Socks
Hon Secretary	Tristan Barratt, 18 The Gap, Marcham, Abingdon, Oxon OX13 6NJ
e-mail	tristar1976@msn.com
Contact Tel No's	01865 391251 (H) 07789 552244 (M)
Location of Ground	Morland Road, Marcham OX13 6PY
Emergency Contact	Dan Barnes 07800 714355 (M)

NORTH OXFORD	Affiliated to Oxfordshire FA
Colours	1st Team Yellow Shirts, Black & Yellow Shorts & Socks Res Team: Pink & Black Striped Shirts, Black Shorts, Pink & Black Socks
Hon Secretary	Mr Alan Thomas
e-mail	hopeandpencils@aol.com
Contact Tel No's	07899 661646 (M) 01865 558003 (H)
Location of Ground	Cuttelowe Park (Pitch No.1), Oxford
Emergency Contact	Richard Hinkin 07472 441530 (M)

SAXTON ROVERS	Affiliated to Berks & Bucks FA
Colours	Red Shirts, Black Shorts & Socks
Hon Secretary	Mr Rab Bremner
e-mail	Robert.j.bremner@royalmail.com Saxtonrovers@outlook.com
Contact Tel No's	07752 390039 (M) 01865 269815 (W)
Location of Ground	Caldecott Road Recreation Ground, Abingdon
Emergency Contact	Gary Brown 074295 82430 (M)

STANFORD IN THE VALE	Affiliated to Berks & Bucks FA
Colours	Yellow Shirts, Royal Blue Shorts & Socks
Hon Secretary	Mr Neil Falcini
e-mail	nfalcini@imprivata.com
Contact Tel No's	07715 015991 (M)
Location of Ground	Cottage Road, Stanford in the Vale
Emergency Contact	Simon Jackson 07979 917001 (M)

## NORTH BERKS FOOTBALL LEAGUE

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STEVENTON	Affiliated to Berks & Bucks FA
Colours	All Royal Blue
Hon Secretary	Samantha McBeth
e-mail	mcbeth_sam@hotmail.co.uk
Contact Tel No's	077962 63494 (H)
Location of Ground	Steventon Green, Milton Lane, Steventon
Emergency Contact	Barry McBeth 07748 770235 (M)

SUTTON COURTENAY	Affiliated to Berks & Bucks FA
Colours	First Team: Orange Shirts with Black Stripe, Black Shorts and Socks Reserve Team: All Royal Blue
Hon Secretary	Kelly Breakspear
e-mail	kellybreakspear@googlemail.com
Contact Tel No's	07713 337209 (M)
Location of Ground	Recreation Ground, High Street, Sutton Courtenay OX14 4AR
Emergency Contact	Peter Breakspear 01235 848734 (H) 078688 18689 (M)

UFFINGTON UNITED	Affiliated to Berks & Bucks FA
Colours	1st Team Orange Shirts, Black Shorts & Socks Reserve Team: Black & White Striped Shirts, Black Shorts, Black & White Socks
Hon Secretary	Helen Wilkins
e-mail	h_jwilkins@yahoo.co.uk
Contact Tel No's	01367 870487 (H) 07990 975056 (M)
Location of Ground	Fawler Road, Uffington
Emergency Contact	Brian Wilkins 075969 83344 (M) 01367 870487 (H)

WALLINGFORD TOWN AFC	Affiliated to Berks & Bucks FA
Colours	Red & White Striped Shirts, Black Shorts, Red Socks Reserve & A Team Colours: Red & White Shirts, Black Shorts, Red Socks
Match Secretary	Steven Sherwood
e-mail	stevesherwood@hotmail.co.uk
Contact Tel No's	01491 838522 (H) 07876 805679 (M)
Location of Ground	Wallingford Sports Park, Hithercroft Road, Wallingford
Emergency Contact	Daniel Marks 07771 663357 (M)

WATLINGTON TOWN	Affiliated to Oxfordshire FA
Colours	Red & Black Shirts, Black Shorts & Socks
Hon Secretary	Mark Carter
e-mail	markcarter783@btinternet.com
Contact Tel No's	01491 612729 (H) 07799 866343 (M)
Location of Ground	Shirburn Road, Watlington OX49 5BZ
Emergency Contact	Keith Woolfson 075400 91650 (M)

WESTMINSTER	Affiliated to Oxfordshire FA
Colours	Red Shirts, Black Shorts, Red Socks
Hon Secretary	Simon Joyce
e-mail	simonj09@yahoo.co.uk
Contact Tel No's	07715 976572 (M)
Location of Ground	Appleton Sports Field, Netherton Road, Appleton OX13 5QW
Emergency Contact	Joe Hughes 07837 042403 (M)

**NOTES**



## **CLUB SECRETARIES**

### **NOTES FOR GUIDANCE**

*These notes are for guidance and should be used in conjunction with the League Rules.*

Annual Subscriptions to be paid to the Hon.Treasurer on or before 31st July or before the start of the North Berks League Season, whichever is earlier-Rule 3 (B).

All Fines and accounts to be paid to the Hon.Treasurer within 21 days of the date of posting-Rule 5 (i).

#### **Registration**

The last day for player registration and transfers is 1st March.

All players to complete and sign a registration form countersigned by an Officer of the Club (these forms to be retained by the Club Secretary and shall be available to the League Management Committee on request), Clubs to complete a registration by entering the players details on The FA Whole Game System by midday on the preceding day of a fixture and obtain approval from the Registration Secretary prior to playing.

All Clubs to ensure that all players are registered as ACTIVE on The FA Whole Game System.

Should a Club have any doubts over player registration then please check with either the Registration System or The FA Whole Game System before playing the player.

#### **Before Matches**

Confirm the fixture and location of Ground to the appointed Referee and the Secretary of the opposing Club-Rule 10 (d).

Check colours for possible clash, home team to change if necessary-Rule 9 (a).

Changing Accommodation to be open and ready thirty minutes before Kick-Off Rule 10 (B) paragraph 3.

When a playing pitch is not enclosed with at least a post and rope barrier then a white line to be clearly marked behind goals-Rule 10 (B).

Home Club to provide suitable flags for the Club Assistant Referees.

Home Club to provide at least two suitable match-balls Rule 10 (B) paragraph 15.

Home Team to supply the Match Result Sheet and complete all relevant details (in BLOCK CAPITALS), including players' forenames and surnames including substitutes, and pass on to the opponents in adequate time for them to complete their details and return to the Home Team, the Home Team Official to ensure that it is fully completed and with the Referee at least 15 minutes prior to Kick-Off.

#### **During Matches**

Home Club to appoint a responsible Club Official for the security of the Changing Accommodation including ensuring that the area is securely locked during play.

#### **After Matches**

Match Officials to be paid within 15 minutes of the end of the match-Rule 13 ( E).

Each Club within 15 minutes of the completion of the Match collect the Match Result Sheet from

the referee. The sheets to be then exchanged between the Clubs for the goalscorers, substitute players and the mark of the referee to be entered.

It is the responsibility of the Home Club that the Master Copy of the Match Result Sheet is fully completed and forwarded via e-mail or by post to the Hon Registration Secretary. This must be received by the Registration Secretary within two days (Sundays excluded) of the completed match. Should a fixture be postponed the fully completed and signed Postponement Form must be forwarded to the Hon Fixtures Secretary as per League Rules and Telephone Result procedure carried out in the normal manner.

All Clubs to ensure match details are promptly entered on FA Full-Time System.

The Home Club is responsible to text the result of all matches to the designated league officer by 5.pm on a Saturday and within 75 minutes of the end of the match on other days, information regarding the goalscorers first names and surnames in the match shall clearly be recorded in this text. In outside Cup Competitions against non-North Berks League clubs the away side must text in the match result and goalscorers names.

### **THE DESIGNATED NBFL OFFICIAL IS RICHARD UNDERWOOD ALL RESULTS AND GOALSCORERS' NAMES TO BE TEXTED TO 07710 659411**

The Home Club shall forward the fully completed Match Result Sheet to the Hon. Registration Secretary. The fully completed Match Result Sheet must be received by the Hon. Registration Secretary within two days (Sundays excluded) of the completed match. This can be e-mailed to the Registration Secretary if desired. Club's are also responsible for entering their match details on Full Time. Should a fixture be postponed the fully completed Postponement Form must be completed and forwarded to the Hon. Fixtures Secretary as per League Rules and Telephone Result procedure followed in normal manner.

### **GUIDANCE FOR THE MARKING OF REFEREES**

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

Notes

- \* Using a scale of up to 100 allows greater flexibility for Clubs to distinguish between different refereeing performances more accurately.
- \* A mark within each mark range can be given to reflect the referee's performance e.g. a mark of 79 indicates a somewhat better performance than a mark of 71.
- \* A mark between 71 and 80 represents the standard of refereeing expected.
- \* When a mark of 50 or less is awarded, an explanation must be provided to the League or Competition. It must include comments which could help improve the referee's future performance. Even where a Referee has significant shortcomings there will have been some

Mark Range	Comment
91-100	The referee was extremely accurate in decision making and very successfully controlled the game using management and communication skills to create an environment of fair play. Adding real value to the game.

Mark Range	Comment
81-90	The referee was very accurate in decision making and successfully controlled the game using management and communication skills to create an environment of fair play.

Mark Range	Comment
71-80	The referee was accurate in decision making and controlled the game well, communicating with the players, making a positive contribution towards fair play.

Mark Range	Comment
61-70	The referee was reasonably accurate in decision making. Controlled the game quite well and communicated with players, establishing a reasonable degree of fair play.

Mark Range	Comment
51-60	The referee had some shortcomings in the level of accuracy of decision making and control with only limited success in communicating with the players resulting in variable fair play.

Mark Range	Comment
50 and below	The referee has significant shortcomings in the level of decision making and control with poor communication with the players which resulted in low levels of fair play.

positive aspects which should be given credit. Extremely low marks (below 20) should be very rare.

### **How to decide on the Referee's Mark**

The following questions focus on the key areas of a referee's performance. They are intended as an 'aide memoire', are not necessary comprehensive and need not be answered individually. It is however, worth considering before committing yourself to a mark for the referee.

#### **Control & Decision Making**

- \* How well did the referee control the game ?
- \* Were the players' actions recognised correctly ?
- \* Were the laws applied correctly ?
- \* Were all incidents dealt with efficiently/effectively ?
- \* Were all the appropriate sanctions applied correctly ?
- \* Was the referee always within a reasonable distance of incidents ?
- \* Was the referee well positioned to make critical decisions, especially in and around the penalty-area ?
- \* Did the referee understand the players' positional intentions and keep out of the way accordingly ?
- \* Did the referee demonstrate alertness and concentration throughout the game ?
- \* Did the referee apply the use of advantage to suit the mood and temperature of the game ?
- \* Was the referee aware of the players' attitude to advantage ?
- \* Did the referee use the assistants effectively ?
- \* Did the officials work as a team, and did the referee lead and manage them to the benefit of the game.

#### **Communication & Player Management**

- \* How well did the referee communicate with the players during the game?
- \* Did the referee's level of involvement/profile suit this particular game ?
- \* Did the referee understand the players' problems on the day e.g. difficult ground/weather conditions ?
- \* Did the referee respond to the changing pattern of play/mood players ?
- \* Did the referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game ?
- \* Was the referee pro-active in his/her controlling of the game ?
- \* Was the referee's authority asserted firmly without being officious ?
- \* Was the referee confident and quick thinking ?
- \* Did the referee appear unflustered and unhurried when making critical decisions ?
- \* Did the referee permit undue questioning of decisions ?
- \* Did the referee deal effectively with players crowding around after decisions/incidents ?
- \* Was effective player management in evidence ?

- \* Was the referee's body language confident and open at all times ?
- \* Did the pace of the game, the crowd or players pressure affect referee negatively ?

### **Final Thoughts**

- \* Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- \* Judge the performance over the whole game. Don't be too influenced by one particular incident.
- \* Don't mark the referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.

### **League Administration**

- \* Always answer all correspondence when directed.
- \* Only telephone League officers between 6 p.m. and 9 p.m. when urgent advice or assistance is required.

### **First Aid**

The Home Club shall ensure that a fully stocked First Aid Box is available and that a qualified First Aider is in attendance.

### **Referee's Fees**

The Referee's Fee inclusive of travelling expenses shall be £40. The fee for Assistant Referees when appointed shall be £30 inclusive of travelling expenses.

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 a fee of £26 for the Referee and £19 for an Assistant Referee.

### **Club Assistant Referee**

An award is made annually to the Club Assistant Referee who obtains the highest average mark in North Berks League matches. Club Assistant Referees shall ensure that the officiating Referee is made aware of his name so that an assessment of his performance can be made and passed to the Hon Referees Secretary, who will collate the marks to determine the eventual winner. All referees in all North Berks fixtures should submit the marks on their Match Result Cards.

The North Berks League Management Committee fully supports the worthwhile scheme that encourages regular participation of Club Assistant Referees and undoubtedly increases the competency of individuals for the benefit of North Berks Football in general.

## **REPEATED SUBSTITUTIONS**

In Divisions 2, 3 and 4 League fixtures and in the following Cup Competitions:-

War Memorial Cup, AG Kingham Cup, League Cup and Nairne Paul Cup the following applies:-

A Club may at its discretion and in accordance with the Laws of the Game use five (5) substitute players in any match in the above named Competitions who may be selected from five (5) players.

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

In DIVISION ONE, NORTH BERKS CUP and CHARITY SHIELD the repeated substitution process is not permitted. The normal substitution process must be used.

**KICK-OFF TIMES**

Months Affected	KO Time	
September, October, February, March, April, May	2.30 p.m.	League Matches (Saturdays)
November, December, January	2.00 p.m.	League Matches (Saturdays)

Months Affected	KO Time	
September, October, March, April, May	2.30 p.m.	Cup Matches
November, December, January	1.30 p.m.	Cup Matches
February	2.00 p.m.	Cup Matches

**NOTES FOR GUIDANCE - REFEREES**

*These notes are for guidance and should be used in conjunction with the League Rules.*

We accept that most Referees acquaint themselves with the Rules of the Competition in which they officiate but rule changes and newly registered Referees often appreciate guidance, so please check the rules contained in the Handbook. For clarification on any items please contact the Referees Secretary who will be happy to assist.

Please be aware of the following:

- Advise Referees Secretary, as soon as possible, of 'open dates' for the League or non availability through refereeing or other commitments, even after being appointed.
- Acknowledge all appointments by return.
- Remember if you do not arrive at the ground 15 minutes before kick-off the Clubs must agree a suitable substitute referees. If you have to 'cry-off' at late notice please notify the Home Club in addition to the Referees Secretary.
- Remember Clubs must have their ground and accommodation open and ready for inspection at least 30 minutes prior to kick-off in order for any faults to be rectified eg lines, nets etc before the commencement of the game.
- Rule 10 (b) the proviso for not less than 60 minutes to be played (equal halves) under certain conditions.
- Cup Rules 4 (a & b) the proviso for extra time of 30 or 20 minutes, at the discretion of the referee, and the taking of kicks from the penalty mark, if so required.
- 40p per mile for travelling expenses payable for inspecting Grounds at a Club or League Management request in order to determine fitness for play.

A fee of £26 for a Referee and £19 for an Assistant Referee to be paid if a fixture is not played because of circumstances over which Clubs have no control.

- Contraventions of rules to be reported to the Referees Secretary on the Referees Match report card available through the League website.

# NORTH BERKS FOOTBALL LEAGUE

## REFEREES LIST 2017/2018 SEASON

Last Name	First Name	Email Address	Home Phone	Mobile Phone
Arcscott	David	david_arscott_14@yahoo.co.uk	01491 200557	07486360953
Barlow	John	johnbarlow1957@gmail.com	01635 32446	07775424231
Bell	Andy	abell@iee.org	01488 681497	07795 564925
Boyles	Paul	paul.boylesref@btinternet.com	01793 871455	07763 437712
Bush	Richie	richiebush2003@yahoo.co.uk	01793 783149	07789952781
Caven	Andrew	andycaven1985@gmail.com		07543074714
Caven	Dean	deancaven85@gmail.com		07841522541
Cotter	Mark	ann.cotter1@ntlworld.com	01235 200039	07792366423
Criddle	Alex	alexcriddle1003@hotmail.com		07824888230
Dean	Tony	tonydean325@hotmail.com	01235 765858	07989664989
Dewar	Adam	adam.dewar@hotmail.co.uk	01865 823150	07745895551
Dick	Paul	paulgdick@gmail.com	01635 201585	07585605606
Edwards	Darren	darren.edwards8667@ntlworld.com		07982 905540
Emery	Curtis	emery3emery@yahoo.co.uk	07972 302760	
Foulks	David	davidfoulks@talktalk.net	01235 527998	07885230180
Francis	Duncan	duncan.francis1@ntlworld.com	01235 224712	07770575592
Godfrey	Keith	keith.godfrey@hotmail.co.uk	01865 242263	07510250911
Herrington	Ian	ianherro810@gmail.com	01488648132	07879204696
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Hill	Darren	hilld715@sky.com		07800875971
Jackson	Bob	louiemargaret@aol.com	01488 208263	07747567515
Kavanagh	Oli	olikavanagh@hotmail.com	01491 572321	07972813977
Long	Geoff	geofflong68@hotmail.co.uk	01235 413199	07450219937
Morris	Mike	morrismuttley@sky.com	01865 400587	07508488698
Mufiri	Western	wessie778@gmail.com		07506407100



Last Name	First Name	Email Address	Home Phone	Mobile Phone
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Plaistow	Andy	aplaistow@aol.com	01235 766785	07764170936
Ramsbottom	Jon	jon.ramsbottom@ntlworld.com	01235 202465	07913995868
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Woodley	Andy	andywoodley@btconnect.com	01235 814663	07590556752
Woodley	Coby	coby.woodley@gmx.com		07879290384
Lowman	Darren	darrenlowman@hotmail.com	01491 599445	07909703932
Buckberry	Alan	a.buckberry@ntlworld		07908737117
Herbert	Paul	paulrherbert@btinternet.com	01993 700089	07947250864
Rowlands	John	john.rowlands4@ntlworld.com	01491 200225	07810848882
Bunn	Alex	footballref@btconnect.com		07837017369

### **MATCH FEES**

Referees where appointed £40 inclusive of travelling expenses.

Assistant Referees where appointed £30 inclusive of travelling expenses.

### **CLUB ASSISTANT REFEREE OF THE YEAR AWARD**

An award is made annually to the Club Assistant Referee who obtains the highest average mark in North Berks League matches. The officiating referee shall assess their performance and pass it to the Referees Secretary who will collate the marks to determine the eventual winner. All Referees in all games should submit marks on their Match Result Cards.

The North Berks Football League Management Committee fully supports the worthwhile scheme that encourages regular participation of Club Assistant Referees which undoubtedly increases the competency of the individuals for the benefit of North Berks Football in general.

Where Assistant Referees are not appointed each team shall provide a Club Assistant Referee (substitute players not permitted to act as assistant referees in Division One & Two fixtures) or be liable to a fine not exceeding £20 being imposed on the defaulting Team.

### **NORTH BERKS REFEREES ASSOCIATION**

Secretary: Thomas Kelly

e-mail: [tfkelly@outlook.com](mailto:tfkelly@outlook.com)

Tel No. 07741 470562 (mobile)

The NBFL Management Committee recommends that all of our registered referees join their local branch of The Referees Association. Meetings are normally held monthly during the Season.

### **FOOTBALL ASSOCIATION RESPECT PROGRAMME**

The North Berks Football League Management Committee fully support The Football Association Respect Programme and recommends that the 'Respect Handshake' procedure takes place before every fixture.

# LEAGUE RULES - 2017/2018 SEASON

## DEFINITIONS

1. (A) In these Rules:
  - “Affiliated Association” means an Association accorded the status of an affiliated Association under the Rules of The FA.
  - “AGM” shall mean the Annual General Meeting held in accordance with the constitution of the Competition.
  - “Deposit” means a sum of money deposited with the Competition as part of the requirements of membership of the Competition.
  - “Club” means a Club for the time being in membership of the Competition and “Team” means a side from a Club especially where a Club provides more than one (1) Team in a Division in accordance with the Rules.
  - “Competition” means the North Berks Football League.
  - “Competition Match” means any match played or to be played under the jurisdiction of the Competition.
  - “Secretary” means such person or persons appointed or elected to carry out the administration of the Competition.
  - “Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.
  - “Fees Tariff” means a list of fees approved by the Clubs at a General Meeting to be levied by the Management Committee for any matters for which fees are payable under the Rules.
  - “Fines Tariff” means a list of fines approved by the Clubs at a General Meeting to be levied by the Management Committee for any breach of the Rules.
  - “Ground” means the ground on which the Club’s Team(s) plays its Competition Matches.
  - “Management Committee” means in the case of a Competition which is an unincorporated association, the Management Committee elected to manage the running of the Competition and where the Competition is incorporated it means the Board of Directors appointed in accordance with the articles of association of that company.
  - “Match Officials” means the Referee, the Assistant Referees and any fourth official appointed to a Competition Match.
  - “Non Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment.
  - “Officer” means an individual who is appointed or elected to a position in a Club or Competition which requires that individual to make day to day decisions.
  - “Player” means any Contract Player, Non Contract Player or other Player who plays or who is eligible to play for a Club.
  - “Playing Season” means the period between the dates on which the first competitive fixture in the Competition is played each year until the date on which the last competitive fixture in the Competition is played.
  - “Rules” means these Rules under which the Competition is administered.
  - “Sanctioning Authority” means the Berks & Bucks County Football Association Limited.
  - “Scholarship” means a Scholarship as set out in Rule C 3 (a) (i) of the Rules of The FA.

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

“The FA” means The Football Association Limited.

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

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

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

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

(D) The Competition shall be known as the North Berks Football League. The Clubs participating in the Competition shall be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.

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

## **NOMENCLATURE AND CONSTITUTION**

2. (A) This Competition shall be designated the North Berks Football League, of which the North Berks Cup, North Berks Charity Shield, North Berks War Memorial Cup, North Berks League Cup, A.G. Kingham Cup and Nairne Paul Cup shall be subsidiaries, and shall not consist of not more than forty-four (44) Clubs approved by the sanctioning Authority.

(B) All such Member Clubs shall 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 Berks & Bucks County Football Association. The area covered by the Competition Membership shall be restricted to those Clubs who have their registered grounds situated within a twenty (20) miles radius of Stevenston Green. Failure to affiliate by the specified date shall incur a fine (£25.00), as set out in the Fines Tariff. This Competition shall apply annually for sanction to the Berks & Bucks Football Association and the constituent Teams of Member Clubs may be grouped in Divisions, each not exceeding fifteen (15) in number.

If more than seventy-five (75) Teams are entered there shall be a minimum of six (6) Divisions. Clubs may be represented in more than one (1) Division and the Team in the highest Division designated as the First Team, the Team in the next highest the Reserve Team, and if a third Team is entered the 'A' Team. The top Division shall be limited to a Club's First Team and no Club shall be allowed to have two (2) Teams in the same Division.

(C) This Competition shall only permit one (1) Team from a Club to participate in the same Division less there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. This Competition shall obtain the prior approval of the sanctioning Association in the event of a Division comprising of more than one (1) Team from the same Club. This Competition shall ensure that, where permission is given, Teams from a Club operating in the same Division are run as separate entities with no interchange of players other than via transfers of registration in accordance with Competition Rules.

(D) Inclusivity and Non-Discrimination

(i) This Competition and each Member Club shall be committed to promoting inclusivity and to eliminating all forms of discrimination.

(ii) Any alleged breach of the Equality Act 2010 legislation shall be referred to the appropriate sanctioning Association for investigation.

(E) Clubs shall comply with the provisions of any initiatives of The FA which are adopted by the Competition including but not limited to, Charter Standard and RESPECT programmes. Failure to comply the Club shall incur a fine (not exceeding £50.00), as set out in the Fines Tariff.

(F) Member Clubs shall not enter any of their Teams playing in the Competition in more than one (1) Saturday Competition to be included on the prescribed form (see Rule 2 (E)) to the General Secretary (with the exception of Football Association and County Football Association Competitions) except with the written consent of the Management Committee of the Competition. Failure to comply the Club shall incur a fine (not exceeding £50.00) as set out in the Fines Tariff.

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

(H) The League Management Committee shall carry out an inspection of the facilities of each Club making application, and a report of their findings, in writing, which shall be made available at the Annual General Meeting. New Clubs accepted into membership of the League at the Annual General Meeting shall be considered to be on probation for twelve (12) months.

**ENTRY FEE, SUBSCRIPTION, DEPOSIT**

3. (A) Applications by Clubs for admission to this Competition or the entry of an additional Team(s) shall be made in writing to the Secretary before 31st March and shall be accompanied by an Entry Fee (£25.00 per Team), as set out in the Fees Tariff, which shall be returned in the event of non-election at the Annual General Meeting.

If a Club decide to withdraw their application, prior to the Annual General Meeting, or not be present at the Annual General Meeting, the Entry Fee may be forfeited at the discretion of the Management Committee.

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

New applicants for membership shall be admitted at the Annual General Meeting providing a majority of votes is obtained. Grounds, facilities, playing records and Balance Sheets of Clubs seeking membership shall be inspected by at least two members of the Management Committee before the Annual General Meeting.

Providing details from new applicants are circulated to Member Clubs for their opinions, the Management Committee shall have the authority to accept new Clubs/Teams to enable them to give sufficient notice of withdrawal from the League of which they are members. The Management Committee shall have the right to recommend to the Annual General Meeting to refuse entry of any Club/Team if they deem such a course desirable.

(B) The Annual Subscription shall be (£25.00 per Team), as set out in the Fees Tariff, per Team payable on or before the 31st July in each year.

(C) Each Club shall within seven (7) days of election pay a Deposit (£100.00), as set out in the Fees Tariff, which shall be returnable to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee.

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

(E) Clubs shall advise annually to the Secretary in writing by 30th May of its County Football Association affiliation number for the forthcoming Season, failing which they shall incur a fine (not exceeding £15.00), as set out in the Fines Tariff. Clubs shall advise the General Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

**MANAGEMENT, NOMINATION, ELECTION**

4. (A) (i) The Competition shall be governed in accordance with the Rules and Regulations of The Football Association by a Management Committee comprised of the Officers and nine (6) members who shall be elected at the Annual General Meeting.

(ii) The Officers of the Competition shall be the President, Vice-President, Chairman, Vice-Chairman, Treasurer, General Secretary, Assistant General Secretary, Registration Secretary, Referees Secretary, Fixture Secretary, Disciplinary Secretary, Media Relations Officer, Website Officer, Development Officer, Welfare Officer and Ground Inspection Officer to be elected annually at the Annual General Meeting. (N.B. Verifiers are not Officers).

None of the following shall, at any time, hold more than one (1) Officer post: Treasurer, General Secretary, Registration Secretary, Referees Secretary and Fixtures Secretary, except under exceptional circumstances with the approval of the Management Committee, or in Cases of urgency by an Executive Committee of not less than three (3) Officers.

(iii) The Members shall be divided into two (2) Groups of three (3) with each Group serving the Management Committee for a period of two (2) years. The Groups shall be designated A and B. Members of one (1) Group shall be elected each year, i.e. A and B by annual rotation.

Members of the Management Committee shall not be eligible to additionally hold Officer positions.

All participants shall abide by The Football Association Regulations for Safeguarding Children as determined by the Association from time to time.

(B) (i) Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for elections as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two (2) Member Clubs, not later than 1st May in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting, In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting.

(ii) In the event of more than the required number of Representatives being nominated in any Group, the General Secretary shall, within six (6) days of the close of nominations, send a list of the nominated candidates and a voting paper to the Clubs. The Secretary of each Club shall complete the voting paper as required and return it to the General Secretary to reach him by the specified date. Every Club shall be entitled to cast a total number of votes equal to the number of vacancies but not more than one (1) vote per candidate. For elections under this Rule, the Management Committee shall appoint two (2) members to count the votes as soon as is practicable. All candidates shall be given notice of the count and have the right to attend.

(C) The Management Committee shall meet at least bi-monthly during the season. On receiving a requisition signed by two-thirds of the Members of the Management Committee the Secretary shall convene a meeting of the Committee. If a member of the Management Committee has been absent from three (3) Management Committee meetings in a season, without good reason, the member shall be removed from the Management Committee. As a consequence the Management Committee shall decide to either elect a Representative or invite nominations from Clubs. If more than one nomination is received an election shall be held in accordance with Rule

(D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings. Failure to comply the Club shall incur a fine (not exceeding £50.00), as set out in the Fines Tariff.

(E) All communications received from Clubs shall be conducted through their nominated Officers. Failure to comply the Club shall incur a fine (not exceeding £50.00), as set out in the Fines Tariff.

(F) The members (including any Life Members) of Division VI of the Berks & Bucks Football Association shall be 'ex-officio' Members of the Management Committee without having the right to vote.

### **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 such Sub-Committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of The Football Association or Affiliated Association.

(B) Subject to the permission of the Berks & Bucks 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 (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 have one (1) 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 is a conflict of interest. (This shall apply to the procedure of any Sub-Committee).



In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.

(D) The Management Committee shall have powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition shall be taken within twenty-eight (28) days of the Competition being notified.

With the exception of Rules 5(I), 6(H), 10(A), 11 and 19 for any breaches of Rule a formal written charge shall be issued. The respondent shall be given seven (7) 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 at a personal hearing

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

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

The maximum fine permitted for any breach of Competition Rule is £250.00 and when setting any fine, the Competition shall 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 shall be notified in writing to those concerned within ten (10) days.

(F) More than fifty percent (50%) of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and 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 having failed to comply with an order or instruction of the Management Committee within twenty-one (21) days of receipt of such order or within twenty-one (21) days of an operating date specified in that order, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to a fine (not exceeding (£60.00), as set out in the Fines Tariff, or otherwise penalised at the discretion of the Management Committee.

If the Management Committee is dissatisfied with the manner in which a Club is conducting its affairs, it shall have power to call Officers of that Club before it to seek explanation and provide guidance. Any Club failing to comply with a directive to attend shall incur a fine (not exceeding £60.00), as set out in the Fines Tariff. A Club suspended by the Association to which it is affiliated and so unable to fulfil a fixture of fixtures shall be liable to pay any expenses incurred as a result and shall incur a fine (not exceeding £60.00), as set out in the Fines Tariff.

(I) All fines and charges are payable forthwith and shall be paid within twenty one (21) days of the date of notification of the decision.

Any Club failing to do so shall incur a fine (not exceeding £50.00), as set out in the Fines Tariff. Further failure to pay the fine including the additional sum within fourteen (14) days shall result in fixtures being withdrawn until such time as the outstanding payments are settled.

For non-payment within fourteen (14) days a fine (not exceeding £15.00) shall be imposed, as set out in the Fines Tariff, unless an appeal has been lodged in accordance with Rule 16. A Club failing to pay fines, of at least £30.00, as set out in the Fines Tariff, within fourteen (14) days of notification shall be reported to the County or Service Football Association to which it is affiliated.

Clubs, Officials or individuals committing a breach of this Rule shall incur penalties as the Management Committee may impose and shall be ordered to pay costs incurred by the Management Committee (up to a maximum of £20.00), as set out in the Fees Tariff.

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

(K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition, between the Annual General 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 shall be transacted by electronic mail or facsimile.

(M) An Officer or Member having served on the Management Committee for twenty-five (25) years shall become a Life Member.

**ANNUAL GENERAL MEETING**

6. (A) The Annual General Meeting shall be held not later than 30th June and be transacted provided that at least 75% of 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 Verifier of Accounts.
  - (viii) Alteration to 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 Competition.
  - (x) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.
- (B) A copy of the duly verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen (14) days prior to the meeting, and to the Berks & Bucks County Football Association together with any proposed change of Rules.
- (C) A signed copy of the duly verified Balance Sheet, Statement of Accounts shall be sent to the Berks & Bucks County Football Association within fourteen (14) days of its adoption by the Annual General Meeting.
- (D) Each Member Club shall be empowered to send two (2) delegates to an Annual General Meeting. Each Club shall be entitled to one (1) vote only. Not less than fourteen (14) 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 shall 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 is demanded by at least fifty (50) percent of the delegates qualified to vote or the Chairman so decides.
- (G) No individual shall be entitled to vote on behalf of more than one (1) Member Club.
- (H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall incur a fine (not exceeding £25.00), as set out in the Fines Tariff.

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

**AGREEMENT TO BE SIGNED**

7. The Chairman and the Secretary of each Club which is an unincorporated Association, and two (2) Directors of each Club which is an incorporated entity shall complete and sign the following agreement, which shall be deposited with the Competition together with the Application for Membership for the coming season, or upon indicating that the Club intends to compete.

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

Any alternation of the Chairman and/or Secretary on the above Agreement shall be notified to the County Football Association to which the Club is affiliated and to the Secretary of the Competition. Failure to comply the Club shall incur a fine (not exceeding £50.00), as set out in the Fines Tariff.

**QUALIFICATION OF PLAYERS**

8. (A) (i) Contract players, as defined in Football Association Rules, are not permitted in this Competition with the exception of those players who are registered under contract with the same Club who have a Team operating at Steps 1 to 6 of the National League System.

It is the responsibility of each Club to ensure that any player signing a registration form for that Club has, where necessary, the required International Transfer Certificate. Clearance is required for any player aged ten (10) and over crossing borders including Wales, Scotland and Ireland.

(ii) While serving in any branch of Her Majesty’s Regular Forces a player shall first obtain the consent of his Association Secretary before signing a registration form to play for a Club.

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

Signed a fully and correctly completed Competition Registration Form in ink Countersigned by an Officer of the Club, and who has been registered on the Whole Game System as active by midday, on the preceding day of a fixture and whose approval, via Football Association WGS, by the Registration Secretary, has been received by the Club prior to playing.

Any registration form which is not fully and correctly completed shall be returned to the Club unprocessed. If a Club attempts to register a player via WGS but does not fully and correctly complete the necessary information via WGS, the registration shall not be processed.

For Clubs registering players under Rules 8(B) registration forms shall be provided in a format to be determined by the Competition. For Clubs registering players via WGS (under Rule 8 (B)) Clubs shall access WGS in order to complete the registration process.

If a player does not play in the North Berks Football League, or is transferred to another Club, before 30th September, his registration may be withdrawn and no registration fee levied. For this to take place the Club involved shall inform the Registration Secretary, in writing, before 30th September.

(C) A player who has played after 1st March of the current season for the First Team of a Club entered in the Berks & Bucks Football Association Senior Cup, Senior Trophy or the Senior Cup of another County or Service Football Association shall not be eligible to play in a Competition game except with the prior consent of the Management Committee. If, however, a Club also has a Team competing in another League it may play, after 1st March, no more than two (2) players, who have played in no more than five (5) First Team Competition games for that Club and who would otherwise have been disqualified under this Rule.

(D) No Club shall play in any North Berks Football League match more than two (2) players who, during the current season, have each played for a Club or Clubs in more than ten (10) league games in a higher Division of the League.

(E) (i) 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. In the event that a Player could be required to pay a proportion of debt due under the FA Football Debt Recovery System then, whether or not the debt has been referred to the relevant County FA, the Competition must not affect the player's registration in any way or refuse to register a transfer due to that debt being outstanding. The Competition cannot refuse to register a Player for an unpaid non-footballing debt.

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

(ii) In the event of a Club having its First Team in another League then any player of such Club, who in the current season has played more than ten (10) games for the Team which playing in such other League, shall be classified a ‘restricted player’ and no Club shall play more than two (2) such ‘restricted players’ in the Reserve or ‘A’ Team during the remainder of the season in any one match.

(iii) A Club whose Reserves or ‘A’ Team competes in the League but whose Senior side(s) compete(s) in another League, shall submit to the Registration Secretary, a true list of players representing that side to reach him not later than the second day after the match (Sundays excluded).

(F) A fee (£5.00), as set out in the Fees Tariff, shall be paid for each player registered.

Registration forms shall be obtained from the Registration Secretary or downloaded from the North Berks Football League website.

Clubs shall be invoiced in April, after the registration deadline, (at the sum of £5.00 per player registered), as set out in the Fees Tariff.

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

In the event of a player signing a Registration Form or having a registration submitted for more than one (1) 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.

(H) It shall be deemed a breach of Rule for a player to:

- (i) Play for more than one (1) Club in the Competition in the same season without first being transferred.
- (ii) Having signed for one (1) 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 submit a registration through WGS for registration that the player had wilfully neglected to accurately or fully complete. Any infringement of this Rule shall incur a fine (not exceeding £50.00), as set out in the Fees and Fines Tariff.

(J) (i) The Management Committee shall have power to accept the registration of any player subject to the provisions of Rule 8(J)(ii) and Rule 8(J)(iii) below.

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

- (iii) The Management Committee shall have power to make application to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16) subject to the right of appeal to The Football Association or the relevant County Football Association.

Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a participant from being involved in this Competition. Application should be made to the parent County of the Club the player is registered or intending to be registered with.

(iv) For a player who has previously had a registration removed in accordance with Rule 8(J) (iii) but has a registration accepted at the expiry of exclusion shall be considered to be under a probationary period of twelve (12) months. Whilst under a probationary period, should the player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of bringing the Competition into disrepute.

(Note: Action under Rule 8 (J )(iii) shall not be taken against a player for misconduct on the field of play 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 shall in any case be subject to an Appeal to The Football Association. All decisions shall include the period of restriction. For the purpose of this Rule, bringing the Competition into disrepute can only be considered where the player has received in excess of one-hundred and twelve (112) days suspension, or ten (10) matches in match based discipline, in a period of two (2) years or less from the date of the first offence).

(K) Subject to The Football Association Rule C 2(a) dealing with players without a written contract when a player desires to transfer, the Club the player wishes to transfer to shall submit a Transfer Form (in a format determined by the Competition) to the Registration Secretary accompanied by a fee (£8.00) and for any subsequent transfer (£12.00) as set out in the Fees and Fines Tariff. 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 three (3) days of receipt of the Transfer Form. Upon receipt of the Club's consent, or upon its failure to give written objection within seven (7) 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 of such transfer.

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

(L) A player may not be registered for a Club or transferred to another Club in the Competition after 1st March except by special permission of the Management Committee.

(M) 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. Any Club failing to comply with this Rule shall be fined a sum not exceeding £20.00, as set out in the Fines Tariff.

(N) 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 agreed.

Registrations are valid for one (1) 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 shall automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule 8(A)(i).

(O) 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 five (5) games for that Team in this Competition in the current season.

(P) (i) Any Team playing an unregistered or otherwise ineligible player or players shall have the points gained in the match deducted from its total any goals scored in the match shall be deleted from the official records and shall incur a fine (not exceeding £100.00), as set out in the Fines Tariff, and/or otherwise dealt with at the discretion of the Management Committee.

If the match included an ineligible player from both Clubs no points to either Team shall be awarded and any goals scored shall be deleted from the official records.

(ii) In addition the Team may have a maximum of three (3) 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.

(iv) If the Management Committee has doubts as to the qualification of any player taking part in any match, it shall have the power to call upon such player and/or the Club for which he has played to prove to the satisfaction of the Management Committee that he is properly qualified according to Rules.



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

- (i) Priority shall be given at all times to school and school organisations activities.
- (ii) The availability of children shall be cleared with the Head Teacher (except for Sunday Leagues).
- (iii) To play open age football the player shall have achieved the age of sixteen (16).

Any infringement of this Rule shall incur a fine (not exceeding £50.00), as set out in the Fines Tariff.

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

9. (A) Every Club shall register the colour of its shirts, shorts and stockings with the General Secretary by 1st May who shall decide as their suitability.

Goalkeepers shall wear colours, which distinguish them from other players and the Match Officials.

No player, including the goalkeeper, shall be permitted to wear black or very dark shirts.

Any Team not being able to play in its normal colours as registered with the Competition shall notify the colours in which they shall play to its opponents at least five (5) days before the match.

If, in the opinion of the Referee, two (2) Clubs have the same or similar colours, the Home 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 (£15.00), as set out in the Fines Tariff.

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.

The players shirts shall be clearly numbered in accordance with the Team List handed to the Referee before the match and there shall be no change of numbers during the match except for a change of goalkeeper or, if permitted by the match Referee, because of blood injury. Clubs failing to comply shall incur a fine (not exceeding £20.00), as set out in the Fines Tariff, per player.

(B) Any Club wishing to change its name and/or colours shall obtain permission from its affiliated County Association and from the Management Committee. A Club failing to comply with this Rule incur a fine (£50.00), as set out in the Fines Tariff.

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

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

At least seven (7) days notice shall be given to Clubs of their fixtures but shall fulfil all fixtures of which at least five (5 days) notice is given.

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

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

Should the Visiting Club have any reservations regarding the safety of the ground, goalposts or bars or any other appurtenances of the game they shall draw it to the attention of the Referee prior to kick-off. The Referee, if he or she deems it necessary shall require the Home Club to correct the cause of the complaint. If possible this should be done without delaying the kick-off. Changing accommodation shall be kept clean and in good condition. Proper accommodation with washing/toilet facilities shall be provided and a separate changing room available for the Referee. Accommodation shall be open and ready for inspection at least thirty (30) minutes prior to kick-off. A Club failing to comply with any aspect of this Rule shall incur a fine (not exceeding £20.00), as set out in the Fines Tariff. The Home Club shall nominate a Club official to be responsible for the security of the dressing rooms on match days, including ensuring the area is securely locked during play.

Clubs shall keep a supply of sand/soil or other suitable material together with suitable equipment (e.g. spades, shovels, wheelbarrow and buckets etc) to enable reasonable ground repairs to be undertaken.

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

The Home Club shall also ensure that a fully stocked First Aid Box is available and that a qualified First Aider is in attendance. A Club failing to comply with any aspect of this Rule shall incur a fine (not exceeding £50.00), as set out in the Fines Tariff.

A Club shall not change its ground from that sanctioned by the Management Committee, except with permission of the Management Committee or, in cases of urgency, by an Executive Committee of not less than three (3) Officers. A Club changing to another ground without permission shall incur a fine (not exceeding £20.00), as set out in the Fines Tariff.

When the pitch is not enclosed a white line shall be clearly marked on the ground a minimum of one (1) yard and a maximum of three (3) yards behind the goal lines extending at least six (6) feet from each side of the goal area.

If through any fault of the Home Club a match has to be replayed and the Management Committee shall have power to order the venue to be changed.

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

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

Within the National League System ("NLS") all matches shall have a duration of ninety (90) minutes. All matches outside of the NLS shall have a duration of ninety (90) minutes unless a shorter time (not less than sixty (60) minutes) is mutually arranged by the two (2) Clubs in consultation with the Referee prior to the commencement of the match, and in any event shall be of equal halves. Two (2) matches involving the same two (2) Teams can be played on the same day providing the total playing time is not more than one-hundred & twenty (120) minutes.

The kick-off times shall be fixed at the Annual General Meeting shall be:

2.30pm in September, October and February onwards; 2.00pm in November, December and January with Cup matches being 1.30pm in November, December, January and 2.00pm in February.

Clubs possessing floodlights, the standard of which having been inspected and approved by the Management Committee may with the prior agreement of the Fixtures Secretary and their opponents, commence their Home matches at a time not later than 3.00pm on Saturdays. The floodlights are to be switched on after forty-five (45) minutes of play or earlier when necessary. Similarly Home Clubs, whose floodlights have been approved by the Management Committee and with the prior agreement of the Fixtures Secretary and their opponents, may play midweek matches wholly or partly under floodlights.

Any Club failing to commence at the appointed time shall be fined (£15.00), as set out in the Fines Tariff, or be otherwise dealt with as the Management Committee may determine.

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

The Home Team shall provide goal nets and at least two (2) footballs fit for play and the Referee shall notify the Captain of his intention to make a report to the Competition if the footballs are unsuitable.

(C) Except by permission of the Management Committee all matches shall 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 shall be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Fixture Secretary.

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

The Management Committee may arrange up to three (3) fixtures per Team before the first Saturday in September. No League Division games shall be played after 30th April except in exceptional circumstances and with the specific permission of the Management Committee or, in an emergency, from the Executive Committee, neither of which shall extend the season beyond 6th May.

(D) The Secretary of the Home Club shall give notice of full particulars of the location of, and access to, the ground and time of kick-off to the Match Officials and the Secretary of the opposing Club at least three (3) clear days prior to the playing of the match. If not so provided the Away Club shall seek such details and report the circumstances to the Competition.

Any Club failing to comply with this Rule shall incur a fine (£10.00), as set out in the Fines Tariff.

(E) In the event of a Club playing in any match with less than eleven (11) players they shall be fined as set out in the fees and fines tariff for each missing player. A minimum of seven (7) players shall constitute a Team for a Competition match.

(F) (i) Home and Away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine (£100.00), as set out in the Fines Tariff, 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.

Insufficient registered players, illness, lack of transport or injuries shall not be accepted as a satisfactory reason for requesting not to play a fixture.

(ii) (ii) Any Club with more than one (1) Team in the Competition shall always fulfil its fixture, within the Competition and its Subsidiary Competitions, in the following order of precedence: First Team, Reserve Team, 'A' Team. Clubs in breach of this requirement shall be fined (£20.00), as set out in the Fees and Fines

Tariff, and the points (or Tie if applicable) awarded to its opponents or otherwise dealt with by the Management Committee.

If the fitness of the ground is in doubt, the Home Club shall seek the advice and opinion of any member of the Management Committee or a registered Referee not connected with the Club who may authorise a postponement after a ground inspection. A person called in by a Club to carry out an inspection shall be entitled to travelling expenses of up to forty (40) pence per mile to be met by the Home Club.

In instances where a groundsman of a Local Authority or of a School has absolute authority over the use of the ground, his decision shall be accepted as if it were made by a Management Committee member or registered Referee

If a postponement is authorised, as above, the Home Club shall:

1. Inform the Secretary of the visiting Club and the appointed Referee.
2. Notify the Fixtures Secretary on the official form within two (2) days (Sundays excluded).
3. Telephone the Management Committee's designated Official on the Results Line as soon as the postponement is known.

Note: 2 and 3 above shall apply to ALL postponements.

When a match is postponed and at least three (3) hours notice is given to the Secretary of the Visiting Club and appointed Referee the Home Club shall not be liable to penalty or payment of expenses.

When a match is postponed and less than three (3) hours notice is given to the Secretary of the visiting Club and/or the appointed Referee, the Home Club shall be adjudged to have been guilty of misconduct and shall incur a fine (not exceeding £50.00), as set out in the Fines Tariff, but a fine may be waived if the Management Committee is satisfied that a later inspection took place, because of exceptional circumstances, and the Home Club took reasonable steps to prevent the opponents and appointed Referee from travelling.

If a Club fails to arrange for an inspection and the match is subsequently postponed by the appointed Referee because of ground conditions, then the Home Club may be adjudged to have been guilty of misconduct and shall incur a fine (not exceeding £50.00), as set out in the Fines Tariff, and ordered to pay expenses as approved by the Management Committee. Where a Club requests postponement of a match owing to causes over which it has no control, such cases shall be dealt with by the Management Committee or, in cases of urgency, by an Executive Committee of not less than three Officers.

(iii) Any Club unable to fulfil a fixture or where a fixture has been postponed for any reason shall, without delay, give notice to the Fixtures Secretary, Referee Secretary, the Secretary of the opposing Club and match officials. Any Club failing to comply shall be dealt with by the Management Committee who may inflict any penalty it may deem suitable.

(iv) 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 arranged by the Fixture Secretary and approved by the Management Committee. Failing such agreement and notification to the Fixture Secretary within two (2) days (Sundays excluded) the Management Committee shall have power to order the match to be played on a named date or no or before a given date. Where it is to the advantage of the Competition and the Clubs involved agree, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand.

(v) The Management Committee shall review all abandoned matches 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 (1) Team or its Club member(s) they shall be empowered to award the points for the match to the opponent. In cases, where a match has been abandoned owing to the conduct of both Teams or their Club member(s), the Management Committee shall rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match.

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

In cases where the result of a game is apparent and the game is abandoned through no fault of the side in the lead, the Management Committee may award the match as the score stands.

(G) A Club may at its discretion and in accordance with the Laws of the Game use three (3) substitute players in any match in this Competition who may be selected from five (5) players.

Division 2 and below: A Club may at its discretion and in accordance with the Laws of the Game use five (5) substitute players in any match in this Competition who may be selected from five (5) players.

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

The Referee shall be informed of the names of the substitutes not later than fifteen (15) minutes before the start of the match and a player not so named may not take part in that match.

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 ten (10) minutes duration, but is shall not exceed fifteen (15) minutes. The half time interval may only be altered with the consent of the Referee.

### **REPORTING RESULTS**

11. (A) The Registration Secretary shall receive within two (2) days of the date the match is played, the result of each Competition match in the prescribed manner. This shall include forename(s) and surname of Team players (in capital letters) and also the Referee markings required by Rule 13, or any other information required by the Competition. Failure to do so shall incur a fine (not exceeding £15.00), as set out in the Fines Tariff, and/or the Club being dealt with as the Management Committee decides.

For the purposes of this Rule the official competition Match Report sheet shall be completed for all matches in accordance with the instructions provided to Clubs and as contained in the League Handbook under “Notes for Guidance of Club Secretaries”.

A Match Report sheet not received within five (5) days of the date of the match shall be considered as a ‘no Match Report sheet’ and the Club shall incur a fine (not exceeding £15.00), as set out in the Fines tariff.

If, following notification to the Club, a Match Report sheet is still not received within a further seven (7) days a weekly fine (not exceeding £25.00), as set out in the Fines Tariff, shall be imposed for each week the Match Report sheet remains outstanding.

If a Match Report sheet has been reported as not being received or incomplete by the next Management Committee meeting or Executive and Emergency Committee meeting (whichever is earlier) the Club shall be suspended from this Competition until all outstanding information has been received. The suspension shall take effect ten (10) days following the second Management Committee meeting, where it has been reported as still outstanding. All matches within the suspension shall be dealt with under Rule 10(F).

(B) All Clubs shall SMS text the result of EVERY HOME match they play in all Competitions (AWAY clubs in all non-North Berks cup competitions) to the designated League Official's mobile number by 5.00pm on Saturdays and no later than seven-five (75) minutes of the completion of matches on other days. Additionally each Club shall also include their goal scorers, providing first names and surnames. For any infringement of this rule a Club shall incur a fine (not exceeding £15.00), as set out in the Fines Tariff.

(C) The Match Report sheet, correctly completed in ink, shall be signed by a responsible member of the Club. The Management Committee shall have power to take such action as they deem suitable against a Club which submits incomplete or incorrect information.

### **DETERMINING CHAMPIONSHIP**

12. (A) Team rankings within the Competition shall be decided by points with three (3) points to be awarded for a win and one (1) 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 shall not be played for double points.

In circumstances where two (2) or more Teams are equal on points Team rankings shall be determined by goal difference where the goals scored against by each Team shall be deducted from the goals scored by that Team and the largest positive difference shall be placed the highest. In the event of the goal difference being equal the highest placed Team shall be the Team which has scored the most goals. In the event that two (2) or more Teams have the same goal difference and have scored the same number of goals then the highest placed Team shall be the Team which has won the most matches.

In the event of the two (2) Teams still being equal the Team which has the better playing record against the other Team in their head to head Competition matches during the season shall be the highest placed Team.

If the records of two (2) or more Teams are still equal and it is necessary for any reason to determine the position of each then the Teams affected shall play a deciding match or matches as determined by the Management Committee.

(B) The two (2) leading Clubs in each lower Division shall be promoted to a higher Division (subject to League Rules 1 (B) and (C) provided that the Management Committee considers ground conditions and facilities suitable. Any Club expecting promotion shall have its ground and facilities judged at the end of the season when visited by members of the Management Committee.

The two (2) bottom Teams shall be relegated (or subject to re-election in the bottom Division) may be reinstated into the Division if the Management Committee recommends this to be in the best interests of the League and approved by the Annual General Meeting. Any Team withdrawing from the League during the season shall be considered a Team that has finished in the bottom two (2) of that Division.



Except as provided in rule 12 (A) above, goal difference shall count in deciding promotion and relegation; when goal difference is identical then goals scored shall count as a deciding factor.

If re-organisation of the League or part of it is necessary the Management Committee shall be empowered to recommend to the Annual General Meeting or Special General Meeting the promotion or relegation of more than two Teams in any Division.

(C) In the event of a Team withdrawing from the Competition before completing 75% of its fixtures in a Division for the season all points obtained by or recorded against such defaulting Team shall be expunged from the Competition table. Where a team fails to complete its fixtures but has played 75% of its fixtures the points from any unplayed games shall be awarded to the opponents. For the purpose of Rule 12(C) a completed fixture shall include any Competition match(es) which has been awarded by the Management Committee.

### REFEREES

13. (A) Registered Referees (and Assistant Referees where approved by The Football Association or County Football Association) for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s). The name of the Referee shall be sent to the Clubs at least three (3) days before the match. In the event of a later change of Referee the Home Club shall be notified as soon as possible.

(B) In the event of the non-appearance of the appointed or if during a match the Referee, for whatever reason, is unable to continue, the appointed senior Assistant Referee shall take charge and a substitute Assistant Referee appointed by the competing Teams. In cases where there are no officially appointed Assistant Referees, the Clubs shall agree upon a Referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee. Individuals under the age of sixteen (16) shall not participate either as a Referee or Assistant Referee in any open age Competition. In the event of the late arrival of the appointed Referee, the substitute official shall be replaced by the former provided this occurs before the commencement of the second half. A Referee who is late arriving shall continue any not re-start the game when he takes over. In such games the appointed Referee is entitled to his full fee (see rule 13 (E) below). Failure to agree and the match not being played Clubs shall incur a fine (£20.00), as set out in the Fines Tariff.

(C) The Management Committee may, if they consider it desirable, or upon application by the two (2) competing Clubs, appoint Assistant Referees, if available, to any match. Where Assistant Referees are not appointed each Team shall appoint a Club Assistant Referee (substitute players not permitted in Division One) or be liable to a fine (not exceeding £20.00), as set out in the Fines Tariff.

(D) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final subject to either in the case of a ground of a Local Authority or the owners of the ground, the representative of that body is the sole arbiter and whose decision shall be accepted.

(E) Subject to any limits/provisions laid down by the sanctioning Association Match Officials appointed under this Rule shall be entitled to charge the following match fees:

Referees £40.00, inclusive of expenses, Registered Referees appointed by the Management Committee as Assistant Referees £30.00, inclusive of expenses, subject to any limits laid down by the sanctioning Association

The Home Club shall pay the Officials their fees within fifteen (15) minutes of the end of the match. A Club failing to comply shall incur a fine (not exceeding £15.00), as set out in the Fines Tariff.

(F) In the event of a match not being played because of circumstances over which the Club has no control, the Match Officials, if present, shall be entitled to fee of £26.00 for a Referee and £19.00 for an Assistant Referee. Where a match is not played owing to one (1) Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee.

(G) A Referee not keeping his engagement, and failing to give a satisfactory explanation as to his non-appearance, may have his name removed from the List of Referees and the fact reported to the Association with which he 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 incur a fine (not exceeding £15.00), as set out in the Fines Tariff or dealt with as the Management Committee shall determine.

Any Club marking fifty (50) or below to submit a written reason for so doing to the Referee Secretary within three (3) days of the match. Clubs failing to comply with this Rule shall incur a fine (not exceeding £20.00) as set out in the Fines Tariff.

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

(J) The Referee shall submit a Report Form, supplied by the Competition, giving the result of the match and other information required to the Referee Secretary within two (2) days of the match.

(K) 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 fixture and fulfilment of all other obligations to the Competition shall notify the Secretary in writing by 31st March each season or be liable to a fine (not exceeding £60.00), as set out in the Fines Tariff.

(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. Any Club infringing this Rule shall be liable to a fine (not exceeding £60.00 per Team), as set out in the Fines Tariff and shall also be liable for its share of any call which may be made under Rule 5(B).

(C) In the event of a Member Club which is an unincorporated association withdrawing and/or disbanding it shall be immediately liable to discharge all its financial and other obligations to the Competition.

In the event that a Member Club failing to discharge all its financial obligations to the Competition in excess of £50.00, the Management Committee are empowered to refer the debt under The FA Football Debt Recovery provisions.

**PROTEST AND COMPLAINTS**

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

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

(B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which shall contain full particulars of the grounds upon which they are founded) shall be lodged in duplicate with the Secretary within four (4) days (excluding Sundays) of the match or occurrence to which they refer. A protest or complaint shall not be withdrawn except by permission of the Management Committee. A member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of his Club) when such protest or complaint is being determined.

(C) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a fee (£20.00), as set out in the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making the losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.

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

(i) All parties shall have received seven (7) days' 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 (£10.00) as set out in the Fees and Fines Tariff and indicate such when forwarding the written response.

**PROTESTS, APPEALS**

16. (A) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a Sub-Committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining shall send a copy of such protest, appeal, claim or complaint and deposit a fee (£50.00), as set out in the Fees Tariff, which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Management Committee.

(B) All such protests, claims, complaints and appeals shall be received in writing by the Competition Secretary within fourteen (14) days of the event or decision causing any of these to be submitted.

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

(D) Any appeal against a decision of the Management Committee shall be lodged with the Berks & Bucks Football Association within fourteen (14) days of the posting of the written notification of the decision causing the appeal, accompanied by a fee of £50.00 which may be forfeited in the event of the appeal not being upheld. A copy of the appeal shall also be sent to the General Secretary of the Competition.

(E) If so requested the Management Committee may arbitrate on any disputes, protests, appeals claims or complaints between two (2) Clubs in which event both Clubs shall send a non-returnable fee (£25.00), as set out in the Fees Tariff. Such arbitration shall be final and binding upon the parties to the arbitration.

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

**EXCLUSION OF CLUBS, OR TEAMS,  
MISCONDUCT, CLUB, OFFICIALS, PLAYERS**

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

(B) At the Annual General Meeting, or 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 shall be supported by (more than) two-thirds of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.

(C) Any 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 Rule 17(A) together with a fine (not exceeding £50.00), as set out in the Fines Tariff.

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

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

“We A \_\_\_\_\_ and B \_\_\_\_\_, the Chairman and Secretary of (club) FC, members of and representing the Club, having been declared winners of the North Berks Football League Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before the date of the Annual General Meeting. 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.”

Any Club failing to complete and return the Trophy Agreement shall incur a fine (£20.00) as set out in the Fines Tariff.

(B) A Club winning a Trophy shall not allow it to be mishandled, mistreated or put at risk of damage or defacement, shall keep it safe and take all reasonable precautions for its well-being while in its possession.

(C) Clubs in breach of this clause of this Rule shall incur a fine (not exceeding £20.00), as set out in the Fines Tariff, and also dealt with at the discretion of the Management Committee.

(D) The Trophies shall be insured by the Competition against fire, burglary and larceny, but Clubs winning a Trophy shall pay on demand by the Treasurer the share of the premium payable.

(E) At the close of each Competition sixteen (16) awards shall be made to the winners and runners-up if the funds of the Competition permit.

### **SPECIAL GENERAL MEETINGS**

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

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

At least seven (7) days' notice shall be given of either meeting under this Rule, together with an Agenda of the business to be transacted at such meeting.

Each Member Club shall be empowered to send two (2) delegates to all Special General Meetings. Each Club shall be entitled to one (1) vote only as are members of the Management Committee.

Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall incur a fine (£25.00), as set out in the Fines tariff.

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

### **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 alterations made during the playing season to these Rules shall not take effect until the following season.

(B) Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by 28th February in each year. The proposals, together with any proposals from the Management Committee, shall be circulated to the Clubs by 15th March and any amendments thereto shall be submitted to the Secretary by 31st March. 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

(more than) two-thirds of those present and entitled to vote and voting are in favour.

(C) A copy of the proposed alterations and proposed amendments to be considered at the Annual General Meeting shall be submitted to the Berks & Bucks Football Association by not later than 14th April.

A copy of the proposed alterations and proposed amendments to be considered at the Annual General Meeting or at a Special General Meeting shall be submitted to the Berks & Bucks Football Association by no later than twenty-eight (28) days prior to the date of the meeting.

(D) Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Berks & Bucks Football Association shall have been obtained.

### **FINANCE**

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

(B) All expenditure in excess of £100.00 shall be approved by the Management Committee. Cheques shall be signed by at least two (2) Officers nominated by the Management Committee.

(C) The financial year of the Competition shall end on 30th May.

(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.

### **INSURANCE**

22. All Clubs shall have valid Public Liability Insurance cover of at least ten (10) million pounds (£10,000,000) at all times.

All Clubs shall have valid personal accident cover for all Players registered with them from time-to-time. The Players' Personal Accident cover shall be in place prior to the Club taking part in any Competition match and shall be at least equal to the minimum recommended cover determined from time-to-time by the Sanctioning Association. In instances where The Football Association is the sanctioning Association, the minimum recommended cover shall be the cover required by the Affiliated Association to which a Club affiliates.

Failure to provide/maintain adequate insurance cover shall incur a fine (not exceeding £50.00) as set out in the Fees and Tariff.

**DISSOLUTION**

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

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

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

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

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

**RULES BINDING ON CLUBS**

24. (A) Each Member Club shall be deemed to have given its assent to the foregoing Rules and agreed to abide by the decisions of the Management Committee subject to Rule 16. Each Member Club shall abide by any issued Football Association Code of Conduct.

(B) Every Club in membership of the Competition shall receive one (1) copy of the Rule Book (Handbook).

**SPONSORSHIP**

25. The Management Committee shall have the power to consider and accept sponsorship of the Competition after consultation with the Clubs in membership.



## SUBSIDIARY CUP RULES

### Nomenclature and Competition

1. These Competitions shall be Subsidiary Cup Competitions of the North Berks Football League and shall be organised on the lines of a Knockout Competition.
2. The Officers of the North Berks Football League shall be for all intents and purposes be the legal owners of the trophies, which cannot be won outright. The entire control and management of the Competition shall be vested in the Management Committee of the North Berks Football League.

### Eligibility

3. (a) **North Berks Cup** - open to FIRST Teams competing in the North Berks Football League. Providing a Club submits a written request to the General Secretary by 1st June exemption from this Competition shall be granted.
- (b) **North Berks Charity Shield** - open to FIRST Teams competing in the North Berks Football League that were placed in the top sixteen (16) of Divisions One and Two of the previous season. RESERVE and 'A' Teams entered in the North Berks Football League, whose First Team play in a more Senior League shall also be eligible to compete.
- (c) **North Berks War Memorial Cup** - open to FIRST Teams NOT entered in Division One of the North Berks Football League and for Reserve and 'A' Teams, not entered in Division One, whose First Team play in a more Senior League.
- (d) **A.G. Kingham Cup** - open for RESERVE Teams of Clubs whose first Team compete in the North Berks Football League.
- (e) **North Berks League Cup** - open for all Teams competing in the North Berks Football League Division Four.
- (f) **Nairne Paul Cup** - open for RESERVE and 'A' Teams in Divisions Two and Three whose First Team compete in the North Berks Football League.

### Entrance Fee

3. The Entrance Fee for each Competition shall be (£12.50), as set out in the Fees Tariff, payable by 31st August or before the start of the season, whichever is the earliest.

**Fixtures**

4. The Management Committee shall decide annually in the light of the number of Teams eligible to compete whether either Competition shall be run wholly or partly to the Final on a one or two-leg basis.
  - (a) If it is run on a single basis and scores are level after ninety (90) minutes (or eighty (80)) minutes (League rule 15 (d)) then extra time of fifteen (15) or ten (10) minutes duration each way, at the discretion of the Referee, shall be played. If the scores remain level at the end of extra time the winners shall be determined by the taking of kicks from the penalty mark in accordance with International Board Recommended Procedures.
  - (b) If it is run on a two-leg basis of ninety (90) minutes each match (or eighty (80) minutes - see League rule 15 (d)) then the Team scoring the highest aggregate of goals from the two (2) matches shall be declared the winner. If the aggregate scores are level at the end of the second leg then extra time of fifteen (15) or ten (10) minutes duration each way, at the discretion of the Referee. If the scores remain level at the end of extra time the winners shall be determined by the taking of kicks from the penalty mark in accordance with International Board Recommended Procedures.
  - (c) In matches where extra time is due to be played but where extra time is not competed or the match has to be abandoned after the completion of full time and neither Club was at fault, the match shall be replayed on the same ground.

**Semi-Final and Final Ties**

- (a) The Semi-Final and Final ties shall be arranged by the Management Committee on neutral grounds. Matches shall be played with extra time (if necessary) of fifteen (15) or ten (10) minutes duration each way, at the discretion of the Referee. If scores remain level at the end of extra time the winners shall be determined by the taking of kicks from the penalty mark in accordance with International Board Recommended Procedures.

**Qualification of Players**

5.
  - (a) The provisions of League rule 8 shall govern the qualification of players.
  - (b) In addition no player shall be eligible to play in a Subsidiary Cup Competition if he has played during the current season in more than one round of the following Competitions: FA Cup, FA Trophy, FA Vase, Berks & Bucks Senior Cup or Senior Trophy, Senior Cup of any other County FA or in more than three (3) games during the current season in a League in the National League System at Step 5 or above. However, a player with its First Team competing in the Competition, and also in the Senior Cup of the County Association to which it is affiliated, shall not be disqualified because of the appearances for that Club in Competitions listed under this rule.

### **A.G. Kingham Cup/North Berks League Cup/Nairne Paul Cup/War Memorial Cup**

(a) In the above Competitions Teams shall not include in any game more than two (2) players who have played in more than five (5) League games for a First Team (and/ or a Reserve Team if an 'A' Team is entered) in this League or another League after 30 September of the current season.

The number of games played by a transferred player before and after transfer shall count in the total number of games played but games played for a Team competing in the same or lower Division of the League before the transfer shall be included.

(b) In the case of replayed matches only those players who are eligible on the date of the original match shall be qualified for the replay.

(c) No player shall be allowed to play for more than one (1) Club in any Subsidiary Cup Competition.

(d) A Club may at its discretion and in accordance with the Laws of the Game use five (5) substitute players in any match who may be selected from five (5) players.

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

### **Final Ties**

Clubs due to compete in a Final shall send to the Registration Secretary and also to the opposing Club, a list of players names (forenames and surnames) (minimum of sixteen (16) and a maximum of twenty four (24)) from which their Team shall be selected. A Club failing to submit a list, to be received within ten (10) days of the Tie, shall incur a fine (not exceeding £10.00), as set out in the Fines tariff. Where a Club wishes to object to the qualification of any player named in the list, it shall be done so by notifying, in writing, to the Registration Secretary and the opposing Club not less than three (3) days prior to the match. The Registration Secretary shall return the list to the Club indicating the eligibility or otherwise of the player(s) named. Only the eligible players named in the list shall be permitted to play.

### **Ineligible Players**

6. Any Club playing a player who has not been duly registered or not properly qualified or is otherwise ineligible shall incur a fine (not exceeding £60.00), as set out in the Fines tariff, and shall be removed from the Competition. An ineligible player shall be disqualified from the Competition for the current season.

**Receipts**

7. (a) In Semi-Final Ties the fee of the Referee and Assistant Referees shall be initially paid by the Management Committee who shall reclaim an equal share from both Clubs.  
  
(b) In Final Ties the whole of the proceeds shall be taken by the Management Committee, which shall pay the match expenses incurred.  
  
(c) Any Club failing to fulfil a Semi-Final or Final Tie in which it is due to play shall be deemed guilty of misconduct and shall make good to the Management Committee, the loss of gate at the Semi-Final and/or Final Ties based on the average gate for the three preceding seasons.

**Protests**

8. A proportion of any balance derived from the North Berks Charity Shield Competition, as may be determined by the Management Committee, shall be devoted to any local Charitable organisation(s) as may be approved by the Management Committee.

**Referee and Assistant Referees**

Fees for the Match Officials are as shown under League rule 13(E).

Referees (and Assistant Referees for Semi-Final and Final Ties, and Fourth Officials for Final Ties (only) shall be appointed by the Referee Secretary. For Semi-Final Ties when Assistant Referees are appointed an individual Club's contribution shall not exceed £40.00. In Final Ties the Referee, Assistant Referees and Fourth Official shall be presented with an award and shall be entitled to travelling expenses of forty (40) pence per mile.

**Awards**

10. A maximum of sixteen (16) awards shall be presented to the players of the winners and runners-up of each Subsidiary Competition. When a player is ordered to leave the field of play for misconduct, the award to which he may be entitled may be withheld at the discretion of the Management Committee.

**Club Colours**

11. (a) The provision of League rule 9 shall apply. In Semi-Final and Final Ties played on neutral grounds if the two (2) Clubs have the same or similar colours both Clubs shall change unless they have reached agreement and have informed the General Secretary, in writing, of the agreement. Any disagreement shall be decided by the Management Committee.  
  
(b) In Final Ties shirts worn by outfield players shall be number 2-17 such that numbers can be clearly identified by officials and spectators. Clubs failing to comply shall incur a fine (not exceeding £20.00), as set out in the Fines Tariff.

## CHILD PROTECTION

1. Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.
2. In these Regulations the expression “Offence” shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
3. Upon receipt by The Association of:
  - 3.1 notification that an individual has been charged with an Offence; or
  - 3.2 notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
  - 3.3 any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children then The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.
4. In reaching its determination as to whether an order under Regulation 3 should be made The Association shall give consideration, inter alia, to the following factors:
  - 4.1 whether a child is or children are or may be at risk of harm;
  - 4.2 whether the matters are of a serious nature;
  - 4.3 whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded.
5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under The Rules of The Association or any Offence is decided or brought to an end.
6. Where an order is imposed on an individual under Regulation 3 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.
7. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or any specific football activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.

8. For the purposes of these Regulations, The Association shall act through its Council or any Committee or Sub-Committee thereof, including the Board.
9. Notification in writing of an order referred to above shall be given to the person concerned and/or any Club with which he is associated as soon as reasonably practicable.
10. The applicable standard of proof shall be the civil standard, of the balance of probability. The more serious the allegation taking into account the nature of the misconduct alleged and the context of the case the greater the burden of evidence required to find the matter proved. Save that for charges pursuant to The Football Association's Child Protection Policy, where the welfare and protection of children shall be paramount and the test shall be whether more likely than not.

## FEES TARIFF

<b>Rule Number</b>	<b>Description</b>	<b>Maximum Fee</b>
3 (A)	Entry Fee (per Team)	£25.00
3 (B)	Annual Subscription (Per Team)	£25.00
3 (C)	Deposit Fee	£100.00
8 (F)	Player Registration Fee (Per Player)	£5.00
8 (K)	Transfer Fee	£8.00 £12.00 Subsequent Transfer
13 (E)	Referee's Fees	£40.00
13 (E)	Assistant Referee's Fees	£30.00
13 (F)	Match not played – Referee's Fee	£26.00 £19.00 Assistant Referee
15 (C)	Protest Deposit	£20.00
15 (D)(ii)	Club stating case in person	£10.00
16 (A)	Appeal Deposit	£50.00
16 (E)	Arbitration Fee	£25.00
<b>Subsidiary Cups</b>		
3	Entrance Fee per competition	£12.50

## FINES TARIFF

<b>Rule Number</b>	<b>Description</b>	<b>Maximum Fee</b>
2 (B)	Failure to Affiliate to County FA	£25.00
2 (E)	Failure to Comply with FA Initiatives	£50.00
2 (F)	Unauthorised Entry of Teams into Competitions	£50.00
3 (E)	Failure to advise County affiliation number	£15.00
4 (D) & (E)	Failure to address all communications with the Secretary of the Competition/failure of a Club to conduct communication with their nominated Officers	£50.00

## NORTH BERKS FOOTBALL LEAGUE

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5 (H)	Failure to Comply with an Instruction of the Management Committee/failure to attend a meeting called by the Management Committee/Suspended by a County FA and unable to fulfil a fixture	£60.00
5 (I)	Failure to Pay a Fine within 21 Days of Notice Non-payment with 14 days within further 14 days Clubs, Officials or individuals committing a breach of this Rule	£50.00 £15.00 £20.00
6 (H)	Failure to be Represented at the Annual General Meeting	£25.00
7	Failure to notify alteration to agreement	£50.00
8 (M)	Failure to keep a list of players registered and a record of games	£20.00
8 (H) (iii)	Submit a signed registration form for registration that the player had wilfully neglected or accurately or fully completed	£50.00
8 (P) (i)	Playing an Ineligible Player	£100.00
8 (Q)	Failure to give Priority to School Matches	£50.00
9 (A)	Delaying Kick off through Kit Clash	£15.00
9 (A)	Shirt numbering contravention	£20.00
9 (B)	Changing name and/or colour without County Association/Management Committee approval	£50.00
10 (B)	Accommodation contravention	£20.00
10 (B)	First Aid Box/First Aider contravention	£50.00
10 (B)	Changing ground without permission	£20.00
10 (B)	Failure to commence match at appointed time	£15.00
10 (D)	Failure to give notice of particulars of location of ground etc to opponents and match officials	£10.00
10 (F) (i)	Failure to fulfil fixture	£100.00
10 (F) (ii)	Failure to fulfil fixture in order or precedence	£20.00
10 (F) (ii)	Failure to give at least 3 hours notice of postponement	£50.00
10 (F) (ii)	Postponement by referee if failure to arrange earlier inspection	£50.00



11(A)	Contravention of submission of Match Report Sheets	£15.00
11(A)	Failure to send Match Report Sheet within 5 days Match Report Sheet not received within a further 7 days	£15.00 £25.00
11 (B)	Failure to TEXT match result etc	£15.00
13 (B)	Failure to agree a Referee and match not played	£20.00
13 (C)	Failure to provide an Assistant Referee	£20.00
13 (C)	Failure to provide flags for Club/Assistant Referees	£15.00
13 (E)	Failure to Pay Match Officials Fee within 15 minutes of the end of the match	£15.00
13 (H)	Failure to Award Marks to Match Officials	£15.00
14 (A)	Withdrawal of a Team after 31 December	£60.00
14 (B)	Withdrawal of a Team after the Annual General Meeting	£60.00
17 (C)	Club Officials Committing Breach of Rules or Inducing of Attempting to Induce a Player/Players of another Club in the Competition (Poaching or Failing to Abide by Seven (7) Day Approach Procedures)	£50.00
18 (A)	Failure to Complete and Return Trophy Agreement	£20.00
18 (B) & (C)	Failure to allow a trophy to mishandled, mistreated or put at risk	£20.00
19	Failure to be Represented at a Special General Meeting	£25.00
22	Failure to provide adequate insurance cover	£50.00

**Subsidiary Cups**

5	Failure to submit list of players – Final Ties	£10.00
6	Playing an ineligible player	£60.00
11	Shirts not numbered 2-17	£20.00

**NOTES**



