

# **RULES OF THE CAPITAL FOOTBALL LEAGUE**

## **1. Nomenclature and Constitution**

- (A) This Competition shall be designated The Capital Football League this may be varied to accommodate the naming of a sponsor following any agreement on sponsorship duly approved by The Football Association and shall consist of not more than 40 Clubs who shall be Full Member Clubs.
- (B) All such Member Clubs must be affiliated to an affiliated County Football Association and their names and particulars shall be returned annually by an appointed date on the form "D" to the appropriate County Football Association. The area covered by the Competition membership shall be: Bedfordshire, Berks. & Bucks., Cambridgeshire, Essex, Hampshire, Hertfordshire, Kent, London, Middlesex, Northamptonshire, Oxfordshire, Suffolk, Surrey and Sussex. This Competition shall apply annually for sanction to the England Football Association(s) and the constituent teams of member Clubs may be grouped in divisions, each not exceeding 20 in number. No more than one team from a club can participate in the same division.  
Member Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of the FA. and County FA. Competitions) except with the consent of the Management Committee of the Competition.
- (C) This Competition shall only permit one team from a Club to participate in the same division unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. This Competition will obtain the prior approval of the sanctioning Association in the event of a division comprising of more than one team from the same club. This Competition will ensure that, where permission is given, teams from a Club operating in the same division are run as separate entities with no interchange of players other than via transfers of registration in accordance with Competition Rules.
- (D) Inclusivity and Non-discrimination
- (i) This Competition and each Member Club must be committed to promoting inclusivity and to eliminating all forms of discrimination
  - (ii) This Competition and each Member Club does not and must not [by its rules or regulations or] in any manner whatsoever unlawfully discriminate against any person within the meaning and scope of the Equality Act 2010 or any law, enactment, order or regulation relating to discrimination (whether by age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise).
  - (iii) This Competition and each Member Club must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise).
  - (iv) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate sanctioning Association for investigation.

- (E) This Competition will strive to become a designated Charter Standard League. (by the end of the 2014-15 season) Existing Member Clubs should also by the end of the 2014-15 season achieve the Charter Standard club award or face possible expulsion from the League. New Member Clubs would have one year to achieve the Charter Standard club award. The League has the right to refuse membership to a Club if it fails to demonstrate commitment to achieving the award.
- (F) This Competition and its Clubs shall support the FA's Respect programme. As such it recognises that everyone in football has a collective responsibility to create a fair, safe and enjoyable environment in which the game can take place. A Respect League values the contribution of match officials, players and spectators and ensures that they are treated with courtesy and fairness by opposing players, club officials and spectators. The League and its Clubs will seek to play fixtures in a fair, competitive but not antagonistic environment.  
Member Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of F.A. and County F.A. Competitions) except with the written consent of the Management Committee of the Competition.
- (G) At the Annual General Meeting or a Special General Meeting called for the purpose, a majority of the delegates present shall have power to decide or adjust the compilation of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.

## **2. Entry Fee, Subscription, Deposit**

- (A) Applications by Clubs for admission to this Competition or the entry of an additional team(s) must be made in writing to the Secretary and must be accompanied by an Entry Fee of £300.00 per team which shall be returned in the event of non-election. At the discretion of a majority of the accredited voting members present applications, of which due notice has been given, may be received at the Annual General Meeting or a Special General Meeting. The Entry Fee shall apply. When Rule 12(B) is applied and a team seeks a transfer or compulsorily transferred to another division no Entry Fee shall be payable.
- (B) The Annual Subscription shall be £400 per club payable on or before 1st July in each year. In the case of newly elected clubs £200 of the entry fee will count towards the Annual Subscription of £400 in the first year of membership
- (C) Where required by the Management Committee, a Club shall pay a Deposit of £300.00 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 (where required) have been paid.
- (E) Clubs must advise annually to the Secretary in writing by 24th July of its Affiliated County Football Association number for the forthcoming season, failing which they shall be fined £50.00. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

## **3. Officers**

- (A) The Officers of the Competition shall be the President, Vice-President, Chairman, Vice-Chairman, Treasurer, General Secretary, Administration Secretary, Referees Secretary, Assistant Referees Secretary, Registration Secretary, Welfare Officer and

any other posts deemed necessary, to be elected annually at the Annual General Meeting. (N.B. Auditors are not Officers).

#### **4. Management, Nomination, Election**

- (A) 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 three members who shall be elected at the Annual General Meeting. All participants shall abide by the football association regulations for safeguarding children as determined by the association from time to time.
- (B) Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two Member Clubs, not later than 8th 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.
- (C) The Management Committee shall meet quarterly or as often as necessary to deal with business as it arises. On receiving a requisition signed by two-thirds of the Members of the Management Committee the Secretary shall convene a meeting of the Committee.
- (D) Except where otherwise mentioned all communications must be addressed to the Secretary who shall conduct the correspondence of the Competition and keep record of its proceedings.
- (E) (All communications received must be conducted through their nominated Officers.

#### **5. Powers of Management**

- (A) The Management Committee may appoint sub-committees and delegate such of the powers as they deem necessary. The decisions of all sub-committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of the Football Association or affiliated Association.
- (B) Subject to the permission of the 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 a right to attend and vote at all Management Committee Meetings and have one vote therat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented. (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 the powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters relating affecting the Competition, including any not provided for in the Rules. With exception of rules 5(i), 6 (h), 10 (a), 11 & 19, for all breaches of rule a formal written charge must be issued. The respondent shall be given seven days from the date of notice to

reply to the charge and given the opportunity to:

- (i) accept or deny the charge
- (ii) submit in writing a case of mitigation, or
- (iii) put their case before the management committee.

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

With the exception of Clubs playing at Step 7 of the Football Pyramid and the FA Women's Premier League, the maximum fine permitted for any breach of a Competition rule is £250 and, when setting any fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

- (E) All decisions of the Management Committee shall be binding subject to the right of appeal to the Board of Appeal in accordance with Rule 16. Decisions of the Management Committee must be notified in writing to those concerned within seven days.
- (F) Five Members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and one half of the Members shall constitute a quorum for the transaction of business by any subcommittee 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, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to be fined or otherwise penalised at the discretion of the Management Committee.
- (I) All fines and charges shall be paid within 14 days of the date of posting of the written notification. Any club failing to do so, will be fined a maximum of £50. Further failure to pay the fine including the additional sum within 14 days will result in fixtures being withdrawn until such time as the outstanding payments are settled.
- (J) The Management Committee shall be empowered to award an Honorarium to any Officer of the league where deemed appropriate. 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 or Special General Meeting called to decide the constitution of the Competition season.
- (L) The business of the Competition as determined by the Management Committee may/shall be transacted by electronic mail or facsimile.

## **6. Annual General Meeting**

- (A) The Annual General Meeting shall not be held later than 30th June in each year. At this meeting the following business shall be transacted provided that at least 75% of the Members are present and entitled to vote:
  - (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
  - (ii) To consider any business arising therefrom.
  - (iii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.

- (iv) Election of Clubs to fill vacancies (as recommended by the Management Committee).
  - (v) Constitution of the Competition for ensuing season.
  - (vi) Election of Officers and Management Committee.
  - (vii) Appointment of Auditors.
  - (viii) Alteration of Rules, if any (of which notice has been given).
  - (ix) Fix the date for the commencement and conclusion of playing season.
  - (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 audited Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club and the Football Association at least fourteen days prior to the meeting.
- (C) A signed copy of the duly audited Balance Sheet and Statement of Accounts shall be sent to the Football Association within fourteen days of its adoption by the Annual General Meeting.
- (D) Each Full Member Club shall be empowered to send two delegates to an Annual General Meeting. Each club shall be entitled to one vote only. Not less than fourteen days' notice shall be given of any Meeting.
- (E) Clubs who have withdrawn their Membership of the Competition during the season being concluded or who are not continuing Membership shall be entitled to attend but shall vote only on matters relating to the season being concluded. This provision will not apply to clubs expelled in accordance with Rule 17.
- (F) All voting shall be conducted by a show of hands unless a ballot be demanded by at least one third 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 Full Member Club.
- (H) Any continuing Member Club failing to be presented at the Annual General Meeting without satisfactory reason being given shall be fined £150.
- (I) Officers and Management Committee Members shall be entitled to attend and vote at an Annual General Meeting.

**7. Agreement to be Signed**

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

We (name).....of  
 (address)..... CHAIRMAN

We (name).....of  
 (address).....SECRETARY

of the .....Football Club

have been provided with a copy of the Rules and Regulations of the Capital Football League and do hereby agree for and on behalf of the said Club to, if elected or accepted into membership, conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the League, subject to the right of appeal in accordance with Rule 16.

Any alteration of the Chairman and/or Secretary on the above agreement must be notified to the Football Association and to the Secretary of the Competition.

## 8. Qualification of Players

- (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 12 and over crossing borders including Wales, Scotland and Ireland.
  - (ii) While serving in any branch of Her Majesty's Regular Forces, a player must first obtain the consent of his Association Secretary before signing a registration form to play for a Club.
- (B) A registered playing member of a Club is one who, being in all other respects eligible, has either:-
- (i) Signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club, and who has been registered with the (Registrations) Secretary one day or more prior to playing in a match. The player shall not play again until the club has been notified of the players registration number.
  - (ii) Signed a fully and correctly completed Competition registration form in ink on a match day prior to playing, countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club, and submitted to the (Registrations) Secretary within two days (Sundays excluded) of the match.
  - (iii) The player shall not again play until the Club is in possession of the players registration number. A maximum of 11 players may be registered in this way. Registration forms may also be submitted to the (Registrations) Secretary by facsimile machine or electronic mail prior to the player playing. The original document must be forwarded by post with three days of the match to the appropriate Officer.
- (C) not adopted.
- (D) A player having taken part in matches for any Club affiliated to any County Football Association shall not be allowed to join, be transferred to, or sign for a Club in the Competition without first proving to the officials of the intended Club that the player has discharged all reasonable financial liabilities to the previous Club or Clubs, and a Club official may not accept such player's signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played.
- (E) Registration forms shall be obtained from the (Administration) Secretary free of charge.
- (F) The Management Committee shall decide all registration disputes.  
In the event of a player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the player shall be registered. The (Registrations) Secretary shall notify the Club last applying to register the player of the fact of the previous registration.
- (G) It shall be a breach of Rule for a player to:-
- (i) Play for more than one Club in the Competition in the same season without first being transferred or their registration has been cancelled by his former club.

- (ii) Having signed for one Club in the Competition, sign for another Club in the Competition in that season except for the purpose of a transfer or their registration has been cancelled by his former club.
  - (iii) Submit a signed registration form for registration that the player had wilfully neglected to accurately or fully complete.
- (H)
- (i) The Management Committee shall have the power to accept the registration of any player subject to the provisions of clauses (ii) and (iii) below.
  - (ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any player, at their discretion who has been charged and found guilty of registration irregularities. (Subject to Rule 16).
  - (iii) The Management Committee shall have power to make application to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16) subject to the right of appeal to the FA or the relevant County Football Association.  
Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a participant from being involved in this Competition. Application should be made to the parent County of the Club the player is registered or intending to be registered with.
  - (iv) For a player who has previously had a registration removed in accordance with clause (iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of bringing the Competition into disrepute. (Note: Action under Clause (iii) shall not be taken against a player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute and will in any case be subject to an Appeal to the Football Association. All decisions must include the period of restriction. For the purpose of this Rule, bringing the competition into disrepute can only be considered where the player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in a period of two years or less from the date of the first offence for any team playing in this Competition.)
- (I) Subject to FA Rule C2(a) dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form to the (Registrations) Secretary. Such transfer shall be referred by the (Registrations) 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 (Registrations) Secretary and to the player concerned within seven days of receipt of the transfer form. Upon receipt of the Club's consent, or upon its failure to give written objection within seven days, the (Registrations) Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date or seven days after receipt of such transfer. In the event of an objection to a transfer the matter shall be referred to the

Management Committee for a decision.

- (J) not adopted
- (K) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.
- (L) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the (Registrations) Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one Season only.

In the event of a player without a written contract changing his status to that of a contract player with the same Club, another Club in the Competition or with a Club in another Competition his registration as a player without a written contract will automatically be cancelled and declared void **unless the Club conforms to the exception detailed in Rule 8 (A)(i)**

- (M) A player shall not be eligible to play for a team in any special championship, promotion or relegation deciding match (as specified in Rule 12(A)) unless the player has played 3 games for that team in this Competition in the current season.
- (N) Not adopted
- (O)
  - (i) Any team playing an unregistered or otherwise ineligible player or players may have the points gained in the match deducted from its total and may be fined and/or otherwise dealt with at the discretion of the Management Committee.
  - (ii) In addition the team may have further points deducted from its total at the discretion of the Management Committee and may be dealt with in any further manner which is thought to be fit.
  - (iii) The Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.
- (P) The following Clause applies to Competitions involving players in full-time secondary education):-
  - (i) Priority must be given at all times to school and school organisations activities.
  - (ii) The availability of children must be cleared with the Head Teachers.
  - (iii) To play open age football the player must have achieved the age of 16.

## **9. Club, Colours, Club Name**

- (A) Every club must register the colour of its shirts and shorts with the Secretary by 30th June who shall decide as to their suitability. Goalkeepers must wear colours which distinguish them from other players and the referee. No player, including the goalkeeper, shall be permitted to wear black or very dark shirts. Any team not being able to play in its normal colours as registered with the Competition shall notify the colours in which they will play to its opponents at least five days before the match. If in the opinion of the referee, two Clubs have the same or similar colours, the away team shall make the change. Any team not having a change of colours or delaying the kick-off by not having a change shall be fined £20.  
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 as they think fit. Shirts must be numbered.

- (B) Any club wishing to change its name and/or colours must seek permission from its affiliated County Association and from the Management Committee.

#### **10. Playing Season, Conditions of Play, Times of Kick-off, Postponements, Substitutions**

- (A) The Annual General Meeting shall determine the commencing and concluding dates for the ensuing season which shall be in accordance with Football Association Rules.
- (B) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board.

Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home team a match has to be replayed, the Management Committee shall have power to order the venue to be changed. The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixture on another ground.

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

All matches shall have a duration of 90 minutes unless a shorter time (not less than 70 minutes) is mutually agreed by the two captains in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves. The times of kick-off shall be fixed by the A.G.M. or the Management Committee. Any Club failing to commence at the appointed time may be fined a sum not exceeding £50 or be otherwise dealt with as the Management Committee may determine.

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

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

(C)

- (i) Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to the Football Association, relevant Parent County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the league secretary. In the case of a revised fixture date, the Clubs must be given by the Competition 5 clear days notice of the match (unless otherwise mutually agreed). Notice of postponement of any match as referred to in Section C must be given without delay by the postponing club but no later than 48 hours prior to the scheduled date of the match to the league secretary, the referees secretary, and the secretary of the opposing club. And any match officials already appointed to the match, failure to comply, the league may inflict any penalty it may deem suitable.
- (ii) A Club whose pitch has been affected by inclement weather conditions and wish to postpone the scheduled fixture, must call in a local Capital League

official or local first class referee to inspect the playing surface on day of the match the inspecting referee shall then consult with the match being referee before a decision is made. In the event of the match being postponed the home club must inform the League Secretary, Referees Secretary, their opponents and the appointed match officials.

- (iii) In event of a match not being played or abandoned owing to causes over which neither club has control, it shall be played in its entirety on a date to be mutually agreed and approved the League Secretary.
  - (iv) All postponed matches as mentioned in sections i, ii & iii both clubs shall within 14 days mutually agree upon a new date which shall be within 49 days of the original date unless permission is obtained from the league secretary to re-arrange the fixture outside the 49 day period. Should for any reason there is no agreement between the two clubs may result in a fine of £50 being imposed in each case. The League Secretary shall be empowered to determine a new date which must be strictly adhered to.
- (D) The Secretary of the home Club must give notice in writing 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 five clear days prior to the playing of the match. The away Club shall seek and acknowledge receipt of such particulars and supply the names of expected team and any other information required for the home clubs match day programme or team information sheet. Any Club failing to comply with this Rule shall be liable to a fine of £20.
- (E)
- (i) In the event of a Club playing in any match with less than 11 players they shall be fined £5 for each missing player. A minimum of 7 players will constitute a team for a Competition match.
  - (ii) The league will not accept the reason of insufficient players as reason to postpone as fixture. Clubs must have enough players registered at all times to fulfil a fixture.
- (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 the power to inflict a fine, deduct points from the defaulting club, award the points from the match in question to the opponents, order the defaulting club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. Notwithstanding the foregoing home and away provision, the management committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.
  - (ii) Any club unable to fulfil a fixture or where a fixture has been postponed for any reason must, without delay, give notice to the League Secretary, the Competition Referees Appointments Secretary, the Secretary of the opposing Club and the appointed match officials. Any Club failing to comply shall be dealt with by the Management Committee who may inflict a fine.
  - (iii) In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date to be mutually agreed by the two Clubs and approved by the Management

Committee. Failing such agreement and notification to the League Secretary within 14 days the Management Committee shall have power to order the match to be played on a named date or on or before a given date.

- (iv) The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandoned to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one team or its Club member(s) they shall be empowered to. In cases where a match has been abandoned owing to the conduct of both teams or their Club member(s), the Management Committee for an abandoned match.
  - (v) The Management Committee shall review any match that has taken place here either or both teams were under a suspension imposed upon them by the Association or Affiliated Association. In each case the team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 8(O) above. Where both teams were under suspension the game must be declared null and void.
- (G) A club may at it's discretion and in accordance with the laws of the game use 3 substitute players from 5 named players.  
The referee shall be notified of the names of the substitutes no later than 30 minutes before the start of the match.  
A player who has been selected before the start of the match but does not actually play in the game shall not be considered to been a player in that game within the meaning of rule 8 of this competition.
- (H) The half time interval shall be of 15 minutes duration. The half time interval may only be altered with the consent of the referee.
- (I) The Competition shall require all players and club officials to have signed the FA's Respect Codes of Conduct and produce these if so requested by the Management Committee.
- (J) The participating clubs taking part in the fixture shall identify a team captain designated with a captain's armband who has a responsibility to offer support in the management of the on-field discipline of his team mates. Prior to each match the participating teams and officials shall conduct the 'Respect' handshake and/or participating teams to offer 'three cheers' and handshakes to the opposing team after the match.

## **11. Reporting Results**

- (A) The Registration Secretary must receive by first class post showing a postmark within two days of the date played (excluding Sundays and Bank Holidays), the result of each Competition match in the prescribed manner on the Official League Result Sheet. This must include (in block capitals) the team players: forename(s) and surname and including each players
- (B) Registration number allocated by the league, (unless the player has just signed a registration form prior to taking part in the match (as prescribed in rule 8 the form should also included any other information required by the competition. The referees marking sheet must also accompany the result sheet as required by rule 13.

- (C) The Home Club shall telephone notify the result of each match to the Administration Secretary within 20 minutes of the match ending. Clubs in default shall be fined. The match result notification, correctly completed, shall be signed by a responsible member of the Club. Failure to do so will result in a fine of £60.

NB. If the fixed penalty exceeds £20 the Club must be charged as detailed in Rule 5 (D).

## **12. Determining Championship**

- (A) Team rankings within the Competition will be decided by points with Three points to be awarded for a win and one point for a drawn match. The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points.

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

In the event of the two teams still being equal the team which has the better playing record against the other team in their head to head Competition matches during the Season will be the highest placed team.

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

- (B) Not adopted

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

## **13. Referees**

- (A) Registered Referees and Assistant Referees for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Associations).
- (B) In the event of the non-appearance of the appointed Referee, *the appointed senior Assistant Referee shall take charge and a substitute Assistant Referee appointed by the competing Teams*. In cases where There are no officially appointed Assistant Referees, the Clubs shall agree upon a Referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee. Individuals under the age of 16 must not participate either as a Referee or Assistant Referee in any open age competition.
- (C) Not adopted
- (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.
- (E) Subject to any limits/provisions laid down by the sanctioning Association Match Officials appointed under this Rule shall be paid a match fee of £50 *inclusive of travel expenses for Referees and £30 inclusive of travel expenses for Assistant Referees*.
- (F) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half of their

Match Fee only. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee.

- (G) A Referee not keeping his engagement, and failing to give a satisfactory explanation of his non-appearance, may have his name removed from the list of Referees and the fact reported to the Association with which he is registered.
- (H) Each Club shall, in a manner prescribed from time to time by the Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition on the prescribed form provided. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine.
- (I) The competition shall keep a record of the markings.
- (J) The Referee shall submit a Report Form, supplied by the Competition, giving the result of the match, the number of players in each team and the time of kick-off to the Administration Secretary within two days of the match.
- (K) Not adopted under review.

#### **14. Continuation of Membership or Withdrawal of a Club**

- (A) After 31st December in the current season a Club intending to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 31st March each season or be liable to a fine not exceeding £250.
- (B) A club shall not be allowed to withdraw its team from the competition after the Annual General Meeting.
  - (i) any club infringing this rule shall be liable to a fine not exceeding £250 and shall also be liable for its share of any call which may be under rule 5(B)
  - (ii) any club infringing this rule and disbanding before the fixtures have commenced cannot be fined but will be liable for their financial commitments prior to disbanding.
- (C) The Membership for the coming season having been decided at a Special General Meeting held for that purpose not earlier than the 14th May nor later than the 31st May or at the Annual General Meeting held not later than 30th June. The Competition shall have the right, irrespective of other provisions in this Rule, to refuse to permit a Club to withdraw its team(s) in order to join another Competition and may hold the Club to its engagement.
- (D) In the event of a Member Club which is in an un-incorporated association withdrawing and/or disbanding it shall be immediately liable to discharge all its financial and other obligations to the Competition.
- (E) In the event that any such obligation remains undischarged after a period of twenty-one (21) days then such obligation shall be met by the then current Club Members, excluding those under the statutory school leaving age. Until a member's pro rata obligation is discharged in full the Member shall not be allowed to participate in the Competition, which may apply to the Club's Parent County Association for a suspension order.

#### **15. Protests and Complaints**

- (A)
  - (i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.
  - (ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other

facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match. Any Club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this Rule and shall be dealt with by the Management Committee.

- (B) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged with the Secretary within five 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 witness or representative of his Club) when such protest or complaint is being determined.
- (C) Any dispute occurring between two Clubs in the Competition shall be referred for determination by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.
- (D) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum of £50. This may be forfeited in whole or part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.
- (E) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement a least 7 days prior to the protest or complaint being heard.
  - (i) All parties must have received 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 of £50 and indicate such when forwarding the written response.

## **16. Board of Appeal**

- (A) Within 14 days of the posting of written notification of any decision of the Management Committee of the Competition a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the Football Association, including a fee of £75, for adjudication of a Board of Appeal.

The grounds of appeal shall be in accordance with FA. Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned.

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

## **17. Exclusion of Clubs or Teams, Misconduct, Clubs, Officials, Players**

- (A) At the Annual General Meeting, or Special Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda, the accredited delegates present shall have power to exclude any Club or Team from further membership upon a majority of two-thirds of the votes cast. Voting on this point shall be conducted by ballot.
- (B) At the Annual General Meeting, or at a Special General Meeting called for the

purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable upon a majority of two-thirds of the votes cast. 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 misconduct, 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 Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (A) and (B) of this Rule.
- (D) Any Club or Team failing to complete all of its fixtures in any season shall (unless the conditions are beyond their control, or the accredited delegates present at the Annual General Meeting, or at a Special General Meeting decide otherwise by a majority of two-thirds of the votes cast) be debarred from membership the following season.

#### **18. Trophy:- Legal Owners, Conditions of Taking Over, Agreement to be Signed, Awards**

- (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 \_\_\_\_\_ FC, members of and representing the Club, having been declared winners of \_\_\_\_\_ Cup or Trophy, and it having been delivered to us by the Competition, do Hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before 31st March. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.” Failure to comply will result in a fine as determined by the Management Committee.
- (B) At the close of each Competition awards may be made to the winners and runners-up if the funds of the Competition permit.

#### **19. Special General Meeting**

- (A) 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 fourteen days notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting. Each Full Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only. Not less than fourteen days notice shall be given to any Meeting. Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined £150. Officers and Management Committee Members shall be entitled to attend and vote at all Special General Meetings.

#### **20. Alteration to Rules**

Alterations shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season. Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by 31st March in each year. The proposals, together

with any proposals by the Management Committee, shall be circulated to the Clubs by 30th April and any amendments there to shall be submitted to the Secretary by 31st May. The proposals and proposed amendment thereto shall be circulated to Clubs with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if a majority of those present, entitled to vote and voting are in favour. A copy of the proposed alterations to Rules to be considered at the Annual General Meeting or Special General Meeting shall be submitted to the sanctioning Football Association 28 days prior to the date of the meeting.

Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Association issuing sanction shall have been obtained.

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

## **21. Finance**

- (A) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.
- (B) All expenditure in excess of £500 shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.
- (C) The financial year of the Competition will end on 31st December each year.
- (D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be audited annually by some suitable person(s) who shall be appointed at the Annual General Meeting.

## **22. Insurance**

- (A) All Clubs must have public liability insurance cover of at least 10 million pounds (£10,000,000).

All Clubs shall be members of a Players' personal accident scheme. The policy cover shall be at least equal to the minimum recommended cover determined from time to time by the sanctioning Association. In instances where The Football Association is the sanctioning Association, the minimum recommended cover will be the cover required by the Affiliated Association to which a Club affiliates.

## **23. Dissolution**

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



## **24. Programme or Team Information**

- (A) The Home Club shall in all matches produce a suitable programme or teamsheet, all proceeds to be retained by the Home Club. Failure to produce a programme or team information sheet the offending Club shall be fined £20.  
Each programme/teamsheet shall publish the advertisements of any official sponsors of the Competition. Failure to comply, the offending Club shall be fined £20 on each count.  
One copy of the programme or team information sheet must be forwarded to the Administration Secretary within two days of the match being played. Failure to comply with this Rule, the offending Club shall be fined £20.
- (B) In consideration of the public, Clubs are required to ensure that the numbers worn by the players taking part in a match must correspond with those published in the programme or team information sheet. Failure to comply with this rule will result in a fine, £2 being imposed on each count. (Genuine team changes are not included in this Rule).

## **25. Hospitality**

- (A) Home Clubs are required to provide suitable refreshments at half time and full time for the visiting club officials and players. Refreshments should also be provided for the match officials. Failure to comply with this rule will result in a fine of £50 being imposed.

## **26. The Capital Football League Challenge Cup Rules**

1. The Competition shall be called the President's Challenge Cup.
2. Clubs competing in The Capital Football League shall take part.
3. The Insurance for the Cup is undertaken by The Capital Football League.
4. The Management Committee of The Capital Football League shall have the entire control of the competition and shall have power to deal with any matter for which no provision is made.
5. The Competition shall be organised and drawn for each season by the League Management Committee, whose scheme shall be subject to approval of the Clubs at the preceding Annual General Meeting.
6. The Capital Football League rules shall apply to this Competition except where it is stated otherwise.
7. All matches must be decided on the day of the match, if scores are level after 90 minutes a penalty competition shall decide the outcome of the match.
8. For the final tie, the Management Committee shall determine the venue, kick off time and level of admission charges.
9. In all other times, each Club shall be responsible for its own expenses.
10. Any Club being found in default of the Rules may be disqualified from the Competition and may be subject to other penalties as the Management Committee may deem necessary.
11. The winning Club shall hold the Challenge Cup for the year. the Cup shall be returned not later than 30th March. The winning Club and the runners up will receive souvenirs. Additional souvenirs may be presented only by consent of the Management Committee.

## **27. Rules Binding on Clubs**

- (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 must abide by any issued Football Association Code of Conduct.

## **28. 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:
  - (i) notification that an individual has been charged with an Offence; or
  - (ii) notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
  - (iii) 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 a 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:
  - (i) whether a child is or children are or may be at risk of harm; 4.2 whether the matters are of a serious nature;
  - (ii) 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 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.

# APPEALS

## Appendix "A" Regulations for Football Association Appeals

### 1. Commencement of Appeal

- 1.1 An appeal to an Appeals Board of The Football Association be made and be conducted only in accordance with the Rules and Regulations of The Football Association that relate to appeals to an Appeals Board as are in force at any time.
- 1.2 An appeal shall be commenced by lodging a notice of appeal ("the Notice of Appeal") with The Association.  
The Notice of Appeal shall be lodged within 14 days of the date of notification of the decision appealed against. In the case of an appeal from a decision of a Disciplinary Commission, the date of notification of the decision shall be the date of the written decision or, if applicable, the date of the written reasons for the decision. In relation to any other decision, the relevant date shall be the date on which it was first announced.
- 1.3 The Notice of Appeal must:
  - 1.3.1 identify the specific decision(s) being appealed;
  - 1.3.2 set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision;
  - 1.3.3 set out a statement of the facts upon which the appeal is based;
  - 1.3.4 be accompanied by any deposit prescribed by the relevant Rules or Regulations. Where an appeal is lodged by fax, the deposit must be received not later than the third day following the day of despatch of the fax (including both the day of despatch and receipt);
  - 1.3.5 where appropriate, apply for leave to present new evidence under 2.6 below.
- 1.4 The grounds of appeal shall be that the body whose decision is appealed against:
  - 1.4.1 misinterpreted or failed to comply with the rules or regulations relevant to its decision; and/or
  - 1.4.2 came to a decision to which no reasonable such body could have come; and/or
  - 1.4.3 imposed a penalty, order or sanction which is excessive.
- 1.5 Once an appeal has been commenced, it shall not be withdrawn except by leave of the Appeal Board, with such order for costs as the Appeal Board may consider appropriate.

### 2. Appeal Proceedings

- 2.1 An Appeal Board shall proceed as set out below.
- 2.2 Reference to a party or parties means:
  - 2.2.1 the appellant (the 'Appellant'); and
  - 2.2.2 the Association in the case of an appeal against a decision of the Disciplinary Commission, or the Affiliated Association or Competition whose decision is appealed against (the "Respondent").
- 2.3 The Respondent shall nominate an individual or individuals to represent it before the Appeal Board.

- 2.4 The Respondent shall serve a written reply to the Notice of Appeal (the "Reply") on an Appellant and the Appeal Board within 21 days of the lodging of the Notice of Appeal. Where appropriate, the Reply must include any application for leave to present new evidence under 2.6 below.
- 2.5 The parties shall be entitled to make oral submissions to the Appeal Board but an appeal shall be by way of a review on documents only, without oral evidence, except where the Appeal Board gives leave to present new evidence under 2.6 below.
- 2.6 The Appeal Board shall hear new evidence only where it has given leave that it may be presented. An application for leave to present new evidence must be made in the Notice of Appeal or the Reply, setting out the nature and the relevance of the new evidence, and why it was not presented at the original hearing. Save in exceptional circumstances, the Appeal Board shall not grant leave to present new evidence unless satisfied with the reason given as to why it was not, or could not have been, presented at the original hearing and that such evidence is relevant. The Appeal Board's decision shall be final.
- 2.7 The Chairman of an Appeal Board may upon the application of a party or otherwise, give any instructions considered necessary for the proper conduct of the proceedings, including but not limited to
  - 2.7.1 extending or abridging any time limit;
  - 2.7.2 amending or dispensing with any procedural steps set out in these Regulations;
  - 2.7.3 Instructing that a transcript be made of the proceedings;
  - 2.7.4 ordering parties to attend a preliminary hearing;
  - 2.7.5 ordering a party to provide written submissions.
  - 2.7.6 The decision of the Chairman of the Appeal Board shall be final.
- 2.8 The Appeal Board may adjourn a hearing for such period and upon such terms (including an order as to costs) as it considers appropriate.
- 2.9 The Appellant shall prepare a set of documents which shall be provided to the Appeal Board and Respondent at least seven days before the hearing and which shall comprise the following (or their equivalent):
  - 2.9.1 the Charge;
  - 2.9.2 the Answer;
  - 2.9.3 any documents or other evidence referred to at the original hearing relevant to the appeal;
  - 2.9.4 any transcript of the original hearing;
  - 2.9.5 the notification of decision appealed against and where they have been given the reasons for the decision;
  - 2.9.6 any new evidence;
  - 2.9.7 The Notice of Appeal;
  - 2.9.8 The Reply.
  - 2.9.9 Where the Disciplinary Commission or other body appealed against has not stated the reasons for its decision, either
    - 2.9.9.1 the Appellant shall request written reasons from that body which shall be provided to the Appeal Board; or
    - 2.9.9.2 the Appeal Board shall require that a member of the body that made the decision shall attend (in which case, questions may be put by the Appeal Board at a hearing to satisfy itself as to

the reasons for the decision. Cross-examination by the Appellant or Respondent shall not be permitted. Representations may be made by the parties to the Appeal Board who may then put questions to the member of the body that made the decision).

2.10 Appeal hearings shall be conducted how, when and where the Appeal Board considers appropriate. Reasonable notice shall be given by the Appeal Board of the date, time and venue of the appeal.

Where an application to present new evidence has been made, the party making the application shall address the Appeal Board in support of the application and the other party may respond; the Appeal Board shall then determine whether or not it will receive the new evidence. The following procedures shall be followed at an appeal hearing unless the Appeal Board thinks it appropriate to amend them:

2.10.1 The Appellant to address the Appeal Board, summarising its case;

2.10.2 Any new evidence to be presented by the Appellant;

2.10.3 The Respondent to address the Appeal Board, summarising its case;

2.10.4 Any new evidence to be presented by the Respondent;

2.10.5 Each party to be able to put questions to any witness giving new evidence;

2.10.6 The Appeal Board may put questions to the parties and any witness giving new evidence at any stage;

2.10.7 The Respondent to make closing submissions;

2.10.8 The Appellant to make closing submissions.

2.11 The Appeal Board shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend, and shall do so in such manner as it considers appropriate.

2.12 The Appeal Board may, in the event of a party failing to comply with an order, requirement or instruction of the Appeal Board, take any action it considers appropriate, including an award of costs against the offending party.

### **3. Appeal Board Decisions**

3.1 A decision, order, requirement or instruction of the Appeal Board shall (save where to be made under the Rules by the Chairman of the Appeal Board alone) be determined by a majority. Each member of the Appeal Board shall have one vote, save that the Chairman shall have a second and casting vote in the event of deadlock.

3.2 A decision of the Appeal Board shall be final and binding and there shall be no right of further challenge.

3.3 The Appeal Board shall have power to:

3.3.1 allow or dismiss the appeal;

3.3.2 exercise any power which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed;

3.3.3 remit the matter for re-hearing;

3.3.4 order that any deposit be forfeited or returned as it considers appropriate;

3.3.5 make such further or other order as it considers appropriate, generally or for the purpose of giving effect to its decision.

#### **3.4 Costs**

The Appeal Board shall announce its decision to the parties as soon as practicable in such a manner as it considers appropriate; and unless it directs otherwise, its decision shall come into effect immediately.

### **3.5 Announcement Of Decision**

The Appeal Board shall announce its decision to the parties as soon as practicable in such a manner as it considers appropriate; and unless it directs otherwise, its decision shall come into effect immediately.

### **3.6 Written Decision**

As soon as practicable after the hearing, the Appeal Board shall publish a written statement of its decision, which shall state:

3.6.1 the names of the parties, the decision(s) appealed against and the grounds of appeal;

3.6.2 whether or not the appeal is allowed and

3.6.3 the orders of the Appeal Board.

The written statement shall be signed and dated by the Chairman of the Appeal Board and be the conclusive record of the decision.

3.7 The Appeal Board shall, upon the request of the Appellant (such request to be received at The Association within 5 days of the announcement of the decision), give written reasons for the decision.

## **STANDING ORDERS**

Regulations for the conduct of business at meetings of the League.

### **Rules of Debate**

1. Each member on speaking shall rise and address the Chairman and his speech must be relevant to the issue. The question of relevance shall be decided by the Chairman. If two or more Members shall rise to speak at the same time, the chairman shall decide who has the priority to speak.
2. When the Chairman arises to speak no-one shall continue standing or speaking until the Chair has been resumed.
3. A Member shall not speak more than once on any motion, amendment or point of order except by permission of the Chairman or by leave of the Meeting, subject to the right of reply to the mover of the original motion.
4. The mover of every original resolution or motion shall have the right to reply to objections or queries raised against the resolution or motion.
5. Any motion or amendment once made and seconded shall not be altered or withdrawn without the consent of the Chairman or Meeting, without discussion.
6. When an amendment is moved on a proposition, no further amendment shall be moved until the first is disposed of, but any number of amendments may be brought forwarded in succession.
7. An amendment shall be either:
  - (a) to leave out words
  - (b) to insert words
  - (c) or to omit words in order to insert others.
8. No Member shall be permitted to move or second more than two amendments on any motion.
9. Members will be allowed up to a maximum time of five minutes to speak on any motions or amendments or points or order, except with the permission of the Chairman.
10. The decision of the Chairman upon any point of order shall be final.