

# **LEAGUE RULES**

1. Name & Constitution
2. Entry Fee, Subscription, Deposit
3. Officers
4. Management, Nomination & Election
5. Powers of Management
6. Annual General Meeting
7. Agreement to be Signed
8. Qualification of Players
9. Club Colours, Club name
10. Playing Season, Conditions of Play, Times of Kick-off,  
Postponements, Substitutes
11. Reporting Results
12. Determining Championship
13. Referees
14. Continuation of Membership or withdrawal of a Club
15. Protests and Appeals
16. Board of Appeal
17. Exclusion of Clubs or Teams. Misconduct of Clubs, Officials  
or Players
18. Trophy - Legal owners, Conditions of taking over,  
Agreement to be Signed, Awards
19. Special General Meetings
20. Alteration to Rules
21. Rules binding on clubs
22. Finance
23. Knockout Cup and Shield

## **1. NAME AND CONSTITUTION**

- (a) This Competition shall be designated the Norfolk & Suffolk Veterans Football League and shall consist of no more than sixty Clubs who shall be Full Member Clubs.

All such Member Clubs must be affiliated to an affiliated County Football Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the Norfolk or Suffolk County Football Association. The area covered by the Competition Membership shall consist of any Club with its headquarters in Norfolk or Suffolk.

This Competition shall apply annually for sanction to the Norfolk County Football Association and the constituent teams of Member Clubs may be grouped in divisions, each not exceeding 14 in number.

- (b) 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 per team as prescribed in this Rule Book 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 is applied and a team seeks a transfer or is compulsorily transferred to another division no Entry Fee shall be payable.

- (b) The Annual Subscription shall be as laid down in this rule book, per team, payable before the Annual General Meeting in each year.
- (d) A Club shall not participate in this Competition until the Entry Fee, Annual Subscription and all outstanding monies due to this League from the previous season have been paid. Clubs not paying all fees due before the Fixture Meeting shall be fined as per this Rule Book.
- (e) Clubs must advise annually to the Secretary in writing by July 20<sup>th</sup> of its County Football Association affiliation number for the forthcoming Season, failing which they shall be fined as per this Rule Book. 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**

The Officers of the Competition shall comprise at least three from: President, Vice-Presidents, Chairman, Vice-Chairman, Treasurer, Secretary, and up to two co-opted members 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 two representatives from member Clubs who shall be elected at the Annual General Meeting.
- 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 May 31<sup>st</sup> 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 as often as is necessary to deal with business as it arises.
- d) On receiving a requisition signed by two-thirds of the Members of the Management Committee the Secretary shall convene a meeting of the Committee.
- e) 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.
- f) All communications received from Clubs must be conducted through their nominated Officers.

### **5. POWERS OF MANAGEMENT**

- a) The Management Committee may appoint such other sub-committees as they may consider necessary and may delegate such of their powers as they deem necessary to such committees. The decisions of all such 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 relevant County Football Association having been obtained the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any Club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season. (See Rule 6).
- c) Each Member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and have one vote thereat,

but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented. (This shall apply to the procedure of any sub-committee). No individual shall be entitled to represent or vote on behalf of more than one Club. In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.

- (d) The Management Committee shall have powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules. Except where these Rules provide for the imposition of a set penalty any Club, Official or Player alleged to be in breach of a Competition Rule must be formally charged in writing and given the opportunity to present their case before the Management Committee. 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.
- (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, if those concerned were not in attendance at the time of the decision.
- (f) Three Members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and three Members shall constitute a quorum for the transaction of business by 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, 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 or the date of the decision if present at the time of the decision.
- (j) Clubs, Officials or individuals committing a breach of this Rule will incur such penalties as the Management Committee may impose.
- (k) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General or Special General Meeting called to decide the constitution and the commencement of the Competition season.
- (l) Each competing team must have a copy of the official League Handbook.

## **6. ANNUAL GENERAL MEETING**

- a) The Annual General Meeting shall be held not later than June 21st in each year. At this meeting the following business shall be transacted provided that at least six 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. (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, 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 at least fourteen days prior to the meeting, and to the Norfolk County Football Association.
- c) A signed copy of the duly audited Balance Sheet and Statement of Accounts shall be sent to the Norfolk County 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.
- f) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least two-thirds of the delegates qualified to vote or the Chairman so decides.
- g) No individual shall be entitled to represent or vote on behalf of more than one Club in any one season.
- h) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall be fined as per this Rule Book.

## **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, \_\_\_\_\_(Chairman) and \_\_\_\_\_(Secretary) and  
\_\_\_\_\_ (Treasurer) of the \_\_\_\_\_ Football

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

- b) Any alteration of the Chairman and /or Secretary on the above Agreement must be notified to the respective County Football Association to which the Club is affiliated and to the Secretary of the Competition.
- c) All Clubs shall be correctly constituted as per Norfolk County Football Association Membership Rule 1. Such constitution shall provide for the election of at least 3 Officers at an Annual General Meeting. They shall include a Chairman, a Secretary and a Treasurer whose names shall be lodged with the League Secretary prior to the League's Annual General Meeting each year and any alterations thereto during the season, within 7 days thereof. All Clubs shall maintain minutes and account books, which can be inspected by Officers of the League.

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

## **8. QUALIFICATION OF PLAYERS**

- a) Contract players, as defined in Football Association Rules, are not permitted in this Competition.
- b) A registered playing member of a Club is one who being 35 years of age or older, and being in all other respects eligible, has signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club prior to the match. If the player signs a form prior to the match, and before the player can be registered with the League Secretary, the form must be counter-signed by the referee and/or an official of the opposing club prior to kick-off. Such forms must be returned to the Secretary with the match result card.
- c) Registration forms may also be submitted to the Secretary by e-mail prior to the player playing, but in all other respects rule 8(b) applies.
- d) No registration forms will be accepted after 31 March in the current season.
- e) If a club or team withdraws from the League, any players registered with that team can sign for another club during that season, provided that any outstanding debt has been paid.
- f) Any player in debt to a Club in this League in the previous season, provided the League has been advised and received suitable proof of the debt, his registration will not be accepted until the debt is paid to the League Secretary with an administration fee of £5.00
- g) A team shall not include any more than 2 players in any one match that have played in any number of Senior competition matches during the current season. Senior players shall be marked on the team sheet with an asterisk.

- h) For the purpose of this Competition, Senior competitions are the top two divisions of the Anglian Combination, senior divisions of the Ipswich & Suffolk League or the Ridgeon League or higher.
- 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.
- j) The Management Committee shall decide all registration disputes.
- k) In the event of a player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the player shall be registered. The Secretary shall notify the Club last applying to register the player of the fact of the previous registration.
- l) It shall be deemed misconduct for a player to:-
  - i) Play for more than one Club in the Competition in the same season without first being transferred.
  - ii) Having signed for one Club in the Competition, sign for another Club in the Competition in that season except for the purpose of a transfer.
  - iii) Submit a signed registration form for registration that the player had wilfully neglected to accurately or fully complete.
- m) A player who signs for more than one Club in the League during one season without the sanction of the Transfer Committee shall be suspended by the Management Committee from playing for any Club in the League for a **minimum** of three matches covered by the jurisdiction of the League. Postponed matches will not count towards the suspension. The registration of the player shall remain with the Club first registering the player with the League, and any later registration shall be null and void until submitted with a transfer form.
- n) A player who plays for more than one Club in the League during one season without the sanction of the Transfer Committee shall be suspended by the Management Committee from playing for any Club in the League for a **minimum** of five matches covered by the jurisdiction of the League. Postponed matches will not count towards the suspension. The registration of the player shall remain with the Club first registering the player with the League, and any later registration shall be null and void until submitted with a transfer form. The suspension in 17.5 and 17.6 will carry over into the following season, where necessary and no player will be eligible to sign a form in the new season until his suspension has ended.
- o) The Management Committee shall have power to accept the registration of any player. 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).

- p) The Management Committee shall have power make application to refuse or cancel the registration of any player found guilty of undesirable conduct and to disqualify the player in question from participating in all games in the Competition. (Subject to Rule 16) and subject to the right of appeal to the FA or the relevant County Football Association.

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

(Note: Action under Clause (2) 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 will in any case be subject to an Appeal to the Football Association.) For the purpose of this Rule, bringing the competition into disrepute can only be considered where the player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in a period of two years or less from the date of the first offence.

- q) Subject to The Football Association Rules dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form to the Secretary accompanied by a fee as per this Rule Book. Such transfer shall be referred by the 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 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 Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club upon receipt of the completed registration counterfoil by the Club. In the event of an objection to a transfer the matter shall be referred to the Management Committee for a decision.
- r) A player may not be transferred to another Club in the Competition after the last day of February.
- s) 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.
- t) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged. Registrations are valid for one season only.

In the event of a player without a written contract changing his status to that of a contract player with the same Club, another Club in the Competition or with a Club in another Competition his registration as a player without a written contract will automatically be cancelled and declared void. In order to play in the League again either for his original Club or for another Club it will be necessary for him to be re-registered as required by this Rule.

- u) 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) unless the

player has played three games for that team in this Competition in the current season.

- v) No more than two players will be eligible to play for any team in any one game in the following circumstances:
  - i) has played 2 or more matches in a higher division of the Norfolk & Suffolk Veterans Football League in the current season
  - ii) has played 2 or more matches in a higher league in the current season i.e. Anglian Combination or equivalent (see 8(d) above)
- w) A Club having more than one team shall be able to play their lower Division players in not more than 4 matches in a higher Division in the current season before these players become subject to the above paragraphs.
- x) Any team playing an unregistered or otherwise ineligible player or players shall 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.
- y) In addition the team may have up to three points deducted from its total at the discretion of the Management Committee and may be dealt with in any further manner which is thought to be fit.
- z) The Management Committee in exceptional circumstances may, at its discretion, award any points deducted from a Club under this Rule to the opponents in the match in question, subject to the match not being ordered to be replayed.

#### **9. CLUB COLOURS. CLUB NAME**

- a) Every Club must register the colour of its shirts and shorts with the Secretary by the Annual General Meeting who shall decide as to their suitability.
- b) Goalkeepers must wear colours which distinguish them from other players and the referee.
- c) No player, including the goalkeeper, shall be permitted to wear black or very dark shirts.
- d) 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 two days before the match.
- e) 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 as per this Rule Book.
- f) 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. Shirts must be numbered.

- g) 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. SUBSTITUTES**

- 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. No Club shall be compelled to play after the concluding date. Original fixtures arranged by the Fixtures Secretary, or at a meeting specially convened for that purpose, to be held no later than 31<sup>st</sup> August, must not be arranged for a date later than seven days preceding the concluding date determined by the Annual General Meeting.
- b) Any Club failing to be represented at a fixture meeting or otherwise infringing this Rule shall be liable for a fine as per this Rule Book.
- c) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board.
- d) 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.
- e) 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.
- f) All matches shall have duration of 90 minutes unless a shorter time (not less than seventy minutes) is mutually arranged 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.
- g) The times of kick-off shall be arranged by the league unless mutually agreed by both teams
- h) The following guidelines should be used for games not played under floodlights:-
- |   |        |
|---|--------|
| AUGUST, SEPTEMBER, OCTOBER (except the last Sunday) | 2.30pm |
| Last Sunday in OCTOBER, NOVEMBER, DECEMBER,         | 2.00pm |
| JANUARY and the first two Sundays in FEBRUARY       | 2.00pm |
| Remainder of FEBRUARY, MARCH, APRIL & MAY           | 2.30pm |
- i) Any Club failing to commence at the appointed time may be fined a sum not exceeding the amount as per this Rule Book or be otherwise dealt with as the Management Committee may determine.
- j) Referees must order matches to commence at the appointed time and must report all late starts to the Competition.
- k) 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 and corner flags must be used in all League and Cup games.

- l) Except by permission of the Management Committee all matches on the date originally fixed but priority shall be given to The Football Association and all relevant County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Secretary. Matches will normally be played on a Sunday afternoon but clubs may set a different day for their home matches as agreed at the Annual General Meeting.
- m) The Secretary of the home Club must give notice of full particulars of the location of, and access to, the ground and time of kick-off to the Secretary of the opposing Club at least five clear days prior to the playing of the match.

Any Club failing to comply with this Rule shall be liable to a fine as per this Rule Book.

- n) Every Club shall play its best available qualified team or teams in all matches in the Competition.
- o) Home and away matches shall be played unless otherwise agreed at the Annual General Meeting. In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine, deduct points from the defaulting Club, award the points 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.
- p) Any Club with more than one team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence: -First Team, Reserve Team, A Team. Clubs in breach of this requirement shall be fined a sum not exceeding the amount prescribed in this Rule Book or otherwise dealt with by the Management Committee.
- q) Notice of postponement of any match must be given without delay by the postponing Club (or notice of a Club being unable to fulfil any match must be given 48 hours prior to the match by the Club) to the Fixtures Secretary, the Competition Referees Appointments Secretary, the Secretary of the opposing Club and the match officials. Any Club failing to comply shall be dealt with by the Management Committee who may inflict any penalty it may deem suitable.
- r) 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 approved by the Management Committee.
- s) The Management Committee shall review all abandoned matches and in a case where it is to the advantage of the Competition and does no injustice to either Club, shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one team or its Club member(s) they shall be empowered to award the points for the match to the opponents and/or take what other action they may deem necessary. In cases where a match is abandoned owing to the conduct of both teams or their Club members, 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.
- t)
  - u) A Club may at its discretion and in accordance with the Laws of the Game use five substitute players in any match in this Competition. Rolling substitutes shall be permitted; a player having been substituted may himself become a substitute and return to the field of play. In all other respects normal rules of entry into the field of play apply.
  - v) The referee shall be informed of the names of the substitutes before the start of the match.
  - w) 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.
  - x) The half time interval shall be of at least 5 minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the referee.

## **11. REPORTING RESULTS**

- (a) The Secretary must receive, by post, fax or e-mail no later than 72 hours following the match, the result of each Competition match in the prescribed manner.

This must include:

- i. The names of the two competing teams and the number of goals scored by each team
- ii. the forename(s) and surname of the team players (in block letters)
- iii. the name of the Referee and his markings required by Rule 13
- iv. the man of the match
- v. goalscorers
- vi. and any other information required by the Competition.

Failure to do so will incur a fine as per this Rule Book and/or the Club being dealt with as the Management Committee decide.

In case of default a Club shall be fined as per this Rule Book.

- (b) The match result notification, correctly completed, 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 an incomplete form or incorrect information.

If the Result Card is not received within 14 days of the match, a further fine shall be imposed

Any Club submitting a false Result Card shall be fined as per this Rule Book. This fine may be in addition to any other action/fine that the Management Committee may deem necessary.

## **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 the event of two or more teams being equal on points team rankings shall be decided in the following order:-

- i. goal difference
  - ii. goals scored
  - iii. games won
  - iv. if the two teams still have identical records, the team with the best record in the games played between them will take precedence in accordance with the above.
- (b) Automatic promotion and relegation shall be applied for the first two and last two teams in each Division except as provided for hereunder, subject to the provisions of Rule 1.

Vacancies occurring after the conclusion of the season shall be filled as follows:

- i. additional promotion of the next two ranked teams from the Division below
  - ii. retention of otherwise relegated team(s)
  - iii. When a senior team is relegated to a lower Division of which its reserve team is a member, or entitled to be a member, such reserve team must accept relegation to, or retain its position in, the next lower Division; except where the senior team be relegated to the lowest Division when both teams retain their positions.
  - iv. Should either or both of the leading teams in any of the Divisions have its senior team in the next higher Division, promotion shall fall.
- (c) In the event of a team not completing all of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table.

### **13. REFEREES**

- a) Registered Referees for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association.
- b) In the event of the non-appearance of the appointed Referee the Clubs shall agree upon a Referee. A Referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee.
- c) The Management Committee may, if they consider it desirable, or upon application by the two competing Clubs, appoint Assistant Referees, if available, to any match. Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so will result in a fine as per this Rule Book being imposed on the defaulting Team.
- d) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final, subject to either in the case of a ground of a Local Authority or the owners of a ground, the

Representative of that body is the sole arbiter and whose decision must be accepted unless the ground is declared fit for play.

- e) Match Officials appointed under this Rule shall be entitled to charge standard class public transport expenses or private car expenses as per this Rule Book and any other permitted expenses actually incurred together with the following match fees:-
  - i. Referee – Norfolk County Football Association agreed fee
  - ii. Registered Referees appointed by the Management Committee as Assistant Referees – half match fee and travelling expenses as (i) above, subject to any limits laid down by the sanction Association

The Home Club shall pay the Officials their fees and expenses immediately after the match.

- f) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half fee plus expenses. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses.
- g) A Referee not keeping his engagement, and failing to give a satisfactory explanation as to his non-appearance, may 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 and, on the Form provided by the prescribed date each season, shall submit a summary to The Football Association/County Association.
- j) Referees and Assistant Referees shall be supplied, each Season, with a copy of the Competition Rules free of charge.

#### **14. CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB**

- a) After 31<sup>st</sup> December in the current Season a Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 31<sup>st</sup> March each Season or be liable to a fine not exceeding the deposit.
- b) All Clubs wishing to remain in membership of the Competition for the following Season must confirm their intention to do so, in writing, to the Secretary by May 31<sup>st</sup>.
- c) 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 £50.00 per team and shall also be liable for its share of any call which may be made under Rule 5.

- d) The Membership for the coming season having been decided at the Annual General Meeting held not later than June 21st the Competition shall have the right, irrespective of other provisions in this Rule, to refuse to permit a Club to withdraw its team(s) in order to join another Competition and may hold the Club to its engagements
- e) In the event of a Member Club which is an un-incorporated association withdrawing and/or disbanding it shall be immediately liable to discharge all its financial and other obligations to the Competition.

In the event that any such obligation remains undischarged after a period of twenty-one 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 APPEALS**

- a) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.
- b) 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.
- c) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged in duplicate with the Secretary within fourteen days 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.
- d) Any dispute occurring between Clubs in the Competition shall be referred for determination by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.
- e) 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 £25.00. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.

- f) All parties to a protest or complaint must be afforded an opportunity to make a statement when the protest or complaint is being heard and must have received
- g) fourteen days notice of the hearing, together with a copy of the submission. When dealing with a protest or complaint the Management Committee shall take into consideration the possession by the protesting or
- h) complaining Club of any information which, if properly used, might have avoided the protest or complaint.

## **16. BOARD OF APPEAL**

Within 14 days of the posting of written notification of any decision of the Management Committee or the Competition a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the Norfolk Football Association, including a fee of £25.00, 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.

## **17. EXCLUSION OF CLUBS OR TEAMS MISCONDUCT OF CLUBS, OFFICIALS, PLAYERS**

- a) At the Annual General Meeting, or Special General Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership 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 General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (17.1) and (17.2) of this Rule.
- d) Any Club or Team withdrawing or failing to complete its fixtures in any season shall be debarred from membership the following season.

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

- a) A Competition Cup or Trophy shall be vested in the Association sanctioning the Competition as Trustees. If a Competition be discontinued for any cause the Cup or Trophy shall be returned to the Donor, if the conditions attached to it so provide, or otherwise dealt with as the Association may decide. At the close of each Competition 14 medals shall be awarded to the winning Clubs. The Management Committee will award medals to the runners-up in

each division, subject to the Committee considering that the purchase of runners-up medals is justified by the financial position of the League.

- b) The Clubs may purchase additional medals for players who do not receive them from the Management Committee at the sole of the Management Committee and subject to payment in advance. No player shall be awarded a medal unless he has played in at least one third of the League matches.
- c) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-

"We A \_\_\_\_\_ and B \_\_\_\_\_, members of FC 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 28<sup>th</sup> day of February next suitably inscribed. 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."

- d) Any Club failing to inscribe the trophy as above will be charged double the cost of the actual engraving.
- e) Any member Club not applying for membership at the Annual General Meeting, will be required to return any League or Cup Trophy to the League Secretary by the first Sunday in September before the commencement of the playing season.

#### **19. SPECIAL GENERAL MEETINGS**

- a) Upon receiving a requisition signed by two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting.
- b) The Management Committee may call a Special General Meeting at any time.
- c) 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.
- d) Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined as per this Rule Book.
- e) Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

#### **20. ALTERATION TO RULES**

- a) Alterations shall be made to these Rules only at the
- b) 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.
- c) Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by May 15th in each year. The

proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 31st May and any amendments thereto shall be submitted to the Secretary by 14<sup>th</sup> June. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if a majority of those present and entitled to vote are in favour.

- d) 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 fourteen days prior to the date of the meeting.
- e) All amendment of Rules can only be implemented once approved by the appropriate sanctioning authority.

## **21. RULES BINDING ON CLUBS**

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.

## **22. FINANCE**

- a) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.
- b) The Treasurer shall receive all subscriptions and monies accruing to the League and shall account to the Committee. The Treasurer's account shall be audited by the two auditors appointed at the Annual General Meeting.
- c) 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.
- d) The financial year of the Competition will end on May 15<sup>th</sup>.
- e) 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.

## **23. LEAGUE KNOCK-OUT CUP & SHIELD**

- a) The competitions shall be called the Norfolk & Suffolk Veterans' Knock-Out Cup and Norfolk & Suffolk Veterans' Knockout Shield and shall be played under the management of the Norfolk & Suffolk Veterans Football League
- b) Entries to the cup shall be open to any Club affiliated to this League or by invitation, and entries to the Shield shall be restricted to all clubs who have lost their 1st round NSVFL Knockout Cup tie.. The Committee shall have power to reject the entry of any Club for any reasons which they deem sufficient. Entry is restricted to one team per club.
- c) Entry fee applicable to be paid before the Annual Fixture Meeting.
- d) The competitions shall be played on the cup tie system and all ties shall be decided on the day without a replay

- e) Extra time of 15 minutes each way shall be played in all drawn games, followed by a penalty shoot-out consisting of 5 penalties for each side and, if the scores are equal, sudden death.
- f) The final ties shall be played on a ground chosen by the Officers. A charge for admission to the ground shall be made in the final tie if so agreed.
- g) In all other respects, including registration and qualification of players, the competition shall be played under the rules of the Norfolk & Suffolk Veterans Football League.
- h) In the semi-final tie no player shall be eligible to play unless he has played in at least ONE previous round of the respective cup competition, or in at least two matches under the jurisdiction of the League for his TEAM during the current season, or he has played in at least three matches under the jurisdiction of the League for his Club in a lower division.'
- i) Similarly in the final tie, no player shall be eligible to play unless he has played in at least ONE previous round of the respective cup competition or in at least two matches under the jurisdiction of the League for his TEAM during the current season, or he has played in at least three matches under the jurisdiction of the League for his Club in a lower division.'
- j) No player shall play for more than one team during a season in any cup competition.
- k) A player dismissed during a final shall not receive a medal.
- l) No team in this League shall compete in more than four knock-out competitions other than County Competitions during the season. Notice of competing in such competitions shall be given to the Fixture Meeting.
- m) The referees, and assistant referees where appropriate, in the semi-final and final shall be appointed by the Committee. The fee and legitimate expenses for ties preceding the semi-final to be paid by the home club. In the semi-final ties the referees and assistant referees expenses shall be shared equally by the two competing teams. In the final tie the referee and his assistants will have the option of receiving a plaque or medal in lieu of the fee.
- n) In the semi-final ties the home team must ensure there is a barrier (rope and stakes as a minimum) to prohibit spectators and players encroaching at least one metre out from the touchline on both sides of the pitch. Failure to comply may result in the club being fined a sum not exceeding £25.00
- o) In the Final tie, substitutes, substituted players and club officials must at all times remain within the dug-out area (i.e. within 3 metres of the dug-out). Failure to adhere to this ruling will result in removal to the grandstand area. The only exception to the above will be during the making of a substitution.
- p) In the event of a Club failing to fulfil a Cup fixture it shall forfeit the tie and be fined as per this Rule Book, in addition to any other action the Management Committee may decide upon.

- q) All players in the competition shall wear Club colours, but in the event of two teams having the same or similar colours, the visiting team shall change, except in the final tie when both teams shall change colours – the Secretary to be notified of the colours to be used.