

MEETING YOUR RESPONSIBILITIES SEASON 2023-2024





The Isthmian Football League

The Isthmian Football League Limited

Instituted 8th March 1905

Officially Sanctioned 31st March 1905

Incorporated as a Company 6th June 1989

President

Lord Richard Rosser

Officers & Directors

Chair: Nick Robinson

M: 07802 294477 E: nickrob@clara.net

Vice Chair: Craig Johnson

M: 07946 438540 E: craigjohnson.aveleyfc@gmail.com

Chief Executive Officer: Kellie Discipline

M: 07432 600964 E: kellie@isthmian.co.uk

Directors

**Jeff Barnes (Potters Bar Town FC), Peter Bowers (Independent),
Nigel Braybrook (Guernsey FC), Simon Cook (Bognor Regis Town FC),
Stuart Fuller (Lewes FC), Tony Osborne (Brightlingsea Regent FC),
Neil Pilcher (Independent), Sanjeer Sharma (Southall FC),
Lee Vehit (Equality, Diversity & Inclusion) & Sam Wright (Cray Wanderers FC)**

League Office

Enterprise House Suite 8, Essex Road, Dartford, Kent, DA1 2AU

T: 01322 947299

Registrations – registrations@isthmian.co.uk

Fixtures – fixtures@isthmian.co.uk

Team Sheets – teamsheets@isthmian.co.uk

Contents

Section 1 Memorandum and Articles of Association

Section 2 League Rules: -

A) Senior

B) Youth

Section 3 Appendices

Section 1

Memorandum And Articles

THE COMPANIES ACT 1985

**COMPANY LIMITED BY GUARANTEE
AND NOT HAVING A SHARE CAPITAL**

**MEMORANDUM OF ASSOCIATION
of
THE ISTHMIAN FOOTBALL LEAGUE LIMITED**

1. The name of the Company is "THE ISTHMIAN FOOTBALL LEAGUE LIMITED".
2. The registered office of the Company will be situate in England and Wales
3. The objects for which the Company is established are:
 - (A) To acquire and take over as from 1st July 1989 the functions assets and liabilities of the unincorporated association known as The Isthmian Football League to control administer manage supervise co-ordinate and be responsible for overseeing the activities of The Isthmian Football League; to draw up and enforce rules to be observed by and for the regulation of the conduct of football clubs forming The Isthmian Football League from time to time including the conditions for entry and exclusion there from.
 - (B) To promote interest in the game of football and to protect and advance the mutual and trade interests of its members; to carry on the business and activities of a sports federation and governing body in all its branches.
 - (C) To encourage the playing of football in a competitive and sportsman like manner and to engage in such connected social or other activities as may be beneficial for the Company its members or the sport of football.
 - (D) To arrange and hold meetings and competitions periodically for members and to establish playing, ground., facility and general standards for such members.
 - (E) To enforce observe comply with and procure enforcement observance and compliance by its members and others with the Rules Regulations and Practices of the Football Association for the time being in force.
 - (F) To negotiate, enter into and carry into effect Commercial Contracts as defined in Article 2 of the Articles of Association and to discharge the obligations of the Company howsoever hereunder and to procure that its members comply with observe and discharge any and all obligations contained or referred to in any such Commercial Contract; to collect receive and hold all monies arising from any Commercial Contract to use such monies to discharge expenses incurred in relation to any Commercial Contract and to distribute such monies as it thinks fit byway of bonus or otherwise howsoever by way of profit to members of the Company or otherwise.

- (G) To borrow and raise money for the purposes of the Company in such manner and on such security as the Company may think fit.
- (H) To establish, support and administer benevolent funds and trusts for the purpose of providing assistance financial or otherwise to present or former players, match officials, club officials, officers or others who have rendered service to The Isthmian Football League or to the immediate family of such persons in cases of need and to make disposals and grants of monies from any benevolent fund or trust to such persons from time to time as the Company may deem appropriate.
- (I) To conduct appeals for money or other gifts or for any other assistance for any of the purposes of the Company, and to solicit, collect, receive and hold funds and property by way of voluntary contributions, subscriptions, levies, gifts and donations (whether of real or personal property) and devises and bequests for any of the purposes of the Company.
- (J) To invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being imposed or required by law.
- (K) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Company may think necessary or convenient for the promotion of its objects and to construct, maintain and alter any buildings or structures necessary or convenient for the work of the Company.
- (L) To sell, let, mortgage, manage improve, develop, dispose of or turn to account all or any of the property or assets of the Company as may be thought expedient with a view to the promotion of its objects.
- (M) Subject to Clause 4 hereof to employ and pay architects, surveyors, solicitors, accountants and other professional persons, workmen, clerks and other staff as are necessary for the furtherance of the objects of the Company.
- (N) To grant pensions and retirement benefits to or for employees or former employees and to the widows, children and other dependents of deceased employees and to pay or subscribe to funds or schemes for the provision of life assurance, pensions and retirement benefits for employees and former employees their widows, children and other dependents.
- (O) To subscribe to, become a member of, amalgamate or co-operate with or terminate or cease to be in membership of any other league, organisation, institution; society or body or combination thereof (whether incorporated or not and whether in Great Britain or Northern Ireland or elsewhere) whose objects are those of a governing body of football clubs or are wholly or in part similar to

those of the Company; to draw up and enforce rules to be observed by and for the regulation of the conduct of football clubs comprised therein and to enter into or terminate agreements and arrangements in connection with any of the foregoing.

- (P) To purchase or otherwise acquire and undertake all or such part of the property, assets, liabilities and engagements as may lawfully be acquired or undertaken by the Company any one or more of the leagues, organisations, institutions, societies or bodies or combination thereof with which the Company is authorised to amalgamate or co-operate.
- (Q) To do all or any of the things hereinbefore authorised either alone or in conjunction with any other league, organisation, institution, society or body with which the Company is authorised to amalgamate or co-operate.
- (R) To undertake and execute any trusts which may lawfully be undertaken by the Company and may seem to it conducive for the furtherance of the objects of the Company.
- (S) To establish and support or aid in the establishment and support of any charitable trusts, associations or institutions and to subscribe or guarantee money for charitable purposes in any way connected with or calculated to further any of the objects of the Company.
- (T) To print and publish, or procure to be printed and published, and to circulate, or procure to be circulated (whether gratuitously or not) any newspapers, periodicals, magazines, books, pamphlets, literature, notices, leaflets, or other documents on subjects which are within the objects of the Company.
- (U) To purchase and apply for, or otherwise acquire and obtain either in the United Kingdom or elsewhere, letters patent, brevets d'invention, copyrights, rights of reproduction, representation, trade marks, licences, concessions and the like, conferring any exclusive or non-exclusive or limited right to use any invention, copyright material or other matter or thing which may seem capable of being used for any of the purposes of the Company or its members or the acquisition of which may seem calculated directly or indirectly to benefit the Company or its members and to use, exercise or develop or grant licences in respect of or otherwise turn to account any property and rights so acquired.
- (V) To establish, subsidise, promote or co-operate with, receive into union, become a member of act as or appoint trustees, agents, or delegates for, control, manage, superintend, lend monetary assistance to, or otherwise assist any association or institute whether incorporated or unincorporated with objects altogether or in part similar to those of the Company.

- (W) To advance, deposit or lend money, securities and property to or with such persons, companies and bodies and on such terms as may seem expedient to the Company.
 - (X) To enter into any contracts of guarantee or indemnity in respect of the performance or non-performance of any contract or engagement to which any person, company or corporation is party, whether or not the Company is or is not a party thereto and to subsidise or otherwise assist any person, corporation or company and to guarantee the payment of interest and dividends and repayment of capital in respect of the shares or stock of any corporation or Company.
 - (Y) To draw, make, accept, endorse, execute and issue promissory notes, bills of exchange, bills of lading, warrants, debentures and other negotiable or transferable instruments.
 - (Z) To pay all or any expenses incurred in connection with the promotion, formation and incorporation of the Company.
 - (AA) To do all such other lawful things as are incidental or conducive to the attainment of the above objects or any of them.
 - (BB) To carry on any other trade or business whatsoever which can in the opinion of the Company be advantageously or conveniently carried on by the Company by way of extension of or in connection with any such business as aforesaid or in lieu thereof or is calculated directly or indirectly to develop any branch of the Company's business or to increase the value of or turn to account any of the Company's assets, property or rights.
4. Except as hereinafter provided the income and property of the Company shall be applied solely towards the promotion of its objects as set forth in this Memorandum of Association and no portion thereof (except such income as derives from Commercial Contracts as defined in Article 2 of the Company's Articles of Association) shall be paid or transferred, directly or indirectly, by way of bonus or otherwise howsoever by way of profit, to members of the Company.

Provided that nothing herein shall prevent any payment in good faith by the Company:

- (a) of reasonable and proper remuneration to any member, officer or servant of the Company for any services rendered to the Company;
- (b) of interest on money lent by any member of the Company or of its Board or other governing body at a reasonable and proper rate;
- (c) of reasonable and proper rent for premises demised or let by any member of the Company or of its Board or other governing body; and
- (d) to any member of its Board or other governing body of out-of-pocket expenses.

5. The liability of the members is limited.
6. Every member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Company contracted before he ceases to be a member, and of the costs, charges and expenses of winding-up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.
7. If upon the winding-up or dissolution of the Company there remains, after the satisfaction of all of its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Company, but shall be given or transferred to some other body or bodies having objects similar to the objects of the Company, and which shall prohibit the distribution of its or their income and property to an extent at least as great as is imposed on the Company under or by virtue of Clause 4 hereof, such body or bodies to be determined by the members of the Company at or before the time of dissolution or winding up, and if and so far as effect cannot be given to such provision, then to some other body or bodies the objects of which are the promotion of charity and anything incidental or conducive thereto (whether or not the body or bodies in question shall be a member or members of the Company) to be similarly determined.

WE, the several persons whose names and addresses are subscribed, are desirous of being formed into a Company, in pursuance of this Memorandum of Association.

Names, addresses and descriptions of Subscribers

ALAN CHARLES FREDERICK TURVEY
'Ladymead'
18 Apple Way
Old Basing
Basingstoke
Hampshire
RG24 OHA

Marketing Consultant

NICHOLAS RIDLEY ROBINSON
197 South Norwood Hill
London
SE25 6DN

Solicitor

DATED this 12th day of May 1989

WITNESS to the above Signatures:-

Mark C. Lawson
Solicitor
50 Stratton Street
London
W1X 5FL

THE COMPANIES ACT 2006
PRIVATE COMPANY LIMITED BY GUARANTEE
ARTICLES OF ASSOCIATION
OF
THE ISTHMIAN LEAGUE LIMITED (THE “COMPANY”)
(Adopted by special resolution passed on 13th January 2015)

PART 1

INTERPRETATION AND LIMITATION OF LIABILITY

1 Exclusion of model articles (and any other prescribed regulations)

No regulations or articles set out in any statute, or in any statutory instrument or other subordinate legislation made under any statute, concerning companies (including the regulations in the Companies (Model Articles) Regulations 2008 (SI2008/3229)) shall apply as the articles of the Company. The following shall be the articles of association of the Company.

2 Interpretation

2.1 In these articles, unless the context requires otherwise:

Articles: means the Company’s articles of association for the time being in force;

Association Football: means the game of football as played in accordance with the rules and regulations of, or adopted by, the Football Association;

Associate Member: means a member of the relevant class as defined in **article 31.9**

Bankruptcy: includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

Board: means the board of directors for the time being of the Company;

Chairman: means the person appointed as Chairman pursuant to **article 24.5**;

Chairman of the meeting: has the meaning given in **article 39.3**;

Chief Executive: means the person appointed as Chief Executive pursuant to Article 30.1

clear days: in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

Club: means an Association Football club which for the time being is a Member; or where the context permits and/or requires it, an Associate Member or a club entitled to become a Member of the Company pursuant to the provisions of the Rules relating to promotion and relegation, and further, where the context so permits, shall include a Nominee of a Club;

Club Representative: a person who is nominated by a Full Member to act as a Director;

Commercial Contract: shall mean any contract entered into by the Company relating to sponsorship, broadcasting or like transactions or other matters materially affecting the commercial interests of the Company or Clubs;

Companies Acts: means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the Company;

Conflict: means a situation in which a director has or can have, a direct or indirect interest that conflicts or possibly may conflict, with the interests of the Company;

Director: means a director of the Company, and includes any person occupying the position of director, by whatever name called;

Document: includes, unless otherwise specified, any document sent or supplied in electronic form;

Electronic form: has the meaning given in section 1168 of the Companies Act 2006;

Eligible Director: means a director who would be entitled to vote on the matter at a meeting of directors (but excluding in relation to the authorisation of a Conflict pursuant to **article 20**, any director whose vote is not to be counted in respect of the particular matter);

Football Association: means The Football Association Limited;

Full Member: means a member of the relevant class as defined in **article 31.8**;

Honorary Member: means a Member of the relevant class as defined in **article 31.8** and who shall be an Officer of the League;

Independent Representative: means a person who is not actively engaged in the administration or management of Full Member who is nominated by the Board to act as a Director;

League Secretary: means the person employed by the Board to carry out the administration of the League competition;

League: means the Association Football league organised by the Company and consisting of Association Football clubs which are from time to time Full Members;

Member: means any Full Member or Honorary Member and as the context admits or requires has the meaning given in section 112 of the Companies Act 2006, but does not include an Associate Member;

National League System: the system of competitions controlled by the Football Association where promotion and relegation links exist between participating leagues;

Nominee: means the person appointed by a Club which is an unincorporated association to hold that Club's membership of the Company;

Officer of the League: means the, Chairman and/or Vice-Chairman;

ordinary resolution: has the meaning given in section 282 of the Companies Act 2006;

participate: in relation to a directors' meeting, has the meaning given in **article 18**;

Playing Season: means the period commencing on the date of the first League match on the League fixture list and ending on the date of the last;

President: means the person appointed as President pursuant to **article 24.1**;

proxy notice: has the meaning given in **article 47**;

Representative: means any director or the secretary of a Club (or in relation to a Club which is an unincorporated association a member of its committee) or any person who has been authorised to act as the representative of a Club;

Rules: means the rules, regulations and bye-laws of the League amended or varied from time to time by pursuant to the provisions of **article 34**;

seal: means the common seal of the Company;

Vice-Chairman: means any person appointed as Vice-Chairman pursuant to article 24.2;

special resolution: has the meaning given in section 283 of the Companies Act 2006;

subsidiary: has the meaning given in section 1159 of the Companies Act 2006;

Successor: means any manager, receiver, administrative receiver or liquidator appointed in any of the circumstances referred to in **article 33.4**;

and

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

- 2.2 Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Act 2006 as in force on the date when these Articles become binding on the Company.
- 2.3 Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles.
- 2.4 A reference in these Articles to an “**article**” is a reference to the relevant article of these Articles unless expressly provided otherwise.
- 2.5 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of:
 - (a) any subordinate legislation from time to time made under it; and
 - (b) any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which is amends or re-enacts.
- 2.6 Any phrase introduced by the terms “**including**”, “**include**”, “**in particular**” or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

3 Objects

- 3.1 The objects for which the Company is established are:
 - (a) To acquire and take over as from 1st July 1989 the functions assets and liabilities of the unincorporated association known as The Isthmian Football League to control administer manage supervise co-ordinate and be responsible for overseeing the activities of The Isthmian Football League; to draw up and enforce rules to be observed by and for the regulation of the conduct of football clubs forming The

Isthmian Football League from time to time including the conditions for entry and exclusion there from:

- (b) To promote interest in the game of football and to protect and advance the mutual and trade interests of its Members; to carry on the business and activities of a sports federation and governing body in all its branches;
- (c) To encourage the playing of football in a competitive and sportsman like manner and to engage in such connected social or other activities as may be beneficial for the Company its Members or the sport of football;
- (d) To establish and hold meetings and competitions periodically for Members and to establish playing, ground, facility and general standards for such Members;
- (e) To observe comply with and procure enforcement observance and compliance by its Members and others with the rules regulations and practices of the Football Association for the time being in force;
- (f) To negotiate, enter into and carry into effect Commercial Contracts as defined in **article 2.1** of the Articles and to discharge the obligations of the Company howsoever hereunder and to procure that its Members comply will observe and discharge any and all obligations contained or referred to in any such Commercial Contract; to collect receive and hold all monies arising from any Commercial Contract to use such monies to discharge expenses incurred in relation to any Commercial Contract and to distribute such monies as it thinks fit by way of bonus or otherwise howsoever by way of profit to Members of the Company or otherwise.

4 Powers

4.1 In pursuance of the objects set out in **article 3** the Company has the power:

- (a) To borrow and raise money for the purposes of the Company in such manner and on such security as the Company may think fit;
- (b) To establish, support and administer benevolent funds and trusts for the purpose of providing assistance financial or otherwise to present or former players, match officials, club officials, officers or others who have rendered service to The Isthmian Football League or to the immediate family of such persons in cases of need and to make disposals and grants of monies from any benevolent fund or trust to such persons from time to time as the Company may deem appropriate;
- (c) To conduct appeals for money or other gifts or for any other assistance for any of the purposes of the Company, and to solicit, collect, receive and hold funds and property by way of voluntary contributions, subscriptions, levies, gifts and donation (whether of real or personal property) and devises and bequests for any of the purposes of the Company;
- (d) To invest the monies of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;

- (e) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Company may think necessary or convenient for the promotion of its objects and to construct, maintain and alter any buildings or structures necessary or convenient for the work of the Company;
- (f) To sell, let, mortgage, manage improve, develop, dispose of or turn to account all or any of the property or assets of the Company as may be thought expedient with a view to the promotion of its objects.
- (g) Subject to the Articles to employ and pay architects, surveyors, solicitors, accountants and other professional persons, workmen, clerks and other staff as are necessary for the furtherance of the objects of the Company;
- (h) To grant pensions and retirement benefits to or for employees or former employees and to the widows, children and other dependants of deceased employees and to pay or subscribe to funds or schemes for the provision of life assurance, pensions and retirement benefits for employees and former employees their widows, children and other dependants;
- (i) To subscribe to, become a member of, amalgamate or co-operate with or terminate or cease to be in membership of any other league, organisation, institution; society or body or combination thereof (whether incorporated or not and whether in Great Britain or Northern Ireland or elsewhere) whose objects are those of a governing body of football clubs or are wholly or in part similar to those of the Company; to draw up and enforce rules to be observed by and for the regulation of the conduct of football clubs comprised therein and to enter into or terminate agreements and arrangements in connection with any of the foregoing;
- (j) To purchase or otherwise acquire and undertake all or such part of the property, assets, liabilities and engagements as may lawfully be acquired or undertaken by the Company any one or more of the leagues, organisations, institutions, societies or bodies or combination thereof with which the Company is authorised to amalgamate or co-operate;
- (k) To do all or any of the things hereinbefore authorised either alone or in conjunction with any other league, organisation, institution, society or body with which the Company is authorised to amalgamate or co-operate;
- (l) To undertake and execute any trusts which may lawfully be undertaken by the Company and may seem to it conducive for the furtherance of the objects of the Company;
- (m) To establish and support or aid in the establishment and support of any charitable trusts, associations or institutions and to subscribe or guarantee money for charitable purposes in any way connected with or calculated to further any of the objects of the Company;
- (n) To print and publish, or procure to be printed and published, and to circulate, or procure to be circulated (whether gratuitously or not) any newspapers, periodicals, magazines, books, pamphlets, literature, notices, leaflets, or other documents on subjects which are within the objects of the Company;

- (o) To purchase and apply for, or otherwise acquire and obtain either in the United Kingdom or elsewhere, letters patent, brevets d 'invention, copyrights, rights of reproduction representation, trademarks, licences, concessions and the like, conferring any exclusive or non-exclusive or limited right to use any invention, copyright material or other matter or thing which may seem capable of being used for any of the purposes of the Company or its Members or the acquisition of which may seem calculated directly or indirectly to benefit the Company or its Members and to use, exercise or develop of grant licences in respect of or otherwise turn to account any property and rights so acquired;
- (p) To establish, subsidise, promote or co-operate with, receive into union, become a member of act as or appoint trustees, agents, or delegates for, control, manage, superintend, lend monetary assistance to, or otherwise assist any association or institute whether incorporated or unincorporated with objects altogether or in part similar to those of the Company;
- (q) To advance, deposit or lend money, securities and property to or with such personas, companies and bodies and on such terms as may seem expedient to the Company;
- (r) To enter into any contracts of guarantee or indemnity in respect of the performance or non-performance of any contract or engagement to which any person, company or corporation is party, whether or not the Company is or is not a party thereto and to subsidise or otherwise assist any person, corporation or company and to guarantee the payment of interest and dividends and repayment of capital in respect of the shares or stock of any corporation or Company;
- (s) To draw, make, accept, endorse, execute and issue promissory notices, bills of exchange, bills of lading, warrants, debentures and other negotiable or transferable instruments;
- (t) To pay all or any expenses incurred in connection with the promotion, formation and incorporation of the Company;
- (u) To do all such other lawful things as are incidental or conducive to the attainment of the above objects or any of them;
- (v) To carry on any other trade or business whatsoever which can in the opinion of the Company be advantageously or conveniently carried on by the Company by way of extension of or in connection with any such business as aforesaid or in lieu thereof or is calculated directly or indirectly to develop any branch of the Company's business or to increase the value of or turn to account any of the Company's assets, property or rights.

5 Income

- 5.1 Subject to the Articles the income and property of the Company shall be applied solely in promoting the object of the Company as set out in **article 3**.
- 5.2 No dividends or bonus may be paid or capital otherwise returned to the Members, provided that nothing in these Articles shall prevent any payment in good faith by the Company of;

- (a) reasonable and proper remuneration to any Member, Officer of the League, officer or servant of the Company for any services rendered to the Company;
- (b) any interest on money lent by any Member or any director at a reasonable and proper rate;
- (c) reasonable and proper rent for premises demised or let by any Member or director of the Company or of any governing body of the Company;
- (d) reasonable out-of-pocket expenses properly incurred by any director of the Company or member of any governing body of the Company; or
- () payment of such income as derives from Commercial Contracts.

6 Winding Up

- 6.1 On the winding-up or dissolution of the Company, any assets or property that remains available to be distributed or paid, shall not be paid or distributed to the Members but shall be transferred to another body (charitable or otherwise) with objects similar to those of the Company and which shall prohibit the distribution of its or their income and property to an extent at least as great as is imposed on the Company under or by virtue of article 5 hereof, such body to be determined by the Members at the time of winding up or dissolution.

7 Guarantee

- 7.1 The liability of each Member is limited to £1, being the amount that each Member undertakes to contribute to the assets of the Company in the event of it being wound up while he is a Member or within one year after he ceases to be a Member, for:
- (a) payment of the Company's debts and liabilities contracted before he ceases to be a Member;
 - (b) payment of the costs, charges and expenses of winding up; and
 - (c) adjustment of the rights of the contributories among themselves.

PART 2 DIRECTORS DIRECTORS' POWERS AND RESPONSIBILITIES

8 Directors' general authority

- 8.1 Subject to the Articles, the Board is responsible for the management of the Company's business and the enforcement of the Rules, for which purposes they may exercise all the powers of the Company.
- 8.2 No alteration of the Articles or the Rules shall invalidate any prior act of the Board which would have been valid if that alteration had not been made.
- 8.3 The Board shall make and promulgate decisions in accordance with the Rules as such Rules may be amended or replaced in accordance with these Articles.

- 8.4 The Board may appoint any person or group of persons (including any person who is a Representative of a Club) to carry out or undertake such specific duties for the Company with such powers and authority as it shall determine and, in relation thereto, the Board shall be entitled to remunerate or pay such fees to such person for such duties on such basis and on such terms and conditions, as the Board may determine.

9 Members' reserve power

- 9.1 The Members may, by special resolution, direct the Board to take, or refrain from taking, specified action.
- 9.2 No such special resolution invalidates anything which the Board has done before the passing of the resolution.

10 Directors may delegate

- 10.1 Subject to the Articles, the Board may delegate any of the powers which are conferred on it under the Articles:
- (a) to such person or committee;
 - (b) by such means (including by power of attorney);
 - (c) to such an extent;
 - (d) in relation to such matters or territories; and
 - (e) on such terms and conditions;
- as it thinks fit.
- 10.2 If the Board so specifies, any such delegation may authorise further delegation of the Board's powers by any person to whom they are delegated.
- 10.3 The Board may revoke any delegation in whole or part, or alter its terms and conditions.

11 Delegation of Board Powers

- 11.1 The Board may appoint committees and may delegate any of its powers to any committee as it may deem necessary. The Chairman, Chief Executive or League Secretary shall be entitled to be members of all such committees.
- 11.2 Any such delegation may be made subject to any conditions the Board may impose and the Board may revoke or alter such conditions at any time.
- 11.3 Subject to any such conditions, the proceedings of a committee shall be governed by the Articles regulating the proceedings of the Board so far as they are capable of applying.
- 11.4 The decisions or recommendations of all such committees shall be reported to the Board.

12 Commercial Contracts

- 12.1 The Board, without prejudice to its existing rights, powers, and duties in connection with the management of the business of the Company, shall have full authority at its discretion to negotiate and on behalf of the Company enter into any Commercial Contracts and the Clubs shall comply with all lawful obligations on their part which may be contained or referred to in any such Commercial Contracts.

- 12.2 Clubs shall not permit any audio and/or visual footage from any match in any competition organised or conducted by the League to be televised or recorded or transmitted by internet, television, mobile networks, satellite or cable or any similar method except with the written consent of the Board.
- 12.3 The Company or any duly authorised agent or broadcaster (and their respective employees and agents) shall be allowed unfettered access to the grounds of all Clubs (and to the relevant facilities therein) for the purpose of recording and/or broadcasting matches organised or conducted by the Company in pursuance of Commercial Contracts.
- 12.4 Each Club shall provide such rights, facilities and services as are required to enable the Company to fulfil its obligations under Commercial Contracts and shall not by any act or omission infringe any exclusive rights granted thereunder or otherwise cause any breach thereof to occur.
- 12.5 The Board shall have the power to retain whatever part of the payments received under any Commercial Contract it thinks fit in order to discharge any expenses incurred in relation to that or any other Commercial Contract and distribute any balance in accordance with the mechanism determined by the Board from time to time.
- 12.6 Resignation from the Company in accordance with **article 33.1** shall not affect any right to a share of profits that may accrue under **article 12.5**. Any Club expelled from the Company in accordance with **articles 33.2** and **33.3** and any Club failing to complete its fixtures in any season shall not be entitled to any share of the profits that may accrue under **article 12.5**.

DECISION-MAKING BY DIRECTORS

13 Directors to take decisions collectively

- 13.1 The general rule about decision-making by directors is that any decision of the Board must be either a majority decision at a meeting or a decision taken in accordance with **article 14**.
- 13.2 If:
- (a) the Company only has one director; and
 - (b) no provision of the Articles requires it to have more than one director, the general rule does not apply, and the director may take decisions without regard to any of the provisions of the Articles relating to directors' decision-making.

14 Unanimous decisions

- 14.1 A decision of the Board is taken in accordance with this article when all Eligible Directors indicate to each other by any means that they share a common view on a matter.
- 14.2 Such a decision may take the form of a resolution in writing, where each Eligible Director has signed one or more copies of it or to which each Eligible Director has otherwise indicated agreement in writing.
- 14.3 A decision may not be taken in accordance with this article if the Eligible Directors would not have formed a quorum at such a meeting.

15 Calling a directors' meeting

- 15.1 The Board shall meet as often as is necessary to transact the business of the Company and shall, except as expressly provided herein, have jurisdiction over all matters affecting the Company including any not provided for in the Rules.
- 15.2 Any two directors may call a meeting of the Board by giving notice of the meeting to the Board or by authorising the Chief Executive or League Secretary to give such notice.
- 15.3 Notice of any directors' meeting must indicate:
- (a) its proposed date and time;
 - (b) where it is to take place; and
 - (c) if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 15.4 Notice of a directors' meeting must be given to each director, but need not be in writing.
- 15.5 Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the Company not more than seven days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.
- 15.6 A director who is absent from the UK and who has no registered address in the UK shall not be entitled to notice of the Board meeting.

16 Quorum for directors' meetings

- 16.1 Subject to **article 16.2**, the quorum for the transaction of business at a meeting of directors is any six Eligible Directors, one of whom must be an Officer.
- 16.2 For the purposes of any meeting (or part of a meeting) held pursuant to **article 20** to authorise a Conflict, if there is only one Eligible Director in office other than the Interested Director(s) (defined in **article 20.1**), the quorum for such meeting (or part of a meeting) shall be one Eligible Director.
- 16.3 If the total number of directors in office for the time being is less than the quorum required, the Board must not take any decision other than a decision:
- (a) to appoint further directors; or
 - (b) to call a general meeting so as to enable the Members to appoint further directors.

17 Casting Vote

- 17.1 If the numbers of votes for and against a proposal at a meeting of directors are equal, the Chairman or other director chairing the meeting has a casting vote.
- 17.2 **Article 17.1** shall not apply in respect of a particular meeting (or part of a meeting) if, in accordance with the Articles, the Chairman or other director is not an Eligible Director for the purposes of that meeting (or part of a meeting).

18 Participating in Board meetings

- 18.1 Subject to the Articles, directors participate in Board meetings, or part of a Board meeting, when:
- (a) the meeting has been called and takes place in accordance with the Articles, and
 - (b) the directors can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 18.2 In determining whether directors are participating in a Board meeting, it is irrelevant where any director is or how they communicate with each other.
- 18.3 If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

19 Chairing of directors' meetings

- 19.1 The Chairman, or failing him, the Vice-Chairman shall preside at every meeting of the Board at which he is present, but if there is no person holding either office, or if the person holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the directors present may appoint one of their number to be chairman of the meeting.
- 19.2 All acts done by a meeting of the Board, or of a committee of the Board, or by a person acting as a director shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any director or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a director and had been entitled to vote.

20 Conflicts of interest

- 20.1 The Board may, in accordance with the requirements set out in this article, authorise any Conflict proposed to it by any director which would, if not authorised, involve a director (an **Interested Director**) breaching his duty under section 175 of the Companies Act 2006 to avoid conflicts of interest.
- 20.2 Any authorisation under this **article 20** shall be effective only if:
- (a) to the extent permitted by the Companies Act 2006 Act, the matter in question shall have been proposed by any director for consideration in the same way that any other matter may be proposed to the Board under the provisions of these Articles or in such other manner as the Board may determine;
 - (b) any requirement as to the quorum for consideration of the relevant matter is met without counting the Interested Chief Executive; and
 - (c) the matter was agreed to without the Interested Director voting or would have been agreed to if the Interested Director's vote had not been counted.
- 20.3 Any authorisation of a Conflict under this **article 20** may (whether at the time of giving the authorisation or subsequently):
- (a) extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter or situation so authorised;

- (b) provide that the Interested Director be excluded from the receipt of documents and information and the participation in discussions (whether at meetings of the directors or otherwise) related to the Conflict;
 - (c) provide that the Interested Director shall or shall not be an Eligible Director in respect of any future decision of the directors in relation to any resolution related to the Conflict;
 - (d) impose upon the Interested Director such other terms for the purposes of dealing with the Conflict as the directors think fit;
 - (e) provide that, where the Interested Director obtains, or has obtained (through his involvement in the Conflict and otherwise than through his position as a director of the Company) information that is confidential to a third party, he shall not be obliged to disclose that information to the Company, or to use it in relation to the Company's affairs where to do so would amount to a breach of that confidence; and
 - (f) permit the Interested Director to absent himself from the discussion of matters relating to the Conflict at any meeting of the directors and be excused from reviewing papers prepared by, or for, the directors to the extent they relate to such matters.
- 20.4 Where the Board authorises a Conflict, the Interested Director shall be obliged to conduct himself in accordance with any terms and conditions imposed by the directors in relation to the Conflict.
- 20.5 The Board may revoke or vary such authorisation at any time, but this shall not affect anything done by the Interested Director prior to such revocation or variation in accordance with the terms of such authorisation.
- 20.6 A director is not required, by reason of being a director (or because of the fiduciary relationship established by reason of being a director), to account to the Company for any remuneration, profit or other benefit which he derives from or in connection with a relationship involving a Conflict which has been authorised by the Board in accordance with these Articles or by the Company in general meeting (subject in each case to any terms, limits or conditions attaching to that authorisation) and no contract shall be liable to be avoided on such grounds.
- 20.7 Subject to sections 177(5) and 177(6) and sections 182(5) and 182(6) of the Companies Act 2006, and provided he has declared the nature and extent of his interest in accordance with the requirements of the Companies Act 2006, a director who is in any way, whether directly or indirectly, interested in an existing or proposed transaction or arrangement with the Company:
- (a) may be a party to, or otherwise interested in, any transaction or arrangement with the Company or in which the Company is otherwise (directly or indirectly) interested;
 - (b) shall be an Eligible Director for the purposes of any proposed decision of the Board (or committee of directors) in respect of such existing or proposed transaction or arrangement in which he is interested;

- (c) shall be entitled to vote at a meeting of the Board (or of a committee of the Board) or participate in any unanimous decision, in respect of such existing or proposed transaction or arrangement in which he is interested;
- (d) may act by himself or his firm in a professional capacity for the Company (otherwise than as auditor) and he or his firm shall be entitled to remuneration for professional services as if he were not a director;
- (e) may be a director or other officer of, or employed by, or a party to a transaction or arrangement with, or otherwise interested in, any body corporate in which the Company is otherwise (directly or indirectly) interested; and
- (f) shall not, save as he may otherwise agree, be accountable to the Company for any benefit which he (or a person connected with him (as defined in section 252 of the Companies Act 2006) derives from any such transaction or arrangement or from any such office or employment or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the grounds of any such interest or benefit nor shall the receipt of any such remuneration or other benefit constitute a breach of his duty under section 176 of the Companies Act 2006.

21 Minutes and Records of decisions to be kept

21.1 The Board must ensure that the Company keeps a record, in writing, for at least ten years from the date of the decision recorded: of

- (a) all appointments of officers made by the Board; and
- (b) all proceedings at meetings of the Board and of committees of the Board.

22 Directors' discretion to make further rules

22.1 Subject to the Articles, the Board may make any rule which it thinks fit about how it takes decisions, and about how such rules are to be recorded or communicated to directors.

APPOINTMENT OF DIRECTORS

23 Number of directors

23.1 Unless otherwise determined by special resolution, the number of directors shall not usually be more than twelve.

23.2 The directors of the Company shall be:

- (a) the Officers of the League for the time being and
- (b) The Chief Executive
- (c) 7 Club Representatives who shall, be such individuals as shall be appointed in accordance with these Articles and
- (d) A representative of the Equality, Diversity and Inclusion Community.

- (e) 2 other appointees who shall be either a Club Representative or an Independent Representatives appointed in accordance with these Articles.

24 Appointment and Retirement of Officers of the League

- 24.1 The Board shall appoint any person who is willing to act as President and from time to time remove such person and, if the Board so decides, appoint a replacement, in each case by a decision of the Board.
- 24.2 The Board shall appoint any person who is willing to act as Vice-Chairman and from time to time remove such person and, if the Board so decides, appoint a replacement, in each case by a decision of the Board.
- 24.3 Any person who is a director by virtue of being one of the Officers of the League shall cease to be a director on his ceasing to be an Officer of the League.
- 24.4 No person who is on the board of directors of any Club shall be eligible to hold office as the Chairman.
- 24.5 The Members shall appoint or re-appoint the Chairman at the annual general meeting and he shall hold office only until the next following annual general meeting and if not re-appointed at such annual general meeting shall vacate office at the conclusion of that meeting.
- 24.6 Subject to **Article 24.8**, if, at the meeting at which the Chairman retires, the Members do not elect a replacement then the retiring Chairman shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy.
- 24.7 Not less than fourteen clear days before the date of an annual general meeting notice of any person who is nominated for appointment or reappointment as Chairman at the aforesaid meeting shall be given to:
 - (a) all who are entitled to receive notice of the meeting;
 - (b) any person who is nominated for appointment or reappointment as Chairman at the meeting; and
 - (c) any person who has served to the Company notice of their intention to propose a person at the meeting for appointment or reappointment as Chairman.
- 24.8 **Subject to the Articles:**
 - (a) no person shall be appointed as Chairman at any annual general meeting unless he is proposed by a Member and seconded by a second Member by notice in writing to the Company on or before 31st March in the year of the annual general meeting in question and accompanying such notice is a notice executed by the person proposed stating his willingness to be appointed or reappointed as the Chairman; and
 - (b) if there is more than one candidate nominated in accordance with this Article for appointment or re-appointment as an Officer of the League election shall take place by ballot. The candidate receiving the highest number of votes shall be declared to be elected. If two or more candidates obtain an equal number of votes, the Chief Executive or League Secretary shall select by lot from such candidates the candidate

or candidates who is or are to be elected. The ballots referred to in this Article shall be conducted in accordance with such procedures as the Board may from time to time determine.

24.9 In the event that one person holds two or more of the positions that form the Officers of the League then that person shall only be entitled to have one vote at general Meetings and at meetings of the Board.

24.10 Subject to the Articles, the President, Chairman or Vice-Chairman of the Company shall cease to be the holder of such office:

(a) if:

- i. he resigns such office by notice in writing to the Company; or
- ii. he is removed from such office by a resolution of the Company in general meeting;
- iii. a person who is on the board or directors of a Club has been appointed as Chairman, and subsequently fails to resign from the board of directors of such Club within fourteen days of having been appointed as Chairman, and the Board resolves that his office be vacated,

in which case he shall automatically cease to be a director of the Company unless he would otherwise be qualified to be a director of the Company in accordance with the Articles; or

(b) if he shall be required to vacate office as a director.

25 Appointment and Retirement of Club Representatives and Independent Representatives

25.1 In addition to the appointment as directors of Officers of the League, the Company may appoint up to seven Club Representatives and up to two Independent Representatives to act as directors who shall retire after serving a term of three years.

25.2 In the event that a Club Representative or Independent Representative retires or is removed from the Board in accordance with these Articles prior to the end of such term any person appointed to fill the vacancy shall serve only the remainder of such Club Representative or Independent Representative's term. Such person may stand for re-election at the end of the original term of the Club Representative or Independent Representative appointment in accordance with these Articles.

25.3 Club Representative or Independent Representative shall be appointed for terms of three years on a cycle whereby:

- (a) three Club Representative or Independent Representative may be appointed at the annual general meeting in 2019 and on every subsequent third anniversary;
- (b) three Club Representative or Independent Representative may be appointed at the annual general meeting in 2020 and on every subsequent third anniversary; and
- (c) three Club Representative or Independent Representative may be appointed at the annual general meeting in 2021 and on every subsequent third anniversary;

and each such Club Director shall retire after having served for a term of three years.

- 25.4 Not less than fourteen clear days before the date of an annual general meeting notice of any person who is nominated for appointment or reappointment as a director at the aforesaid meeting shall be given by the Company to:
- (a) all who are entitled to receive notice of the meeting; and
 - (b) any person who is nominated for appointment or reappointment as a director at the meeting; and
 - (c) any person who has served to the Company notice of their intention to propose a person at the meeting for appointment or reappointment as a director.
- 25.5 Without prejudice to any other provision of the Articles, a Club Representative or Independent Representative appointed as a director in accordance with this **article 25** shall retire at the next annual general meeting after the Club (which such Club Representative represents) shall cease to be entitled to be a Member of the Company pursuant to the provisions of the Rules relating to promotion and relegation or following expulsion of a Member from the Company in accordance with **article 33.3**.
- 25.6 Subject to the Articles no Club Representative shall be appointed or reappointed a director at any annual general meeting unless he is proposed by a Member and seconded by a second Member by notice in writing to the Company on or before 15th May in the year of the annual general meeting in question and accompanying such notice is a notice executed by the person proposed stating his willingness to be appointed or reappointed as a director and that he is eligible under these Articles to hold office as a director.
- 25.7 If fewer nominations are received by the Company in accordance with this Article, than vacancies that would arise following the retirement by in accordance with **article 25.3 or article 25.5**, the Board may appoint a Club Representative who is willing to act to be a director to fill a vacancy. A director so appointed shall hold office only until the next following annual general meeting. If not reappointed at such annual general meeting, he shall vacate office at the conclusion thereof without prejudice to the ability of the Board to re-appoint such Club Representative to fill a vacancy in accordance with this **article 25.7**.
- 25.8 If more candidates are nominated for appointment as directors that there are vacancies for the appointment or re-appointment of Club Representative in accordance with this **article 25** election shall take place by ballot. The candidates receiving the highest number of votes shall be declared to be elected as directors. If two or more candidates obtain an equal number of votes (being more than the other remaining candidates) and all of them cannot be declared to be elected without exceeding the number of vacancies, a second ballot shall take place between such candidates to determine which of them shall be declared to be elected as directors. If after a second ballot two or more candidates obtain an equal number of votes (being more than the other remaining candidates) and all of them cannot be declared to be elected without exceeding the number of vacancies, the Chairman shall select by lot from such candidates the candidate or candidates who is or are to be elected. The ballots referred to in this Article shall be conducted in accordance with such procedures as the Board may from time to time determine.
- 25.9 A director who retires at an annual general meeting shall retain office until the meeting appoints someone in his place, or if it does not do so, until the end of the meeting.

- 25.10 No Club shall be represented by more than one Club Representative on the Board and no Club Representative shall be appointed as a director if such appointment would lead to a Club being represented by more than one Club Representative on the Board.

26 Honorary Appointments

- 26.1 The Company may by ordinary resolution of the Company at annual general meetings appoint any person who is willing to act as a Life Member and/or Honorary Vice-President. The position of Life Members and Honorary Vice-Presidents is honorary and shall have such functions as the Board may from time to time determine. Any person appointed as a Life Member or Honorary Vice-President shall have the right to receive notice of and to attend general meetings but shall not be entitled to vote.
- 26.2 Any person appointed by the Company as an Honorary Vice-President or a Life Member shall hold such appointment until:
- (a) he shall resign by notice in writing to the Company; or
 - (b) he is removed therefrom by an ordinary resolution of the Company in general meeting or by a decision of the Board.

27 Termination of director's appointment

- 27.1 A person ceases to be a director as soon as:
- (a) that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;
 - (b) a bankruptcy order is made against that person;
 - (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
 - (d) a registered medical practitioner who is treating that person gives a written opinion to the Company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - (e) by reason that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;
 - (f) notification is received by the Company from a director that the director is resigning from office, and such resignation has taken effect in accordance with its terms;
 - (g) he shall for more than six consecutive months have been absent without permission of the Board from meetings of the Board held during that period and the Board resolves that his office be vacated; or
 - (h) in relation to a Club Director appointed as a director in accordance with **article 25** he ceases to be a Club Director; or
 - (i) in relation to a director appointed by virtue of being an Officer of the League he ceases to be an Officer of the League; or
 - (j) he dies.

28 Directors' remuneration

- 28.1 Directors may undertake any services for the Company that the Board decides.
- 28.2 Directors are entitled to such remuneration as the Board determines:
- (a) for their services to the Company as directors, and
 - (b) for any other service which they undertake for the Company.
- 28.3 Subject to the Articles, a director's remuneration may:
- (a) take any form, and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- 28.4 Unless the Board decides otherwise, directors' remuneration accrues from day to day.
- 28.5 Unless the Board decides otherwise, directors are not accountable to the Company for any remuneration which they receive as directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

29 Directors' expenses

- 29.1 The Company may pay any reasonable expenses which the directors properly incur in connection with their attendance at:
- (a) meetings of directors or committees of directors,
 - (b) general meetings,
- or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

30 Appointment and removal of Chief Executive Company Secretary and League Secretary

- 30.1 The Board shall appoint any person who is willing to act as Chief Executive for such term, at such remuneration and upon such conditions as it may think fit and from time to time remove such person and, if the Board so decides, appoint a replacement, in each case by a decision of the Board but without prejudice to any claim to damages for breach of the contract of service between the League Secretary and the Company.
- 30.2 The Board may appoint any person who is willing to act as the Company Secretary for such term, at such remuneration and upon such conditions as it may think fit and from time to time remove such person and, if the Board so decides, appoint a replacement, in each case by a decision of the Board.
- 30.3 The Board shall appoint any person who is willing to act as League Secretary for such term, at such remuneration and upon such conditions as it may think fit and from time to time remove such person and, if the Board so decides, appoint a replacement, in each case by a decision of the Board but without prejudice to any claim to damages for breach of the contract of service between the League Secretary and the Company.

PART 3

MEMBERS
BECOMING AND CEASING TO BE A MEMBER

31 Applications for membership

- 31.1 The Members shall from time to time determine the format of the League and the divisions which shall make up the League in accordance with the National League System as determined by the Football Association from time to time.
- 31.2 The number of Clubs which the Members propose to be registered as Full Members is 82.
- 31.3 Every Officer of the League who signs and submits a membership application form shall be deemed to become a Member on his name being entered in the register of members.
- 31.4 Every Club which is a corporation or body corporate and which signs and submits a membership application form shall be deemed to become a Member on its name being entered in the register of members.
- 31.5 Every Club which is an unincorporated association shall be obliged to nominate an individual as its Nominee. Each Nominee shall act in all respects in accordance with the directors of the Club which has appointed him.
- 31.6 Every Club which is an unincorporated association shall be entitled to submit a membership application form. The appointed Nominee shall be deemed to become a Member on his name being entered in the register of members.
- 31.7 Every Club which is an unincorporated association shall be entitled to at any time and from time to time upon notice in writing to the Company to require the deletion of the name of its appointed Nominee for the time being and the substitution therefore of the name of another Nominee to act on its behalf. Any such alteration in the name of the appointed Nominee shall not affect the rights privileges and obligations of any such Club in relation to membership of the Company.
- 31.8 No person shall be appointed as a Member of the Company unless that person qualifies as:
 - (a) a Full Member being any Club or, in the case of an unincorporated association, the duly appointed Nominee of that Club which is entitled to be in membership of the Company (including pursuant to the provisions of the Rules relating to promotion and relegation); or
 - (b) an Honorary Member, being any individual who is the President or one of the Officers of the League.
- 31.9 Association Football clubs that are not Full Members may be appointed by the Company as Associate Members. Associate Members shall not have the right to vote in decisions of the Company but is subject to the Rules.
- 31.10 Except as the Members may otherwise determine by special resolution there shall be no more than seventy two Full Members and there shall be no more than three Honorary Members.
- 31.11 If any Member shall cease to be entitled to be a Member of the Company pursuant to the provisions of the Rules relating to promotion and relegation then that Member shall be

notified in writing by the Board and their membership of the Company shall cease at midnight at the end of the Playing Season.

31.12 The name of any Club, or Nominee of any Club, which ceases to be a Member of the League shall be removed from the register of members forthwith.

31.13 Any person who is a Member of the Company by virtue only on being an Officer of the League or the President shall cease to be a Member of the Company on his ceasing to be an Officer of the League or the President and his name shall be removed from the register of Members forthwith.

32 Membership Application Form

32.1 Every Club, every proposed Nominee and every Officer of the League and the President shall deliver to the Company an application for membership of the Company in such form as the Board may require which shall be signed, in the case of an unincorporated association, for and on behalf of the Club by the chairman, secretary and two other Members of the Club (one of such individuals being the Nominee), and in the case of an Officer of the League and the President by the individual and in the case of an incorporated Club in accordance with its constitution.

32.2 The application for membership shall be acknowledged by the Company and membership shall remain valid until such time as the Club's membership is terminated under the provisions of these Articles.

33 Resignation and Removal of a Member

33.1 Any Club may resign from membership of the Company at the end of a Playing Season and prior to the annual general meeting next following the end of such Playing Season without being subject to a fine provided it has notified the Company of its decision to resign on or before 31st January in that Playing Season. In the event that a Club submits its resignation after 31st January in that Playing Season, the Club may be liable to a fine in accordance with the Rules.

33.2 If any Club shall be guilty of misconduct under the Rules (as determined by the Board in its absolute discretion), such misconduct may include but not be limited to deliberately falsifying the list of players handed to the Referee in breach of the Rules, then the Company may by special resolution passed at a general meeting remove such Club or its duly appointed Nominee as a Member of the League, and if such special resolution is passed then the Club or its Nominee shall thereupon cease to be a Member of the Company and its name shall be removed from the register of members forthwith. Neither the Club nor the duly appointed Nominee of the Club whose conduct is in question shall have a vote at such general meeting.

33.3 The Members in general meeting by a special resolution may, on the recommendation of the Board, expel a Member from the Company. The Board may suspend such a Member from the Company until such time as the general meeting takes place. The notice convening the meeting shall specify the matter to be discussed. The Member facing expulsion shall be entitled, if present at that meeting, to present a statement in defence to that expulsion either verbally or in writing. If the special resolution is passed the Member shall be removed from the Company's register of members forthwith.

33.4 A Club must inform the Company immediately (and shall keep the Chief Executive or League Secretary informed on the same) if:

- (a) it enters into a Company Voluntary Arrangement pursuant to Part 1 of the Insolvency Act 1986 (“the 1986 Act”) which expression shall include any:
 - i. statutory modification or re-enactment thereof for the time being in force); or
 - ii. a Scheme of Arrangement with its creditors under section 425 of the 1986 Act, or it enters into any compromise agreement with its creditors as a whole; or
- (b) there is a variation of any such Company Voluntary Arrangement a Club has entered into; or
- (c) it lodges, or its shareholders or directors lodge, a Notice of Intention to Appoint an Administrator or a Notice of Appointment of an Administrator at the Court in accordance with paragraphs 26 and 29 of Schedule B1 of the 1986 Act or it or its shareholders or directors make an application to the Court for an Administration Order under paragraph 12 of Schedule B1 of the 1986 Act or where an Administrator is appointed or an Administration Order is made in respect of it (“Administrator” and “Administration Order” having the meanings attributed to them respectively by paragraphs 1 and 10 of Schedule B1 to the 1986 Act); or
- (d) it has an Administration Receiver (as defined by section 251 of the 1986 Act) or a Law of Property Act Receiver (appointed under section 109 of the Law of Property Act 1925) or any Receiver appointed by the Court under the Supreme Court Act 1981 or any court appointed Receiver or any other Receiver appointed over any of its assets which, in the opinion of Board are material to the Club’s ability to fulfil its obligations as a Club; or
- (e) it has its shareholders pass a resolution pursuant to section 84 (i) of the 1986 Act to voluntarily wind it up; or
- (f) it has a meeting of its creditors convened pursuant to section 95 or section 98 of the 1986 Act; or
- (g) it has a winding up order made against it by the Court under section 122 of the 1986 Act or a provisional liquidator is appointed over it under section 135 of the 1986 Act; or
- (h) it ceases or forms an intention to cease wholly or substantially to carry on its business save for the purpose of reconstruction or amalgamation otherwise in accordance with a scheme of proposals which have previously been submitted to and approved in writing by the Board; or
- (i) it enters into or is placed into any insolvency regime in any other member state of the European Union which is analogous with the insolvency regimes detailed in **articles 33.4(a) to 33.4(h)** hereof

and the Board may at any time thereafter by notice in writing call upon the relevant Successor to transfer the membership held by such Member to such person as the Board

shall direct and on receipt of such notice the Member shall thereupon cease to be entitled to be a Member of the Company.

34 Rules

- 34.1 The Company may by special resolution make and adopt and from time to time amend the Rules for the purpose of regulating all matters affecting the organisation and management of the League to the extent not provided for in, and so far as the same do not conflict with, the provisions of the Articles.
- 34.2 Unless otherwise stated in the Articles or the Rules, the provisions of the Articles shall prevail in the event of any conflict with the provisions of the Rules.
- 34.3 The activities of the League shall be administered by the Company in accordance with the Rules to which all Clubs shall adhere.
- 34.4 Any amendments in the Rules made during the Playing Season which relate to the registration or qualification of players shall not take effect until the following annual general meeting.
- 34.5 Notice of proposed amendments to Rules (other than those approved by the Board) to be considered at an annual general meeting in accordance with **article 37.2** shall be submitted in writing to the Company by the 31st January in each year and must be proposed by a Member and seconded by a second Member.
- 34.6 Notice of the proposals submitted in accordance with **article 34.5** above, together with any proposals by the Board, shall be circulated with the notice of the meeting at least fourteen clear days before the date of the meeting in accordance with **article 37.3**.
- 34.7 No amendment or addition to the Rules shall become operative until approved by the Football Association. Subject as aforesaid Rules and decisions made or promulgated in accordance with the Articles will be effective when passed by Members.

ORGANISATION OF GENERAL MEETINGS

35 Attendance and speaking at general meetings

- 35.1 A person is able to exercise the right to speak at a general meeting when that person is present in person at the meeting.
- 35.2 A person is able to exercise the right to vote at a general meeting when that person is that person is present in person at the meeting.
- 35.3 The Board may make whatever arrangements it considers appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

36 Notice of General Meetings

- 36.1 Subject to the provisions of the Articles, notice of general meetings shall be given to all Full Members, Honorary Members, the directors, the auditors, Life Members and Honorary Vice Presidents. There shall be no obligation to give any notice to a Club which is an unincorporated association when notice has been given to its duly appointed Nominee.

- 36.2 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

37 Annual General Meeting

- 37.1 The annual general meeting shall be held in June in each year unless otherwise determined by the Board.
- 37.2 The following business shall be transacted at the annual general meeting:
- (a) the minutes of the preceding annual general meeting, having been circulated, will be confirmed and business arising therefrom dealt with;
 - (b) the presentation and adoption of the annual report, balance sheet and statement of accounts;
 - (c) the appointment of the Chairman, directors, auditors, Life Members and Vice-Presidents;
 - (d) the alteration of Rules, if any;
 - (e) the membership of the divisions of the League for the ensuing Playing Season;
 - (f) the consideration of any other business.
- 37.3 The agenda, which shall outline the general nature of the business to be conducted at the meeting, shall be sent to each Member with the notice of the annual general meeting at least fourteen days' prior to the annual general meeting.

38 Quorum of General Meetings

- 38.1 No business shall be transacted at any general meeting unless a quorum is present. Three-fifths in number of the Members who are entitled to be present by a Representative or by proxy shall constitute a quorum for all purposes.

39 Chairing general meetings

- 39.1 The chairman or in his absence the Vice-Chairman shall chair general meetings if present and willing to do so.
- 39.2 If the Chairman or Vice-Chairman is willing to chair the meeting or is not present within fifteen minutes of the time at which a meeting was due to start:
- (a) the directors present, or
 - (b) (if no directors are present), the meeting
- must appoint a director or Member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.
- 39.3 The person chairing a meeting in accordance with this article is referred to as **“the chairman of the meeting”**.
- 39.4 If no person is willing to act as chairman, the meeting shall stand adjourned to the same day in the next week at the same time and place.

40 Attendance and speaking by directors and non-Members

- 40.1 Directors may attend and speak at general meetings, whether or not they are Members.
- 40.2 The chairman of the meeting may permit other persons who are not Members of the Company to attend and speak at a general meeting.

41 Adjournment

- 41.1 If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.
- 41.2 The chairman of the meeting may adjourn a general meeting at which a quorum is present if:
 - (a) the meeting consents to an adjournment, or
 - (b) it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- 41.3 The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
- 41.4 When adjourning a general meeting, the chairman of the meeting must:
 - (a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Board, and
 - (b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 41.5 If the continuation of an adjourned meeting is to take place more than twenty eight days after it was adjourned, the Company must give at least seven clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given):
 - (a) to the same persons to whom notice of the Company's general meetings is required to be given, and
 - (b) containing the same information which such notice is required to contain.
- 41.6 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

VOTING AT GENERAL MEETINGS

42 Voting: general

- 42.1 Except where otherwise specified by the Companies Act 2006 or where expressly provided in these Articles or the Rules that a particular resolution of the Company requires a greater

majority, s simple majority of Members who are entitled to vote and who are present and who vote by their Representative or proxy at a general meeting of which notice has been duly given shall be required for the passing of all resolutions of the Company.

- 42.2 Only a Member who shall have paid every subscription and other sum (if any), which shall be due and payable to the Company, shall (to the extent that it is otherwise entitled to do so) be entitled to be present or represented by Representative or proxy or to vote on any question.
- 42.3 Life Members and Honorary Vice Presidents as such are referred to in article 26.1 shall have not vote at general meetings of the Company.
- 42.4 A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the Articles.

43 Errors and disputes

- 43.1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
- 43.2 Any such objection must be referred to the chairman of the meeting whose decision is final and conclusive.
- 43.3 Unless a poll is duly demanded, a declaration by the chairman of the meeting that a resolution has been carried or carried unanimously or by a particular majority or lost, or not carried by a particular majority, and an entry to that effect in the minutes of the general meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

44 Poll votes

- 44.1 A poll on a resolution may be demanded:
 - (a) in advance of the general meeting where it is to be put to the vote, or
 - (b) at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- 44.2 A poll may be demanded by:
 - (a) the chairman of the meeting;
 - (b) the Board;
 - (c) six or more persons having the right to vote on the resolution; or
 - (d) a person or persons representing not less than one tenth of the total voting rights of all the Members having the right to vote on the resolution.
- 44.3 A demand for a poll may be withdrawn if:
 - (a) the poll has not yet been taken, and
 - (b) the chairman of the meeting consents to the withdrawal

- (c) and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.

44.4 Polls must be taken immediately and in such manner as the chairman of the meeting directs and he may appoint scrutineers (who need not be Members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

44.5 Subject as otherwise provided in these Articles every Full Member and every Honorary Member who is present at a general meeting by a Representative or by proxy shall have one vote whether on a show of hands or on a poll save as provided for in **article 44.7**.

44.6 The chairman of the meeting may in his discretion permit the appointment of a proxy other than as provided herein if the circumstances arise which prevent a Member attending a general meeting.

44.7 In the case of an equality of votes the chairman of the meeting shall be entitled to a second or casting vote in addition to any other vote he may have.

45 Representatives

45.1 Any director or the secretary of a Club shall be entitled to act as the Representative of that Club at, and for all the purposes of business at, any general meeting. A Club may separately or additionally, by resolution of its directors, authorise any other person as it thinks fit (not being a director or the secretary as aforesaid) to act as the Representative of the Club at any general meeting. The Board may require reasonable evidence of any such authorisation.

45.2 A Representative shall be entitled to exercise all the powers of a Member for whom he acts as Representative at any general meeting.

45.3 A Representative shall be entitled to attend and where appropriate vote at a general meeting notwithstanding that the Member of which he is the Representative has appointed a proxy to attend the same.

46 Proxies

46.1 The instrument appointing a proxy and (where such instrument is not signed by a director or the secretary of a Member) a copy of the authority under which it is signed shall be in writing and may:

- (a) be deposited with the Chief Executive or League Secretary at least forty eight hours before the time of the general meeting which the person or persons named in the instrument propose to attend unless otherwise specified in the notice convening such general meeting; or
- (b) in the case of a poll taken more than forty eight hours after it is demanded, be deposited as aforesaid after the poll has been demanded and before the time appointed for the taking of the poll; or
- (c) where the poll is not taken forthwith but is taken not more than forty eight hours after it was demanded, be delivered to the chairman of the meeting.

47 Content of proxy notices

- 47.1 Proxies may only validly be appointed by a notice in writing (a “**proxy notice**”), which:
- (a) states the name and address of the Member appointing the proxy;
 - (b) identifies the person appointed to be that Member’s proxy and the general meeting in relation to which that person is appointed;
 - (c) is signed by or on behalf of the Member appointing the proxy or any person authorised by the Member to sign the same, or is authenticated in such manner as the Board may determine; and
 - (d) is delivered to the Company in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate.
- 47.2 The Company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 47.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 47.4 Unless a proxy notice indicates otherwise, it must be treated as:
- (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting (and including whether or not to abstain from voting), and
 - (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

48 Delivery of proxy notices

- 48.1 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Company by or on behalf of that person.
- 48.2 An appointment under a proxy notice may be revoked by delivering to the Company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 48.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 48.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor’s behalf.

49 Amendments to resolutions

- 49.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:
- (a) notice of the proposed amendment is given to the Company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than

forty eight hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and

- (b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.

49.2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if:

- (a) the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
- (b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

49.3 If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

PART 4

ADMINISTRATIVE ARRANGEMENTS

50 Means of communication to be used

50.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.

50.2 A Member or other individual whose nominated address is not within the United Kingdom and who gives to the Company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address.

50.3 A Member present, either in person or by proxy, at any meeting of the Company shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.

50.4 In proving that any notice, document or other information was properly addressed, it shall suffice to show that the notice, document or other information was addressed to an address permitted for the purpose by the Companies Act 2006.

50.5 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

50.6 Any notice, document or other information shall be deemed served on or delivered to the intended recipient:

- (a) if properly addressed and sent by prepaid United Kingdom first class post to an address in the United Kingdom, twenty four hours after it was posted;
- (b) if properly addressed and delivered by hand, when it was given or left at the appropriate address;

- (c) if properly addressed and sent or supplied by electronic means, one hour after the document or information was sent or supplied; and
- (d) if sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website.

51 Company seals

- 51.1 Any common seal may only be used by the authority of the Board.
- 51.2 The Board may decide by what means and in what form any common seal is to be used.
- 51.3 Unless otherwise decided by the Board, if the Company has a common seal and it is affixed to a document, the document must also be signed by two directors or one director and the Company Secretary.

52 No right to inspect accounts and other records

Except as provided by law or authorised by the Board or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or documents merely by virtue of being a Member.

53 Provision for employees on cessation of business

The Board may decide to make provision for the benefit of persons employed or formerly employed by the Company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the Company or that subsidiary.

DIRECTOR'S INDEMNITY AND INSURANCE

54 Indemnity

- 54.1 Subject to **article 54.2** but without prejudice to any indemnity to which a relevant officer is otherwise entitled:
 - (a) each relevant officer shall be indemnified out of the Company's assets against all costs, charges, losses, expenses and liabilities incurred by him as a relevant officer in the actual or purported execution and/or discharge of his duties, or in relation to them including any liability incurred by him in defending any civil or criminal proceedings, in which judgement is given in his favour or in which he is acquitted or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his part or in connection with any application in which the court grants him, in his capacity as a relevant officer, relief from liability for negligence, default, breach of duty or breach of trust in relation to the Company's (or any associated company's) affairs; and
 - (b) The Company may provide any relevant officer with funds to meet expenditure incurred or to be incurred by him in connection with any proceedings or application referred to in article 28(1)(a) and otherwise may take any action to enable any such relevant officer to avoid incurring such expenditure.

- 54.2 This article does not authorise any indemnity to the extent to that such indemnity would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law and any such indemnity is limited accordingly.
- 54.3 The Board may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant officer in respect of any relevant loss.
- 54.4 In this article:
- (a) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant officer in connection with that relevant officer’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the Company or associated company; and
 - (b) a “relevant officer” means any director or other officer or former director or other officer of the Company.

55 League Membership of other Bodies

The Company may by ordinary resolution passed at the annual general meeting or at any general meeting become members of any Inter-League Board or Combination of Leagues in the United Kingdom and be subject to the rules and bye-laws of such Boards or Combinations and be bound by such agreements and, in like manner, may alter or terminate such membership or agreement.

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Section 2

League Rules

Rules of the Isthmian Football League Limited

These Rules have been compiled by The Football Association for the mandatory use of all sanctioned Competitions at Steps 1 to 6 inclusive of the National League System.

Whilst additions may be allowed to the Standardised Rules these must first be approved by The Football Association.

1. DEFINITIONS

1.1 In these Rules:

"Affiliated Association" means an Association accorded the status of an affiliated Association under the Rules of The FA.

"Agent" shall be as defined in the Rules of The FA.

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

"Appointing Authority" means [The FA] [the Competition].

"Articles" means the Articles of Association of the Company and reference to a number of following the word "Article" is a reference to an Article so numbered in the "Articles".

"Board" means the Board of Directors of the Company appointed in accordance with the Articles or, in the case of a Competition which is an unincorporated association, the management committee elected to manage the running of the Competition.

"Board Directive" means an order or instruction issued by the Board.

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

"Club" means a Club for the time being in membership of the Company (including a Club which has had a transfer of membership approved under Rule 2.9 below).

"Commercial Agreements" means all or any Agreement or Agreements with any third party including but not limited to broadcasting, media, sponsorship, marketing, merchandising, licensing and advertising, for the general promotion of each or any of the Clubs in the Competition and the Company, and which have the object of promoting the welfare and general commercial interest and increasing the financial resources of each of the Clubs, the Company and the Competition.

"Company" means The Isthmian Football League Limited, company registration number 2392631 which administers the Competition and shall, where the Competition is an unincorporated entity, include that entity.

"Company Secretary" means the person appointed by the Board and registered at Companies House as the Company Secretary of the Company.

"Competition" means the Isthmian Football League.

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

"Competition Office" means the registered Offices or addresses where League business is transacted.

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

"Contract Player" means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.

"Contractual Disputes Tribunal" shall be as defined in Rules of The FA.

"Control" means the power of a natural person, legal entity or any other body to exercise, or to be able to exercise or acquire, direct or indirect control over the policies, affairs and/or management of a Club, whether that power is constituted by rights or contracts (either separately or in combination) and having regard to the considerations of fact or law involved, and, without prejudice to the generality of the foregoing, Control shall be deemed to include:

- a. the power (whether directly or indirectly and by any means including without limitation by way of those that in the opinion of the Board are acting in concert) to appoint and/or remove all or such of the members of the board of directors of the Club as are able to cast a majority of the votes capable of being cast by the members of that board; and/or
- b. the holding and/or possession of the beneficial interest in, and/or the ability to exercise the voting rights applicable to, shares (or other equity securities) in the Club (whether directly, indirectly (by means of holding such interests in one or more other persons) or by contract including without limitation those that in the opinion of the Board are acting in concert) which confer in aggregate on the holder(s) thereof 30 per cent or more of the total voting rights

exercisable at general meetings of the Club;

For the purposes of the above, any rights or powers of a nominee or of an associate (as defined in the Rules of The FA Challenge Cup) of a person shall be attributed to that person.

“Criteria Document” means the document entitled “National Ground Grading Document” issued by The FA from time to time and shall, unless stated to the contrary, mean the latest edition of the document.

“Creditor Compromise” shall mean an agreement reached by a Club under a Company Voluntary Arrangement (under the Insolvency Act 1986) or a Scheme of Arrangement (under the Companies Act 1985 or Companies Act 2006) or a restructuring plan (under Part 26A of the Companies Act 2006).

“Day” means any day on which the Competition Office is open for normal business but excluding, unless the Board determines otherwise, a Saturday, a Sunday or a Bank or Public Holiday.

“Embargo” means a ban placed by the Board on a Club in respect of player registrations, as more fully defined in Appendix H.

“Embargoed Club” means any Club subject to an Embargo.

“Event Doctor” means an individual qualified in accordance with the requirements set out in ‘Guide to Safety at Sports Grounds’ (known as the Green guide”), as in force from time to time (formerly known as the a crowd doctor).

“Fees Tariff” means a list of fees approved by the Company at a general meeting to be levied by the Company for any matters for which fees are payable under the Rules.

“FIFA Quality Concept” means the:

- a. FIFA Quality Concept Handbook of Requirements for Football Turf Surfaces (January 2012 Edition); and
- b. FIFA Quality Concept – Handbook of Test Methods for Football Turf (January 2012 Edition), and any amendment or modification thereof.

“FIFA Recommended One / IATS or Two Star Certificate” means the certificate of that name awarded by FIFA following compliance with the applicable requirements of the FIFA Quality Concept.

“Fines Tariff” means a list of fines approved by the Company at a general meeting to be levied by the Company for any breach of the Rules.

“First Aider” means a person who holds a valid ‘Emergency Medical First Aid in Football’ or ‘Emergency First Aid in Football’ accreditation (or such equivalent qualification deemed acceptable by The FA from time to time).

“Football Creditor” means any one of the following:

- The Football Association Limited.
- Any Club affiliated with an Affiliated Association.
- Any League sanctioned by The Association or an Affiliated Association.
- Any full time or part time employee of a Club, or former full time or part time employee of a Club, in respect of sums due to such person by way of arrears of remuneration or expenses. This excludes for these purposes all and any claims for redundancy, unfair or wrongful dismissal or other claims arising out of the termination of the contract or in respect of any period after the actual date of termination.
- The Professional Footballers’ Association Limited.
- The Football Foundation.
- Any Affiliated Association.
- Any pension scheme or plan administered by or on behalf of the Competition.

“Football Turf (3G) Pitch (FTP)” means a field of play (as that term is defined in the Laws of the Game) that has, following installation and prior to the commencement of each subsequent Playing Season, been awarded the relevant FIFA Performance requirement (FIFA Two and One Star or Pro and Quality) and which otherwise conforms to the requirements of the Laws of the Game.

“Grass Pitch” means a field of play (as that term is defined in the Laws of the Game) that is natural grass, predominantly natural grass or intended to be predominantly natural grass and which conforms to the requirements of the Laws of the Game.

“Ground” means the ground on which the Club’s first team plays its Competition fixtures.

“Insolvency Event” means any one of the following:

- a. entering into a Company Voluntary Arrangement pursuant to Part 1 of the Insolvency Act 1986 (“the 1986 Act”) or a compromise or arrangement with its creditors under Part 26 of the Companies Act 2006 or a restructuring plan under Part 26A of the Companies Act 2006 or any compromise agreement with its creditors as a whole; or

- b. lodging a Notice of Intention to Appoint an Administrator or Notice of Appointment of an Administrator at the Court in accordance with paragraph 26 or paragraph 29 of Schedule B1 to the 1986 Act, an application to the Court for an Administration Order under paragraph 12 of Schedule B1 to the 1986 Act (other than paragraph 12 (1)(c)) or where an Administrator is appointed or an Administration Order is made in respect of it (“Administrator” and “Administration Order” having the meanings attributed to them respectively by paragraphs 1 and 10 of Schedule B1 to the 1986 Act); or
- c. an Administrative Receiver (as defined by section 251 of the 1986 Act), a Law of Property Act Receiver (appointed under section 109 of the Law of Property Act 1925) or any Receiver appointed by the Court under the Supreme Court Act 1981 or any other Receiver is appointed over any assets which, in the opinion of the Board, are material to the Club’s ability to fulfil its obligations as a member of the League; or
- d. the coming into force of a moratorium pursuant to Part A1 of the Insolvency Act 1986; or
- e. shareholders passing a resolution pursuant to section 84(1) of the 1986 Act to voluntarily wind up; or
- f. a meeting of creditors is convened pursuant to section 95 or section 98 of the 1986 Act; or
- g. a winding up order is made by the Court under section 122 of the 1986 Act or a provisional liquidator is appointed under section 135 of the 1986 Act; or
- h. ceasing or forming an intention to cease wholly or substantially to carry on business save for the purpose of reconstruction or amalgamation or otherwise in accordance with a scheme of proposals which have previously been submitted to and approved in writing by the Board; or
- i. being subject to any insolvency regime in any jurisdiction outside England and Wales which is analogous with the insolvency regimes detailed in (a) to (h) above; and/or
- j. have any proceeding or step taken or any court order in any jurisdiction made which has a substantially similar effect to any of the foregoing.

“Intermediary” means any natural or legal person who carries out or seeks to carry out Intermediary Activity and has registered with The Association in accordance with The FA Intermediaries Regulations.

“Intermediary/Agent Activity” means acting in any way and at any time, either directly or indirectly, for or on behalf of a Player or a Club in relation to any matter relating to a Transaction. This includes, but is not limited to, entering into a Representation Contract with a Player or a Club. For the avoidance of doubt, a Club Official is not acting as an Intermediary or Agent when they carry out any Intermediary/Agent Activity in relation to any matter relating to a Transaction for or on behalf of that Club. Similarly, a Lawyer is not acting as an Intermediary or Agent when they solely and exclusively undertake or provide Permitted Legal Advice in relation to any matter relating to a Transaction.

“Long Term Loan” means a loan transfer of a Player who is a qualifying Player within the terms of the Rules. from either (a) any date during the first Registration Period to any date during the second Registration Period, or (b) any date during the first or second Registration Period to the end of that Playing Season. For the purposes of this definition only, a “Registration Period” shall mean one of the periods determined by The FA during which players may be registered for a professional men’s club.

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

“Membership Year” means the period in each calendar year from the holding of one annual general meeting of the Company to the holding of the next annual general meeting.

“National League System” means the system of competitions controlled by the FA where promotion and relegation links exist between participating Leagues.

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

“Officer” means an individual who is required to make an Owners’ and Directors’ Declaration by The FA.

“Online Player Registration System” means the relevant online player registration system as determined by The FA from time to time.

“Option” shall be as defined in the Rules of The FA.

“Owners’ and Directors’ Declaration” means a declaration to The FA required from an Officer from time to time.

"Paid in Full" shall mean when a Club has either:

- paid (in cleared funds) to the supervisor of its Creditor Compromise or its administrator, sufficient funds to pay all its creditors in full (100p in the £) and to cover the costs of the Creditor Compromise or the administration and confirmation of this fact has been received in writing from the supervisor/administrator; or
- paid (in cleared funds) sufficient to settle in full (100p in the £) any debts owed to creditors outside a Creditor Compromise.

"Participant" shall be as defined in the Rules of The FA

"Pitch" means a Grass Pitch or Football Turf Pitch.

"Pitch Test" means the test(s) conducted by a FIFA accredited field test institute or UKAS accredited test institute in accordance with the requirements of the FIFA Quality Concept or IATS.

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

"Player Status Rules" shall be as defined in the Rules of The FA.

"Playing Season" means the period between the date on which the first league fixture in the Competition is played each year until the date on which the last league fixture in the Competition is played. For Clubs participating in play off matches this does include the period when play off matches are played.

"Play Off Position" means the position of a Club in the table at the end of each Playing Season which is provided for in Rule 12 as qualifying the Club to take part in a play off match to qualify for promotion to the next step of football for the next Playing Season.

"Qualified Medical Practitioner" means a graduate health care professional e.g., a doctor, physiotherapist, paramedic, nurse, sport therapist or sports rehabilitator, having the appropriate valid medical insurance, and being registered with a recognised professional body, (e.g., the General Medical Council, Health Care Professions Council, Royal College of Nursing, Society of Sports Therapists, Sports Therapy Association, Sports Therapy Organisation or Federation of Holistic Therapists Directory Service).

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

"Satisfied" shall mean that a creditor has consented, and provided evidence of such, to accept a sum in full and final settlement of its debt from a Club. For the avoidance of doubt, a vote to approve a Company Voluntary Arrangement ('CVA') by the creditors of a Club, held in accordance with Insolvency Law in operation from time to time, shall deem those debts admitted to the CVA as being Satisfied. The Board shall determine at its absolute discretion whether an amount is satisfied under the Rules.

"Scholar" means a player that has entered into a Scholarship Agreement.

"Scholarship Agreement" means an agreement entered into between a Club and a player pursuant to the Player Status Rules.

"Secured" shall mean that one of the following legally recognised undertakings has been provided for the payment of the specified sum in full by the AGM at the end of the Playing Season in which the transfer of membership takes place:

- (i) A solicitor's undertaking for the full amount outstanding;
- (ii) A bank guarantee is held for the full amount outstanding;

In each case to be paid and satisfied in full by no later than the AGM at the end of the Playing Season in which the transfer took place.

The Board shall determine at its absolute discretion whether an amount is Secured or Satisfied under the Rules.

"Short Term Loan" means a loan transfer for a period of no fewer than 28 days in any one season.

"Significant Interest" means the holding and/or possession of the legal or beneficial interest in, and/or the ability to exercise the voting rights applicable to, shares or other securities in the Club which confer in aggregate on the holder(s) thereof ten (10) per cent or more of the total voting rights exercisable in respect of the Shares of any class of Shares of the Club. All or part of any such interest may be held directly or indirectly or by contract including, but not limited to, by way of membership of any group that in the opinion of the Board are acting in concert, and any rights or powers held by an Associate (as defined in the Rules of The FA Challenge Cup) shall be included for the purposes of determining whether an interest or interests amounts to a "Significant Interest".

"SSAP" means a sporting sanctions appeal panel to be appointed to determine an appeal against a deduction of points under Rule 13.

“Team Sheet” means a form provided by the Competition referred to in Rule 8.20.

“The FA” means The Football Association Limited.

“Transaction” means any negotiation or other related activity, including any communication relating or preparatory to the same, the intention or effect of which is to create, terminate or vary the terms of a player’s contract of employment with a Club, to facilitate or effect the registration of a player with a Club, or the transfer of the registration of a player from a club to a Club (whether on a temporary or permanent basis). A completed Transaction is one that has so achieved the creation, termination or variation of the terms of the player’s contract of employment with a Club, the registration of the player with a Club or the transfer of the registration from a club to a Club.

“Transmission-Free Period” means the period determined by The FA from time to time pursuant to Article 48 of the UEFA Statutes and the Regulations Governing the Implementation of Article 48 of the UEFA Statutes.

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

“Work Experience Player” means a Player whose registration is held by a competition other than the Competition and is registered under a Scholarship. The Club taking the Player on work experience will register the Player Non Contract with a league in which they take part to fulfil the football element of the Scholarship, not the educational part.

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

“Youth Loan” means a loan transfer for a period of no fewer than 28 days of a Player who is a qualifying Player within the terms of the Rules.

- 1.2 The Rules are taken from the Standardised Rules determined by The FA from time to time. In the event of any omissions from the Standardised Rules then the requirements of the Standardised Rules shall be deemed to apply to the Competition.
- 1.3 Words or expressions used in these Rules shall, if not inconsistent with the subject or context, bear the same meanings as in the Articles.
- 1.4 All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Company to have accepted the Rules and to have agreed to abide by the decisions of the Board in relation thereto, subject to the provisions of Rule 16.
- 1.5 The Competition will be known as “The Pitching In Isthmian Football League” (or such other name as the Company may adopt). The Clubs participating in the Competition must be members of the Company in accordance with the Articles. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Company.
- 1.6 The administration of the Competition under these Rules will be carried out by the Company acting (save where otherwise specifically mentioned herein) through the Board in accordance with the Rules Regulations and Practices of The FA.
- 1.7 The Company shall be part of the National League System established by The FA and shall sign such documents as are required from time to time to confirm such memberships.

2. **MEMBERSHIP REQUIREMENTS**

- 2.1 Each Club shall register its Ground, and its pitch dimensions, with the Competition prior to the start of each Playing Season. It will be misconduct on the part of a Club to alter its pitch dimensions during a season unless with prior written consent of the Board. The Board may at any time require a Club, at its own cost, to submit a report from a qualified independent source certifying the pitch dimensions.
Dimensions of the field of play for all Competition matches shall be:-
Length - Maximum 120 yards (110 metres) – Minimum 110 yards (100 metres)
Width - Maximum 80 yards (75 metres) – Minimum 70 yards (64 metres)

No Club shall move to another Ground without first obtaining written consent of the Board; such consent not to be withheld unreasonably. In consideration whether to give such consent the Board shall have regard to all the circumstances of the case and shall not grant consent unless it is reasonably satisfied that such consent:-

- would be consistent with the objectives of the Competition as set out in the Memorandum of Association;
- would be appropriate having in mind the relationship (if any) between the locality with which by its name or otherwise the applicant Club is traditionally associated and that in which such Club proposes to establish its Ground;
- would not adversely affect such Club's Officials, Players, supporters, shareholders, sponsors and others having an interest in its activities;
- would not have an adverse effect on visiting Clubs;
- would not adversely affect Clubs having their registered Grounds in the immediate vicinity of the proposed location, and
- would enhance the reputation of the Competition and promote the game of association football generally.

The Club must disclose, as soon as practicable, plans and details of any proposed move to a new stadium. The location of the proposed new stadium must meet with the approval of the Board.

Without prejudice to the provisions of Rule 4.12 a Club shall forthwith notify the Competition of any proposed change in its circumstances relating to the occupation of its Ground. By way of example, and without limitation, a proposed change may include a sale of any freehold interest (with or without subsequent leaseback) or any surrender or variation or a lease or licence.

- 2.2 All Clubs shall have Grounds and headquarters situated in England, the Channel Islands, Isle of Man if applicable or Wales and the Competition Secretary shall send their names and particulars to The FA annually by the date appointed by, and in the format required by, The FA. Clubs playing in England shall be duly affiliated at all times to a recognised County Football Association. Welsh Clubs shall be affiliated to The FA of Wales. Each Club shall notify the Competition Secretary of its affiliation number each year as soon as practicable after it has received same. Each Club shall return to the Competition Secretary a fully completed questionnaire relating to Form "D" required by The FA by the date given in the circular letter accompanying the questionnaire issued by the Competition Secretary.

- 2.3.1 A Club's Ground may be shared with another Club or any other club (including a club engaged in another sport) providing, where sharing with a football club the Club or club playing in the most senior competition has priority of fixtures at all times and, where sharing with a club engaged in another sport, the Club has priority of fixtures [unless agreed otherwise by the Competition at its sole discretion, applicable only to that Competition, and valid only for one season at a time but open to annual renewal]. A Club will not be permitted to ground share to gain promotion or to avoid relegation. Ground sharing may not be permitted when one of the sharers retains the use of another ground unless that club can show by means of a refused planning permission or similar that it cannot meet the requirements of the Criteria Document at that ground. Any Club wishing to share a Ground or intending to move to a new Ground must obtain the written consent of the Board. Any Ground sharing for a period exceeding thirteen (13) weeks must be in writing and a written agreement must first be approved by the Board before being entered into and (except in an emergency) must be completed by 31 March in any year to be effective for the following Playing Season. A copy of the completed signed and dated agreement must be received by the Competition within fourteen days of the approval being sent to the Club.

- 2.3.2 The Club as at 31 March in any year shall either:
- (i) Own the freehold of the Ground, or
 - (ii) Have a lease for the Ground that extends uninterrupted for a minimum of the current and following Playing Season, or
 - (iii) Possess an agreement for the use of the Ground that is acceptable to The Football Association following consultation with the relevant Competition.

In each case the Club must provide to the Competition of which it is a member and to The Football Association:

If the Ground is freehold either currently dated Official Copies of the freehold title at the Land Registry in the name of the entity in membership of the Competition or, if unregistered, a Certificate of Title from the Club's solicitor showing that the Ground is owned by the entity in membership of the Competition, or

If the Ground is held leasehold a copy of the signed and dated lease in the name of the entity in membership of the Competition; if the expiry date of the lease has already passed or is dated before the end of the next full Playing Season, a certificate from the Club's solicitor as to whether or not a notice has been given by the landlord to terminate the lease. In addition the Club must provide evidence of registration at the Land Registry, or explain why the Lease is not registered.

If the Ground is subject to an acceptable agreement a copy of the signed and dated agreement for the use of the Ground together with confirmation from The Football Association, following consultation with the relevant Competition, that the agreement is acceptable.

The Club must disclose whether the Club's occupation of the Ground is subject to any third party option, whether the ground is charged by way of security and whether or not any break clauses in the lease or agreement have been exercised either by the landlord or the tenant.

In all cases The Football Association and the Competition of which it is a member have the right to call for further information.

- 2.3.3 A Club's Ground must comply with the Criteria Document for the step in the National League System at which the Club is playing. Each Club that is required to hold a safety certificate issued in accordance with safety legislation must lodge a current copy with the Competition. If a Club's ground is subject to any reduction in capacity by a public authority it must immediately inform the Competition.

- 2.4 No club which is a "nursery" club or a reserve side of a football club shall be eligible for membership of the Company.

A club shall be deemed to be a "nursery" club if it is under obligation, written or otherwise, to a football club by reason of which it has not the sole and entire control of its own management, finance and Players.

- 2.5 Clubs seeking membership or applying to retain membership of the Company must comply with the requirements provided for in the Criteria Document for the step at which the Club is playing. Only clubs which meet these criteria in full will be eligible for membership. All Clubs visited by representatives of the Competition in pursuance of the document will pay a non-returnable fee. In the absence of a procedure for application for membership being established by The FA, the Board shall establish such procedure.

The Board shall establish a procedure for inspecting Clubs' grounds from time to time to ensure that the grade attained by that ground is maintained.

- 2.6 The Competition and the FA shall determine a time scale whereby all Clubs in membership must attain the grade provided for in the Criteria Document. The grade applicable for each Club for the commencement of a Playing Season shall be that existing at the previous 31st July (or by a later date which was agreed at the sole discretion of The FA's Alliance League Committee (Steps 1 to 4) or Leagues Committee (Steps 5 & 6) such grading to be ascertained by an inspection carried out on or before 31st March or as soon as practicable thereafter. Any Club not maintaining the grade set for the Competition may be relegated at the end of the Playing Season to a step determined by The FA.

Any delay in inspection shall in no way release a Club from its obligation to have its ground ready for

inspection. If for any reason a Club's existing ground, or any new ground in which it proposes to play its home matches in the season following inspection, is not available for grading by 31st March prior to commencement of the relevant season then the Club must, by the 31st March, submit to the Board in writing its proposals for a venue for its home matches in the following season ("alternative proposal"), such alternative proposal to be considered (and if appropriate) approved at the next Board Meeting after 31st March. The alternative proposal must, inter alia, contain documentary evidence in support of any ground sharing arrangements and evidence that the proposed ground is demonstrably suitable at a level which the relevant club will be competing. The alternative proposal may not be for a continuation of any ground share arrangement if the Club has had a ground sharing arrangement for the previous 2 seasons, or any part thereof, even if those arrangements have related to more than one ground.

Any approval of the alternative proposal will be subject to the issue of a grading certificate. The Board will use all reasonable endeavours to inspect the ground after receiving the alternative proposal and prior to the Board meeting, but if it is unable to do so then any approval of the alternative proposal will be subject to the issue of a satisfactory grading certificate. In the event of a Club not having received a grading certificate by 31st March and not having had its alternative proposal approved at the relevant Board Meeting, it shall be relegated forthwith at the end of the playing season to a level determined by The Football Association.

- 2.7 Any Club which is incorporated must be incorporated in England and Wales. Any Club wishing to incorporate shall notify The FA, its Affiliated Association and the Company Secretary before it makes any resolutions in this regard. Any person wishing to be appointed as an Officer to a Club must comply with the requirements of The FA Owners' and Directors' Test Regulations and send to the Company Secretary a copy of the Owners' and Directors' Declaration within 5 days of sending the same to The FA.
- 2.8 In the event that any Club which is an unincorporated association incorporates itself it shall notify the Competition Secretary in writing within 14 days of the passing of the resolution to take this action and shall with such notice provide the Competition Secretary with a copy of the Memorandum and Articles of Association of the company. Any amendments to the Memorandum and Articles of Association of a Club must be notified to the Competition Secretary in writing within 14 days of the passing of the resolution with a copy of the change(s).

Transfer of Membership - *Transfer as a Going Concern*

- 2.9.1 In the event that any Club which resolves to transfer its membership of the Competition from one legal entity to a different legal entity, other than in the circumstances shown at 2.9.2 below, the Board will use the following minimum criteria in deciding whether to approve that transfer:
- The shareholders or members of the Club have voted to agree to the transfer of the Club's membership to the new entity.
 - All Football Creditors in the Club must be paid in full or transferred in full (with each creditor's consent) to the new entity, and evidenced as such.
 - All other creditors in the Club must be paid in full or Secured or transferred in full (with each creditor's consent) to the new entity and evidenced as such.
 - The proposed new entity has provided financial forecasts to The FA and the Competition showing its ability to fund the Club for the next twelve (12) months or to the end of the Playing Season following transfer (whichever is the longer) and that evidence of funding sources has been provided.
 - The FA must have given approval for the transfer to take place.

Transfer of Membership - *Transfer from Insolvency*

- 2.9.2 In the event that any Club that is subject to an Insolvency Event resolves to transfer its membership of the Competition to a new entity, the Board will use the following minimum criteria in deciding whether or not to approve that transfer:

- a. The shareholders or members of the Club have voted to agree to the transfer of the Club's membership to the new entity and/or a licensed insolvency practitioner(s) appointed to the Club has agreed to sell or transfer some or all of the Club's assets to the new entity;
- b. All Football Creditors in the Club must be Paid in Full and evidenced as such;
- c. The proposed new entity has provided financial forecasts to The FA and the Competition showing its ability to fund the Club for the next twelve (12) months or to the end of the Playing Season following transfer (whichever is the longer) and that evidence of funding sources has been provided;
- d. The FA must have given approval for the transfer to take place; and
- e. All other creditors in the Club must be satisfied and evidenced as such (This provision to be read in conjunction with 2.9.3 below.)

In the event that requirement (a) and/or (e) is not fully complied with, and only where the Board, at its absolute discretion, deems there to have been exceptional circumstances surrounding the application for the transfer, it may approve the transfer (subject to compliance with all other provisions above) and may apply such conditions as it deems appropriate including, without limitation, the deduction of points.

2.9.3 Nothing in Rule 2.9.2 above shall limit in any way the application of Rule 13B of these Rules.

2.10 The Competition shall allow for up to 83 member Clubs. There will be one divisions of 22 Clubs at Step 3 of the National league System and three Divisions at Step 4 of the National League System, two of those Divisions will have 20 Clubs and one Division will have 21 Clubs. The divisions will be called by such names as decided by the Board and notified to all Clubs. The Clubs competing in each division each season will be confirmed by the Annual General Meeting of the Company each year. A Club entered into membership at the Annual General Meeting shall be subject to the application of the Rules until the date of the following Annual General Meeting. It shall be allowed for these numbers to be increased to accommodate any anomaly in the National League System.

2.11 Any Club or Club representative found guilty of serious irregularities regarding Players Contract payments under The FA Rules may be expelled from the Company in accordance with the Articles or these Rules and, in addition, may be fined such sum as the Board shall determine.

2.12 The Company will hold a membership register of the full name of the company/unincorporated entity constituting each Club. If the Club is an incorporated entity, it must provide the Company with its company name and registration number. If the Club is an unincorporated entity, it must provide the Company with the name of an individual in whose name the membership of the Company will be vested. A Club must notify the Company of all proposed changes to the information held by the League in the membership register in respect of the Club including any proposed change of company name or the name of an individual in whose name the membership of the Company is vested. Clubs are required to submit a fully completed membership form prior to the Annual General Meeting each Season. The Company will provide a copy of its membership register to The FA annually.

Ownership and Change of Control

2.13 Each Club shall publish its legal name, form (e.g. unincorporated association, company limited by shares or guarantee etc) and any identifier (e.g. company number). In addition for those Clubs that are owned, then the Club shall also publish the identities of the ultimate owner (i.e. the name of an individual) of each Significant Interest in the Club. Such information shall as a minimum be published on the Club's official website on a page accessible directly from the home page of that official club website and within the Club's official matchday programme.

2.14 National League only

2.15 In the event that an Insolvency Event occurs in relation to any Club, that Club must inform and keep informed the Competition Secretary and The FA immediately.
The Board shall have the power to suspend a Club on notification of it having entered an Insolvency Event.

At the discretion of the Board, a suspension may take effect from the giving of the notice or it may be postponed subject to any conditions as the Board may think fit to impose.

In the event that a Club is suspended or its suspension is postponed, the Board shall have power to make such payments as it may think fit to the Club's Football Creditors out of any monies due to that club from the Company.

- 2.16 An Officer must submit an Owners' and Directors' Declaration to The FA in accordance with the Reporting Requirements set out in The FA's Owners' and Directors' Regulations that apply from time to time. The Club must provide a copy of any such Owners' and Directors' Declaration to the Competition at the time it is submitted to The FA.

No individual will be permitted to act as an Officer if they fail to meet any of the requirements of the Owners' and Directors' Declaration, as set out in the Rules of The FA.

In the event that an individual/entity is found to have either:

- Completed false or misleading statements on their Owners' and Directors' Declaration;
- Acted as an Officer when in breach of the requirements of the Owners' and Directors' Declaration;
- Acted as an Officer without The FA having given written confirmation to the Club in accordance with The FA's Owners' and Directors' Regulations that the individual may so act; then the individual/entity or Club shall be subject to such fine or other sanction as may be determined by The FA.

In the event that the Competition receive a Notice from The FA issued in accordance with The FA's Owners' and Directors' Test Regulations for the suspension of that Club's Competition membership, then that Club shall be suspended from the Competition with effect from 14 days from the date of the Notice. An appeal of the effect of the Notice is to The FA and can only be made by the affected Club and in accordance with the appeal procedures set out in the FA Owners' and Directors' Test Regulations. The effect of the Notice shall be suspended pending the outcome of an appeal.

The FA shall advise the Competition and the Club in writing where it becomes satisfied that a Disqualifying Condition as defined in the FA Owners' and Directors' Test no longer applies. Upon receipt of this written notification from The FA, the Competition may remove the suspension of the Club's Competition membership.

Where a Club is suspended and that causes a match in the Competition not to be played, the Board shall determine how the outcome of that match shall be treated.

- 2.17 Within fourteen days of a change in a Significant Interest at a Club or the appointment or removal of any director of a Club, written notice thereof, together with such details as are required to be filed with the Registrar of Companies, shall be deposited at the Competition Office.
- 2.18 If during the course of a season the Board decide that the organisation and management or finances of a particular Club fall below the standards appropriate to membership of the Competition, the Competition Secretary shall be instructed to warn the Club at once that it may be excluded from membership of the Competition at the end of that playing season. Such a Club shall have the right to appeal to The FA within 14 days of the date of notification of the Board's decision.
- 2.19 The Competition, through the Board shall be empowered from time to time by subscription, levy or otherwise to require Clubs to contribute such sum or sums of money to the funds of the League as may be necessary for the proper conduct of the business of the League. Such contributions by Clubs may be collected by deduction from sums due to Clubs under any promotion agreement, commercial contract or from sponsorship money due or by whatever means the Board shall think fit. There shall be added to any sums to be contributed from Clubs, if applicable, Value Added Tax at the then prevailing rate.
- 2.20 Any Club failing to be represented throughout an Annual General Meeting or any other General Meeting called in accordance with the Rules and Articles without satisfactory reason being given shall

be fined in accordance with the Fines Tariff. Whenever required to do so all Clubs shall ensure their Manager, or an Assistant Manager, attend in person any Meeting of Clubs called by the Board. Failure to do so without just cause shall be a breach of these Rules and be dealt with in accordance with the Fines Tariff.

- 2.21 The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination.
- 2.22 The Competition and each 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 way of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability, or otherwise).
- 2.23 The Competition and each Club shall 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.
- 2.24 Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate sanctioning Association for investigation.
- 2.25 Each Club shall comply with the provisions of Appendix Q – the ‘Licencing System’, as approved by the FA Council from time to time.

3. **MEMBERSHIP – ANNUAL SUBSCRIPTION**

- 3.1 Any Club allocated for membership of the Company shall submit to the Company a fully completed Membership application form and the application fee and non-refundable ground inspection fee.
- 3.2 Clubs which have qualified for membership of the Company must confirm their acceptance of membership on the appropriate Competition form to be received by the Company at least 14 days prior to the next Annual General Meeting of the Company accompanied where appropriate by the membership fee. The annual subscription shall be paid by each Club to the Company no later than 7 days before the Annual General Meeting of the Company in each year.

4. **POWER OF THE BOARD**

- 4.1 The Board shall have power to deal with all matters of management of the Competition covered by the Rules. The Board shall conduct the business of the Competition and shall meet as often as is necessary for this purpose.

The Board may appoint such committees as it deems appropriate which shall be fully empowered to act on the Board’s behalf subject to ratification by the Board. The Board 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.

- 4.2 Save where specifically provided otherwise in these Rules, the Board shall have power to apply, act upon and enforce these Rules and shall have jurisdiction over all matters affecting the Company or the Competition including any not provided for in these Rules. The Board shall also have the power to issue an order or instruction, by way of a Board Directive, in the best interest of the Competition, on any matter not provided for in these Rules, with which Clubs must comply or be subject to sanction under Rule 4.6, save where any such Directive is inconsistent with a Rule or Regulation of The FA, in which event the Directive will not create a binding obligation on Clubs.
- 4.3 All decisions of the Board shall be binding, subject to a right of appeal to The FA pursuant to Rule 16.

Decisions of the Board must be notified, in writing, to all concerned within fourteen days of the making of such decision.

Upon becoming aware of any breaches of these Rules the Board shall write to the entity suspected of a breach formally charging the party giving at least 7 days' notice of the time, date and venue of the meeting at which the charge shall be considered.

The party charged will respond in writing to the Board within 7 days stating whether or not the charge is admitted and in default the Competition will deal with the case on the evidence it has at the time. If the charge is disputed or if the party admitting the charge wishes to present a plea in mitigation, it shall have the right to a personal hearing. The party charged also has the right to waive the 7 day requirement and allow the charge to be considered in less than 7 days after the party has been charged.

If the party charged disputes the charge or wishes to have a personal hearing to present a plea in mitigation then it shall submit its case in writing to be received by the Competition Secretary at least 7 days prior to the date of the meeting set to consider the charge and in default the Board will be at liberty to proceed to hear the charge without the benefit of written submissions from the party charged.

- 4.4 Where the Rules provide for the imposition of a financial penalty under the Fines Tariff then the Notice of Charge given by the Board under Rule 4.3 above shall refer to the penalty provided for in the Fines Tariff.

If the Rule provides that the penalty for such a breach is in the discretion of the Board then the notice shall also state as such. If the penalty set by Rules is not a financial penalty then such penalty must still be referred to in the Notice of Charge.

All breaches of the Laws of the Game Rules and Regulations of the Football Association shall be dealt with in accordance with FA Rules by the appropriate Association prior to any action by the Competition in accordance with FA Regulations.

- 4.5 All fines and charges imposed by the Board shall be received by the Company within twenty-eight days of the date of notification of imposition (unless otherwise ordered). Any Club or person breaking this Rule shall be liable to such penalties as the Board may impose.
- 4.6 If a Club fails to comply with a Board Directive within fourteen days of notification of such order or instruction, or within fourteen days of an operative date specified in that order or instruction, it shall not be allowed to play or take part in the business of the Company until the expiry of 7 days from the day the order or instruction is complied with.
- 4.7 Except where otherwise mentioned, all communications shall be addressed to the Competition Secretary, who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- 4.8 A Club must at all times attend satisfactorily to the business of the Competition and/or the correspondence of the Competition or Company.
- 4.9 If a Club is asked to submit a report in relation to any alleged violation of these Rules it may have a personal hearing, providing it notifies its intention of such within fourteen days of the date of notification from the Company, or the case will be dealt with in its absence.
- 4.10 The Board shall have the power to arrange representative matches at their discretion.
- 4.11 A match (or matches) may be played each season between two Clubs nominated by the Board and it shall be a requirement for such match (or matches) to be played on the date(s) nominated by the Board.

All matters concerning the match will be decided by the Board.

- 4.12 In the event of any issue concerning the membership of any Club with the Competition the Board may require a Bond to be paid by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit.

5. **INTERESTS IN MORE THAN ONE CLUB**

Except with the prior written consent of the Board no person, company or business institution (including insolvency practitioners) may at any time be interested in more than one Club or in a Club and any other club playing in a Competition sanctioned by The FA. The definition of “interested” shall be the same as provided for by the Rules of the FA Challenge Cup Competition in force from time to time.

6. **REGISTRATION OF PLAYERS**

6.1 A qualifying Player registration

The FA’s rules will apply in respect of all matters concerning players.

- 6.1.1 A Player is one who has been registered via the relevant Online Player Registration System and such registration has been approved by the Competition.

- 6.1.2 At Steps 1 to 4, a Player’s registration with a Club as a Contract Player shall continue until the earlier of the date upon which: (a) the contract between the Contract Player and the Club expires, (b) the Contract Player’s registration is transferred to another club, or (c) the contract is cancelled in accordance with Rule 6.5.

A Player will only be eligible to play in a match organised by the Competition if his registration form; transfer form, or loan transfer form, has been received by the Company within five (5) days of the Player signing the forms, via the Online Player Registration System, not less than four hours before the scheduled kick-off of the match in which the player is required to play and found to be in order, and so registered. It is the responsibility of all Clubs to ensure any player registering, has, where necessary, the required International Transfer Certificate and in the case of Contract Players, including those on loan, must have approval from The Football Association. Clubs are also responsible for all players being correctly registered before fielding any player. Failure to do so constitutes misconduct and the Club will be charged with fielding an ineligible player.

The Registration of Players are subject to fees in accordance with the fees tariff.

The status of a player must be clearly stated on the registration information submitted. Hard copies of the registration form are not required to be submitted to the Competition. However, these must be completed, signed and retained by Clubs in case of dispute or in case requested by The FA and/or the Competition. The registration of a Player will be valid from the date of registration to the end of that Playing Season only or, if in the case of a Contract or Loan Player whose contract or loan expires before the end of the Playing Season, for the term of the said contract or loan.

- 6.1.3 A Player may only play under his correct status. Any change of a Player’s status during the currency of a registration must be notified to the Competition within five (5) days of the change of registration being affected.

In the event of a Player changing his status with the same Club either from Contract to Non-Contract or from Non-Contract to Contract then that Player must sign a new registration form (which is to be retained by the Club), complete a new registration process via the Online Player Registration System, and be re-registered. In default the Player re-registering will be ineligible to play in a match under the jurisdiction of the Competition and Rule 6.9 will be applied in such circumstances where a Club is found guilty of playing a Player who has changed status without re-registering.

A Player whose registration under Contract is cancelled by mutual consent and immediately

re-registered by the same Club or a different Club on a non-contract basis shall not subsequently be registered as a Contract player with the Club for which his Contract was cancelled, within three months of the date of the cancellation except with the consent of the Board and The FA.

- 6.1.4 The Board shall have the power to make application to refuse or cancel the registration of any Player charged and found guilty of undesirable conduct 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 this clause shall not be taken against a Player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the Player bringing the Competition into disrepute and will in any case be subject to an Appeal to the Football Association. For the purposes 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.)

- 6.1.5 The Board shall also have the power to place an Embargo on the registration, transfer or loan transfer of Players by any Club deemed to be in breach of these Rules. Where a Club has been subject to an Embargo that is ongoing (if applied by the Competition or another) then the Embargo shall continue to apply until the Club can demonstrate to the satisfaction of the Board that the circumstances that resulted in the Embargo no longer apply.

6.2 Registration Period

- 6.2.1 At Steps 1 to 4, the Registration Period shall be the period commencing at midnight on the last day of the immediately preceding Playing Season and ending at 5.00pm on the fourth Thursday in March.

After 5.00pm on the fourth Thursday in March new registrations, new loans, and transfer of registrations will be declined or will be approved subject to such limitations and restrictions as the Board may determine and, if so determined, the Player shall only be eligible to play in the matches for which permission is granted by the Board.

6.3 Player Status

The status of a player may be:-

- Contract Player
- Non-Contract
- Work Experience
- Scholar
- Short Term Loan
- Long Term Loan
- Youth Loan

6.4 Registrations and Registration Procedures

- 6.4.1 A player will only be eligible to play in a match organized by the Company under these Rules if the appropriate information is provided via the Online Registration System received by the Company at least four (4) hours before the scheduled kick-off time of such match. No Player whose registration, including Loan registrations, is received by the Company less than four (4) hours before the match organized by the Company in which he is required to play will be eligible. Any loan registration must also be approved by the Football Association before that Player can be considered eligible to play.

The registration of a Player is not automatically valid, and it is the responsibility of the Club to ensure the player is NOT registered with any other Club. When the Player involved was previously registered with another Club it is necessary for that Club to complete a transfer

form via the Online Registration System or for the players' original registration to have been cancelled prior to or at the same time as the registration to the new Club.

Any Club found to have been in breach of any part of Rule 6.4.1 will be deemed to have played an ineligible player and will be dealt with in accordance with Rule 6.9.

6.4.2 Each Club must have at least sixteen (16) Players registered fourteen (14) days before the start of each Playing Season.

6.4.3 National League only

6.4.4 In the event of a Player signing registration forms for more than one Club, priority of registration shall decide for which Club he is entitled to play. The Club submitting the latter form shall be notified of the prior registration of the Player, and the circumstances under which the registration forms were signed shall be investigated by the Board. Any Player found to have signed registration forms for more than one Club, or any Club found to have knowingly induced a registered Player of another Club to sign a registration form, shall be dealt with by the Board in such a manner as it shall think fit.

6.4.5 Except where mutually agreed between the Clubs in writing, and specific approval has been given by the Board a Club cannot register more than one Contract or Non-Contract Player, registered to another Club or club at any one time unless a period of 28 days has elapsed between the first and the second notice of approach or acknowledgement.

6.4.6 If a non-contract Player also registers for a club not in membership of the Competition, his registration for the Competition may be retained by the Club.

LOAN AND WORK EXPERIENCE THRESHOLDS

Number and Type of Registrations Permitted

6.4.7 Subject to Rule 6.4.8 the following numbers and types of registrations are permitted during a Playing Season:

TYPE OF REGISTRATION	WHO DOES IT APPLY TO?	LENGTH	RIGHT OF RECALL	NUMBER PERMITTED DURING PLAYING SEASON	NUMBER PERMITTED TO/FROM ONE CLUB
SHORT TERM LOAN (Also see Rule 6.6.2)	Any Contract Player	Minimum: 28 days. Maximum: Until end of Playing Season ^1	Cannot be recalled within first 28 days (except goalkeepers)	12	2 permitted to or from any one Club or club at any one time
LONG TERM LOAN (Also see Rule 6.6.3)	Any Contract Player	(a) Full Playing Season; or; (b) Any date during first professional game registration period to any date during	Within the first or second registration period during which players may be registered for a professional men's club (except where	6	2 permitted to or from any one Club or club at any one time

		second professional game registration period; or (c) Any date during second professional game registration period to the end of Playing Season	the Player is a goalkeeper or where the Player is being transferred permanently)		
YOUTH LOAN (Also see Rule 6.6.4)	(a) scholars in 2 nd or 3 rd year of a Scholarship at a Premier League or EFL club (b) Contract Players aged 20 or below on 1 July immediately preceding the Playing Season	Minimum: 28 days Permitted at any time of the Playing Season Cannot extend beyond the date immediately preceeding the date of the Player's 21 st birthday or the date of the Player's contract with their parent club expires	Player may continue to train and play for their parent club (in non-first team matches)	Unlimited (to or from clubs at Steps 1-4)	2 permitted to or from any one Club or club at any one time
WORK EXPERIENCE (Also see Rule 6.6.5)	Work Experience Player	No minimum or maximum limits	No specific restrictions on ability to recall player Player may continue to play for their parent club (in non-first team matches)	Unlimited	3 permitted to or from any one Club or club at any one time

^{^1} Note: there are additional Short Term Loan restrictions for players registering from EFL clubs. These can be found in the EFL's Regulations.

6.4.8 No more than a combination of four (4) Short Term, Long Term or Youth Loans from any one club during a single Playing Season are permitted. One additional Youth Loan may be added to this figure.

Team sheets

- 6.4.9 A Club may name up to a maximum of five (5) players on a Team Sheet who are registered as either a Short Term Loan, Long Term Loan, Youth Loan or Work Experience. A breach of this Rule by a Club which results in more than 5 of such players entering the field of play during the course of a Competition Match shall be treated as that Club having played an ineligible player(s) and will be dealt with in accordance with Rule 6.9.
- 6.4.10 The Company may, at its discretion, refuse any further registration of players, i.e. place under a registration embargo, any Club which has not completed payment of a transfer or loan arrangement made with another Club (or club) or arranged for the payment to be adequately secured. The Club (or club) which holds the Player's Contract will continue to pay the Player in accordance with his Contract.
- 6.4.11 The Company at its discretion may approve at any time the registration of an additional goalkeeper on a short-term basis if none of the Clubs' registered goalkeepers are available ahead of a Competition Match.

6.5 Transfers

- 6.5.1 The transfer of a Contract Player's registration from one Club to another must be in writing, on a completed transfer agreement that is signed by the Contract Player and the two Clubs, and accompanied by the Player's contract and registration form. The forms must be submitted via the relevant Online Player Registration System. Such Contract Player does not become a registered Player of the Club seeking his transfer until the forms have been approved by The FA and the Competition(s).

CANCELLATIONS

Where a Club cancels the registration of a Contract Player, for any reason whatsoever, the Club must submit a notification via the relevant Online Player Registration System or on the relevant Competition /FA form and such cancellation must be approved by the relevant parties. To be valid, such notification must be signed by an authorised signatory of that Club and the Player. Where a Club cancels the registration of a Non-Contract Player for any reason whatsoever, the Club must submit via the relevant Online Player Registration System and/or the relevant Competition form. To be valid, such notification must be signed by an authorised signatory of the Club.

TERMINATIONS

Where the registration of a Contract Player has been terminated by either the Club or the Player, this must be in accordance with the provisions of the Player Status Rules.

- 6.5.2 The transfer of a Non-Contract Player's registration from one Club to another must be: (a) in writing, on the relevant Competition transfer form, signed by the Non-Contract Player and the two Clubs (as required by the Competition), and (b) submitted via the relevant Online Player Registration System for approval and registration. Such Non-Contract Player does not become a registered Player of the Club seeking his transfer until the transfer has been approved by the Competition. A Non-Contract Player whose registration for a Club is cancelled or transferred for any reason whatsoever cannot, without the consent of the Board, return to his original Club until a minimum of fourteen (14) days has elapsed from the date of the cancellation or transfer.
- 6.5.3 A Club cannot register the transfer of a Contract Player or Non-Contract Player unless that Player has been registered with the transferor Club for at least 14 days, unless that Player is a goalkeeper.
- 6.5.4 A Club shall submit to the Board any contract it proposes to enter into which gives the Club or any other party to the proposed contract any rights relating to the transfer of the registration of a Player at a date in the future from or to the Club or any rights relating to the employment for the Player by the Club. Any such proposed contract shall be subject to the approval of the

Board.

6.6 Temporary Transfers (Loans)

6.6.1 Where the Rules of the relevant League permit, Short Term Loans, Youth Loans and Long Term Loans of Contract players shall be allowed to or from Clubs in membership of:-

- The Premier League
- The EFL
- Any League operating at Step 1 to 6 of the National League System

on such terms and conditions as shall be mutually agreed by the two clubs and the player. For Loan Transfers between Clubs in the same Competition the transfer must be completed via the Online Player Registration System, with a Competition Temporary Transfer Form completed and retained by the Club. For Loan Transfers between Clubs in different Competitions the transfer must be completed via the Online Player Registration System, to include any applicable loan form (as communicated by The FA from time to time).

The player being taken on loan, [including Youth Loan,] must sign a Competition contract registration form which will be valid for the full period of the loan, including any extension to the loan period.

If the original Loan agreement contains a pre-agreed recall clause, a Player may be recalled by the loaning Club submitting written confirmation to the borrowing Club, the Competition and The FA. Where no pre-agreed recall clause exists, the cancellation must be agreed between the loaning Club, the borrowing Club and the Player. The loaning Club must submit written confirmation to the borrowing Club, the Competition and The FA. The Competition's standard cancellation form must be used to prematurely end the Temporary Transfer period. The temporary registration for the borrowing Club will automatically be deemed to be cancelled upon maturity of the temporary transfer period.

Where a Short Term Loan, or Youth Loan expires, and is not renewed simultaneously, any subsequent Short Term Loan, or Youth Loan of that Player to the same Club will be subject to a minimum duration of 28 days.

Where a Short Term Loan, Youth Loan or Long Term Loan or period of Work Experience expires on or after the last match of the season and the Club finishes in a Play-Off Position, and both Clubs agree, the Loans shall be extended to include the Club's remaining Play-Off Matches. Any such extension is not subject to any time limits that would otherwise apply, and must be agreed in writing by the player's parent Club and be registered with the Competition in accordance with these Rules and registered with The FA in accordance with the Player Status Rules.

6.6.2 Short Term Loan Transfers – A Club can have up to a maximum of twelve (12) Short Term Loans during a Playing Season. The minimum period of a Short Term Loan transfer must be twenty-eight (28) days with a maximum period to the end of the Playing Season. Clubs playing in Competitions at Steps 1 to 4 of the National League System may register players on a Short-Term Loan from clubs in the EFL.

The Competition shall not approve more than two (2) Short Term Loan transfers to or from any one club, including EFL Clubs, at any one time (subject to the overall limit of four (4) Players joining a Club from another club in any Playing Season as set out at Rule 6.6.1).

On completing the Competition Temporary Transfer Form (for internal Temporary Transfers) or FA form H3 (for Temporary Transfers involving two competitions), a Club must retain copies in case of dispute or if called in case requested by the Competition or The FA. Clubs must also take the appropriate action on the Online Player Registration System.

To extend the period of any Short Term Loan transfer a further Competition Temporary Transfer Form (for internal Temporary Transfers) or FA form H3 (for Temporary Transfers

involving two competitions) must be completed and copies retained as directed above. If the Short Term Loan transfer is extended only the Club for whom the Player was originally registered will be allowed to cancel the agreement at any time within the extension period, i.e. after 28 days. In the case of a goalkeeper Clubs may mutually agree, if they so wish, to include a recall clause in the agreement to enable the Club for who the Player was originally registered to recall the Player at any time during the loan period. Players other than goalkeepers may not be recalled within the first month, i.e. 28 days, of any loan.

Any Short Term Loan transfer which may terminate after the last day for registrations may be extended for a further period provided the loan period does not extend beyond the current Playing Season.

Short Terms Loan Transfers which become permanent before their expiry date shall not count against a Club's quota of days or Players.

6.6.3 Long Term Loan Transfers – Clubs may have up to a maximum of six (6) Long Term Loan Transfers of any age during a Playing Season.

Clubs playing in Competitions at Steps 1 to 6 of the National League System may register players on a Long-Term Loan from other clubs playing in Competitions at Steps 1 to 6 of the National League System.

Only Clubs playing in Competitions at Steps 1 to 4 of the National League System may register players on a Long-Term Loan from clubs in the Premier League or EFL.

A Player on Long Term Loan may be recalled on any date from the beginning of the Loan until the agreed summer transfer window deadline, provided that the initial 28 days have elapsed, except in the case of a goalkeeper, and within the agreed winter transfer window,), except for a goalkeeper or where the Player is to be transferred permanently by the Club (or club) holding his registered contract in each case, subject to the agreement of the loaning Club, the borrowing Club and the Player, which may be pre-agreed in a recall clause in the original Loan agreement.

To extend the period of any long term loan transfer a further Competition Temporary Transfer Form (for internal Temporary Transfers) or FA form H3 (for Temporary Transfers involving two competitions) must be completed and copies retained as directed above.

The Competition shall not approve more than two (2) Long Term Loan transfers to or from any one club, including Premier League and EFL clubs, at any one time (subject to the overall limit of four (4) Players joining a Club from another club in any Playing Season as set out at Rule 6.6.1).

6.6.4 Youth Loan Transfers

Youth Loan Transfers apply to:-

- Contract Players aged 20 or under on 1 July immediately preceding the Playing Season in question.

At Steps 1 to 6 of the National League System, Youth Loans are permitted at any time during the Registration Period, subject to the below provisions.

Unlimited Youth Loan Transfers shall be allowed to or from Clubs in membership of the Competitions at Steps 1-4 of the National League System, save that the Competition shall not approve more than two (2) Youth Loan transfers to or from anyone club at any one time (subject to the overall limit of four (4) Players joining a Club from another club in any Playing Season as set out at Rule 6.6.1).

Clubs playing in Competitions at Steps 1 to 6 of the National League System may register players on a Youth Loan from other clubs playing in Competitions at Steps 1 to 6 of the National League System.

Only Clubs playing in Competitions at Steps 1 to 4 of the National League System may register

players on a Youth Loan from clubs in the EFL.

It shall be a condition of any Youth Loan involving a Contract Player to whom EFL Rules apply that for the duration of the period of the Youth Loan the Player continues to fully comply with the programme of education in place for that Player.

A Player registered on a Youth Loan may, provided it is agreed between the two clubs and the Player, continue to train with and/or play for his loaning Club (or club) in any match other than matches played as part of the Premier League Competition, EFL Competition, EFL Cup, FA Cup or EFL Trophy (i.e. First Team matches.) Participation by the Player in First Team matches for the borrowing Club shall take precedence.

Any days on which the Player participates in a Reserve Team match and/or attends any training sessions for the loaning Club (or club) shall still count towards the period of the Youth Loan.

The minimum period of a Youth Loan shall be 28 days, thereafter a break clause may be included. Youth Loans cannot extend beyond the date immediately preceding the date of the Player's 21st birthday and/or the Player's contract period with their parent club.

6.6.5 Work Experience Players

A Scholar may register as a Work Experience Player with a club at Steps 1 to 6 of the National League System.

Work Experience Players can be registered for any period of time, but can be recalled by their parent club at any time during that period.

A Work Experience Player may continue to train and play for either the parent club or the work experience club in any age-restricted or reserve team match or in any match in the football pyramid below the EFL, but not in any first team match played as part of the Premier League Competition, EFL Competitions, EFL Cup or EFL Trophy.

6.7 Not applicable

6.8 Substitute Players

A Club at its discretion may use three substitute Players at any time in a match. Substitution can only be made when play is stopped for any reason and the Referee has given permission. When a Club is making a substitution it shall use a board to show the number of the Player to be substituted and the number of the substitute Player. The substitution board used shall be branded as determined by the Competition.

A maximum of five (5) substitutes may be nominated and they must be included on the official Team Sheet handed to the Referee before the match in accordance with Rule 8.20. A substitute may not be used to replace a Player who has been suspended from the match by the Match Officials.

If a Player does not take part in the match for which he is a nominated substitute he shall be deemed as not having played for the Club in that match.

6.9 Playing an Ineligible Player

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

The Board may vary its decision in respect of the points gained in circumstances where;

- (a) the ineligibility is due to the failure to obtain an International Transfer Certificate or
- (b) where the ineligibility is related to a change in the Player's status with the Club for whom he is registered or
- (c) where the Board determined that exceptional circumstances exist

6.10 Financial Arrangements

- 6.10.1 Subject to clauses 6.10.2 to 6.10.7 and to the Rules and Regulations of The FA, a Club may negotiate a financial arrangement with its Players.
- 6.10.2 All Players under a written contract must be registered with the Competition and The FA.
- 6.10.3 All payments and benefits due and/or made to the Player must be shown in the contract.
- 6.10.4 All payments made to Players must be made by the Club and fully recorded in the accounting records of the Club.
- 6.10.5 All salaried payments (whether to Contract or Non-Contract Players) must be subject to PAYE and National Insurance.
- 6.10.6 All salary payments due on written Contracts must be stated gross, before PAYE and National Insurance deductions.
- 6.10.7 Any Players paid expenses should be reimbursed via an expense claim form. The club should retain all expense records in a format acceptable to the HM Revenue and Customs.

7. CLUB COLOURS

- 7.1 On or before a date specified by the Company each year, every Club shall notify the Competition Secretary, in writing, of details of their first choice colours for outfield players and their goalkeeper (shirts, shorts and socks) and such details shall be printed in the Handbook published by the Company for the ensuing Playing Season.

The colours registered by each Club shall be worn during the following season when playing at home. Shirts must be numbered 1 to 20 such that the numbers can be clearly identified by officials and spectators. Striped, hooped or otherwise patterned shirts shall have numbers affixed to contrasting patches or numbers in a contrasting colour with bold outline. No changes to the first choice colours or combination of colours shall be permitted without the consent of the Board. Subject to the consent of the Board, each Club is authorised on one occasion per Playing Season to wear an alternative strip in a home match.

- 7.2 When playing away from home, clubs must play in colours (shirts, shorts and socks) which are clearly distinguishable from those of their opponents and the Match Officials, in particular the goalkeeper must play in kit clearly distinguishable from the colours of the shirts worn by all other Players in the match and the Match Officials.

Neck and cuff rim colours on shirts are not regarded as basic colours for the purpose of this Rule. Subject to the foregoing a Club may, if it wishes, wear colours not registered with the Competition for away matches. It is the responsibility of the visiting Club to check that their colours will not clash.

The goalkeeper may wear tracksuit trousers acceptable to the Match Referee.

- 7.3 No Club shall be permitted to register or play in shirts the colour of which is likely to cause confusion with the outfits worn by the Match Officials (i.e. black or dark blue).
- 7.4 The Players' shirts must be clearly numbered in accordance with the Team Sheet handed to the match referee before a match and there must be no change of numbers during the match except for a change of goalkeeper or if permitted by the match referee because of a blood injury.
- 7.5 The Captain shall wear a distinguishing armband provided by the Competition to indicate his status.
- 7.6 Both sleeves of the shirts of all Players in matches played under the jurisdiction of the Company shall carry a Competition logo as supplied by the Competition on an annual basis if so decided by the Board. When playing in other competitions the shirts of all Players must include the Competition logo.
- 7.7 A Club may apply to the Board for permission to use either (a) a variation of the Competition logo referred to in Rule 7.6 (for example, a variation in size or colour) or (b) in relation to one sleeve of the

shirt only, an alternative in place of the Competition logo referred to in Rule 7.6 (for example, advertising). The cost of producing any variation or alternative shall be the sole responsibility of the applicant Club.

Advertising must comply with The FA's Kit and Advertising Regulations.

- 7.8 The colours of clothing worn by ballboys/girls must not clash with the colours of either competing Club and the Match Officials.

8. **PLAYING OF MATCHES**

Arrangement of Fixtures

- 8.1 The Board shall fix the date on which the Playing Season shall commence.
- 8.2 All matches shall be played under the Rules and Regulations of The FA and in accordance with the Laws of the Game as determined by the International Football Association Board.
- 8.3 All Competition matches shall be arranged as soon as practicable. The copyright in all lists of arrangements of such fixtures shall be vested in the Company.
- 8.4 All matches shall be played on the home and away principle and the Board shall determine how the fixtures shall be arranged.

Saturday (and in the case of Step 1, Saturday and midweek) fixtures in the Competition shall take precedence over all other competitions in which a Club may engage with the exception of:

- The FA Challenge Cup/Welsh Cup
- The FA Challenge Trophy Competition

Scheduled Saturday fixtures in the Competition must not be re-arranged without permission of the Competition Secretary. Clubs may be ordered to re-arrange outstanding matches, at the discretion of the Board, and where necessary their prospective opponents instructed accordingly. Clubs with open dates on Saturdays may be instructed to play any outstanding Competition fixture on such date. A minimum of six (6) days' notice will be given in respect of any such re-arrangement.

Fixtures in the Competition shall take precedence over fixtures in any cup competition of the Affiliated Association to which a club is affiliated, save that the fixtures in the Nominated Cup Competition of the Affiliated Association to which a Club is first affiliated shall take precedence over midweek fixtures of that Club on one week in each month of the Playing Season as nominated by that Affiliated Association.

A re-arranged fixture in the Nominated Cup Competition of the Affiliated Association cannot take precedence over a fixture in the Competition that has already been scheduled.

- 8.5 In the event of any Club being required to play an FA Cup, FA Trophy or FA Vase match within 48 hours of a scheduled Competition fixture it shall have the right to apply in writing as soon as practically possible (but in any event no later than 48 hours after becoming aware of the relevant Cup fixture) to have its Competition fixture postponed with or without the consent of its opponent. At the same time as it makes the application a copy shall be sent to its opponent who shall raise any objection within a further 24 hours of notification. Thereafter the Competition shall decide in its absolute discretion as soon as reasonably possible as to whether or not the application is approved. The Competition may, in its absolute discretion, consider an application to postpone a Competition fixture made by an applicant Club more than 48 hours after it became aware of the relevant Cup fixture.
- 8.6 The standard kick-off times shall be as follows:

Saturday matches - 3.00 pm

Midweek matches - 7.45 pm unless a Club notifies the Competition Secretary in writing before the commencement of each Playing Season to state that it wishes all its home midweek matches to kick off at 7.30pm.

All agreed changes to time of kick-off to be notified to the Board immediately for confirmation.

Clubs with ground sharing agreements must arrange for home matches to be played on Friday, Saturday or Sunday. If a clash of fixtures occurs with the sharing Club and for any reason a match is unable to be played on a Saturday, the match must be played on either the day before ie on Friday, or the day after ie on Sunday. If Clubs are unable to agree on the date then it will be played on the Sunday unless the Board decides otherwise. The decision of the Board shall be final and binding. Official bank holidays and Sundays – 3pm unless agreed otherwise by the two Clubs and the Board; application shall be made to the Competition Secretary by both Clubs at least 21 days before the relevant date.

To re-schedule a midweek fixture for an evening other than a Club's usual midweek night will require written agreement of both Clubs and the Competition Secretary.

The Competition Secretary reserves the right to amend scheduled fixtures and kick-off times to meet television requirements as necessary. Notification will be provided by the Competition Secretary in writing to both Clubs for fixtures so rescheduled.

- 8.7 The Board may change any Competition fixtures during the season to suit the overall interests of the Competition and shall have the power to decide whether a ground is suitable for Competition matches and to order a Club whose ground is deemed unsuitable to play its home matches at an alternative suitable ground.
- 8.8 Three weeks' notice is required from Clubs wishing to re-arrange a Saturday match to Friday evening or Sunday. A request made in less than this period of time will only be considered by the Board in exceptional circumstances and granted at their sole discretion.
- 8.9 A Club may not enter its first team in any outside competition, other than those listed in Rule 8.4, without the prior permission of the Board. The Competition Secretary must be informed in writing of all fixtures, postponements, abandonments and results of all matches played in any other competition.
- 8.10 When a Club obtains the consent of the Board to postpone a fixture due to the non-availability of its Players, that Club shall be liable to pay any expenses directly attributable to such postponement which have been incurred by the opposing Club. Any claim by the opposing Club must be submitted to the Competition Secretary within three working days of such postponement, with a copy to the Club that obtained the postponement. If the reason for the postponement is the illness of the Club's Players, medical certificates for those Players must be submitted to the Competition Secretary within three working days of such postponement together with a list of all Players registered by that Club with the Competition at the date of postponement with full details of each Player's inability to play entered against each name on the list. The amount of claim will be at the discretion of the Board.

Pre-Match Arrangements & Responsibilities

- 8.11 Each Club must take every precaution to keep its ground in good playing condition and amenities (including floodlights) in good working order and complying with the Criteria Document throughout the Playing Season.
- 8.12 All Clubs must have a mobile telephone and an email address operational at all times. These will be listed on the League website.
- 8.13 The home Club shall advise the visiting Club and the Match Officials of the date and time of kick-off of each match and the team colours, including the colour of the goalkeeper's jersey, it will be wearing, to be received at least five days prior to the match and the visiting Club and the Match Officials must acknowledge receipt to be received at least three days before the match.

Where the home Club has an Artificial Football Turf Pitch. It shall advise the visiting Club and Match Officials of any footwear requirements that apply at least five days prior to the match. The visiting Club must disseminate this information to its players and club officials.

The visiting Club must include in its acknowledgement the team colours, including the colour of the goalkeeper's jersey, it will be wearing.

- 8.14 The home Club is responsible for publishing a full match programme acceptable to the Board for each of its Competition matches. A full match programme available electronically only shall be acceptable providing that each Club has approval from the Board before the commencement of the Playing Season and must be continuous for the whole of that Playing Season. A Team Sheet will not be considered sufficient to comply with this Rule.

The visiting Club must send in writing to the home Club details of their matchday squad and management team together with any supplementary information required by the Competition from time to time (this may include their Club crest, Club history, up-to-date pen pictures of their current Players registered with the Competition for the season, latest team photograph and/or kit colours) at least five days before the scheduled date of the match between the two Clubs.

The home Club programme must include the details sent by the visiting Club in the match day programme and a copy of a match day programme shall be sent by the home Club to the Competition Secretary within 3 days of the match when requested by the Competition Secretary.

Clubs will be responsible for all comments in their match day programme in respect of the Competition, the Company or other member Clubs, notwithstanding any disclaimers to the contrary. No part of a Club's programme issued for a match in any competition shall, in the opinion of the Board, bring the Competition or the Company into disrepute.

All Clubs will be responsible for their official website or similar computer related information system, which is within the public domain. Nothing shall be included on the website which in the opinion of the Board brings the Competition or the Company into disrepute.

- 8.15 The postponement of matches due to ground conditions must be carried out in accordance with Rule 14.2.
- 8.16 Where a match is re-arranged or cancelled after the officials have been appointed, it is the duty of the home Club to notify the officials of the cancellation of their appointments immediately. Clubs in default of this Rule may be subject to any action decided by the Board.
- 8.17 The Board shall determine the policy of the Competition for the issuing of match day passes. A home Club cannot refuse the admission into the ground of an away Club Official, as defined in the Rules of the Association, save for that individual being subject to a suspension or banning order from the Association or Competition.
- 8.18 All Clubs at Steps 1 to 6 are required to have a working and serviced defibrillator available at all home matches.

Match Arrangements

- 8.19 Clubs shall be permitted access to the field of play at least sixty (60) minutes prior to the scheduled kick off time, such access to include the use of fully working floodlights where necessary.
- Players and Club officials accessing an Artificial Turf Pitch must adhere to any applicable footwear requirements.
- 8.20 All matches shall be of ninety minutes duration. The half time interval in all matches shall not exceed fifteen minutes. Any match which is not of ninety minutes duration may be ordered to stand as a completed match or replayed for the full period of ninety minutes or be awarded to the Club not at fault, as the Board may decide, on such terms as the Board shall decide.
- 8.21 Each Club must hand the Team Sheet containing name(s) of Players taking part in a match (including the name(s) and number(s) of the nominated substitute(s) to the Referee and a representative of their opponents in the presence of the Referee at least forty five minutes before the scheduled time of kick-off. The Players' numbers (in accordance with Rule 7) and the colours of the playing strip must be clearly stated. Any Clubs in breach may be fined.
- 8.22 Any Club altering its team selection or numbering after Team Sheets have been exchanged may be fined. A Player who is named on the Team Sheet may be replaced without fine if he is injured warming up after exchange of the Team Sheet. Any subsequent changes must be notified to the referee and

to a representative of the opponents before the actual kick-off.

The name of the Doctor or Medical Practitioner in attendance (in accordance with Rule 25) must be entered on the Team Sheet in the appropriate space provided.

- 8.23 Clubs taking the field of play – For all matches under the jurisdiction of the Competition, Clubs shall be required to enter the field of play together, preceded by the Match Officials, not less than 5 (five) minutes before the advertised time of kick-off.
- 8.24 Each Club shall be prepared to kick-off at the scheduled time unless a satisfactory explanation is offered. Any Club commencing a Competition match with less than 11 Players may be subject to a fine. Each team participating in a match shall represent the full available strength of each competing Club.
- 8.25 In all Competition Matches, the number of Clubs Players and officials seated on the team benches, in the designated technical area, must not exceed 11 unless the team bench facility provides more than 11 individual seats.
- 8.26 Only one person at a time has the authority to convey tactical instructions to the Players during the match from within the technical area.
- 8.27 All team officials and substitutes seated on the bench shall be listed on the official Team Sheet when it is submitted to the Match Officials. Only those persons listed on the official Team Sheet shall be permitted in the technical area.
- 8.28 The occupants of the technical area must behave in a responsible manner at all times. Misconduct by occupants of this area will be reported by the Referee to The FA, who shall have the power to impose sanctions as deemed fit. Any occupant dismissed from the technical area shall immediately go to a location within the ground from which they cannot view the remainder of the game.
- 8.29 With the exception of the team manager, the team coach and any substitutes who are warming up or warming down, all other personnel are to remain seated on the trainer's bench. The team manager or team coach is allowed to move to the edge of the technical area to issue instructions to his team.
- 8.30 All occupants of the technical area must wear corporate bench kit as directed by the Competition. The only exception would be the Team manager who will be allowed to wear suits and overcoats not displaying any sponsorship logos. Corporate bench kit must also be worn by the players and staff in warm-ups and warm-downs, and where possible in media interviews on match days. Failure to wear the bench kit will result in a fine.
- 8.31 Not applicable

Match Streaming by a Club

- 8.32 Unless determined otherwise by The FA, a Club participating in a Competition Match may offer a live stream of that match online subject to compliance with the following conditions:
- 8.32.1 Consent of the Board to the live stream taking place must be obtained;
- 8.32.2 The two competing Clubs must consent to the live stream taking place and agree any associated live streaming arrangements (including the costs associated with those arrangements, if applicable);
- 8.32.3 Subject to Rule 8.32.4, the live stream cannot take place during the Transmission-Free Period;
- 8.32.4 Where the live stream is to take place during the Transmission-Free Period, it must be geo-blocked so that it is not accessible in the UK (or any Crown Dependency of the UK); and
- 8.32.5 A copy of the live stream footage must be provided to The FA, the Board or the opposing Club upon request following the Competition Match.
- 8.33 A Club must provide evidence of compliance with the conditions set out in Rule 8.32 upon request by The FA or the Board
- 8.34 The FA or the Board may take action against any Club for a failure to comply with any of the conditions set out in Rule 8.32 or any failure to comply with a request made pursuant to Rule 8.33.

Post Match Arrangements

- 8.35 Each Club shall enter information from the match result form by the method instructed by the Competition and shall submit the fully completed copy of the appropriate match result forms by the relevant IT system or as otherwise instructed by the Competition to the Appointing Authority and the Competition within 3 days of the match. When a Club considers that the Referee has discharged his duties incompetently and awards a mark of 60 or less, a detailed report must be sent to the Appointing Authority within three days of the match by the method instructed by the Appointing Authority. Clubs in default of any provision of the Rule will be subject to a fine for each offence.
- 8.36 In the event that a match is abandoned before half time the Club playing at home will issue a voucher to each spectator valid for free admission if the match is ordered to be replayed. In the event that the match is abandoned during or after the half time interval the Club playing at home is not obliged to issue such a voucher.
- 8.37 In the event that a match is abandoned for reasons over which neither Club has control the Club playing at home shall retain the gate receipts for such uncompleted match and the Board shall determine the terms upon which any replayed match shall be played.
- 8.38 In the event of a match being abandoned due to the conduct of one Club or its members or supporters the Board has the power to order that the match is not replayed and to award either one or three points to the Club not at fault. It cannot levy a financial penalty due to the conduct of a Club.
- 8.39 In the event of the match being abandoned due to the conduct of both Clubs or their members or supporters no financial penalty can be applied by the Board to either Club and the Board shall determine whether the original match stands as a completed match or is replayed and, if replayed, the terms upon which the match is to be replayed.
- 8.40 In the event of a match having to be postponed and one Club is found to be at fault then opponents for that match shall be compensated by the Club at fault. In the case of a visiting Club where it has undertaken all or part of its journey then travelling expenses and meal allowances may be claimed based on the total mileage involved in the whole journey. In exceptional circumstances, expenses for overnight accommodation up to a maximum of 18 persons may be claimed. In some instances compensation may also be claimed when neither of the Clubs is at fault. The Board will determine the amount of compensation payments to be made, if any.

All claims for compensation by either Club in the case of either an abandoned match or a postponed match must be received by the Competition Secretary within 14 days of the date of the match to which the claim relates.

Post Match Administration

- 8.41 The home Club shall be responsible for notifying the Competition immediately following the conclusion of each home Competition match the result of that match together with the attendance, the times of all goals scored in the match and the scorer of each goal. In any FA or AFFILIATED ASSOCIATION Competition the home Club if two Clubs are playing the tie, or the Club if the match involves a team outside of the Competition, must also follow this procedure.
- 8.42 In the event of the match being postponed, not completed or abandoned, the home Club must immediately telephone the Competition Secretary and, in the case of a match postponement, the Appointing Authority, the visiting Club and the Match Officials. When a postponement occurs in any FA or County Cup competition, the home Club, if two Clubs are playing the tie, or the Club if the match involves a team outside of the Competition, must also follow this procedure.
- 8.43 Where a match has been postponed for any reason, the two Clubs concerned must agree within seven (7) days of the postponement a new date (which shall, save in exceptional circumstances, be within 42 days of the original date) and in default the Board is empowered to order Clubs to play on a date it considers suitable.

Any Club without just cause failing to fulfil an engagement to play a Competition match on the appointed date shall for each offence be liable to expulsion from the Competition and/ or such other

disciplinary action the Board may determine, including the deduction of up to a maximum of three points from the offending Club's record, any expenses incurred by their opponents, and a fine.

In the event of a Club being in breach of the previous paragraph of this Rule then the Board may award points to the Club not at fault as if the match had been played and the League table shall reflect the position as if the match had been played with the result awarded by the Board.

9. REGISTERED INTERMEDIARIES/AGENTS

9.1 An Intermediary/Agent cannot have an involvement in any Club in an official capacity (as defined by the Board) nor may he hold office with the Competition.

9.2 All Clubs must comply with The FA Regulations concerning Intermediaries/Agents.

10. FINANCIAL RECORDS

10.1 All Clubs shall keep their accounting records for recording the fact and nature of all receipts and payments so as to disclose with reasonable accuracy, at any time, the financial position including the assets and liabilities of the Club.

10.2 The home Club shall retain all gate receipts. Where a match is declared all ticket the Away [visiting] Club shall be entitled to 15% of the total number of tickets available (or a minimum of 600 at Step 3, whichever is the greater), subject to any stipulation by the relevant safety authority affecting these figures. A reasonable allocation of the total disabled spectator accommodation where appropriate shall be made available to disabled supporters of the Away Club.

Clubs must ensure that all gate receipts are fully and properly recorded and accounted for in the accounting records of the club.

Clubs should have a system in operation for home games that enables them to accurately report on the following;

- A record of all tickets sold in advance
- A reconciliation of cash received by category of entrant through each turnstile
- The number of entrants through each turnstile
- A schedule of the numbers admitted to parts of the stadium that do not pass through a turnstile
- A list of complimentary tickets authorised

This documentation should be reconciled to the overall takings and declared attendance for each home game.

10.3 Not applicable

10.4 Not applicable

10.5 Not applicable

10.6 Not applicable

10.7 Not applicable

10.8 Not applicable

10.9 All Clubs must comply with The FA's Third Party Interest in Players Regulations.

10.10 For Competition league matches only, the travelling expenses of match officials shall be pooled, each Club rendering on the match report details of all payments made. The Company shall, at the conclusion of the season, divide the total cost of officials in each division by the total number of Clubs in that division and where the total payment made by the Club is less than the equal share of the pool, the Club shall pay the difference within 14 days of the date of posting of the written notification to the Club. Where the sum paid by the Club is more than the equal share of the pool, the Club will be reimbursed from the pool of monies received from all the other Clubs.

- 10.11 In the event of a transfer of a Player where a consideration is agreed, the consideration can only be paid between the two clubs (the transferor and transferee clubs).

The full name of each contracting club should be stated in the transfer agreement. The full consideration involved must be recorded in the accounting records of both clubs.

- 10.12 Any Club temporarily transferring a Player's registration to another club should invoice the receiving club in accordance with the terms of the loan agreement. The Player concerned should remain on the payroll of the Club holding his permanent registration for the period of the loan.

- 10.13 All loans extended to a Club must be documented in full in the accounting records of the Club. Documentation supporting each loan must be retained and should include the following information:-

- The value of the loan
- The length of the loan
- The interest rate charged, and whether this is fixed or variable
- Repayment terms
- The full names of the individual or corporate body extending the loan
- The terms in the event of a default on the loan

The document should be signed by two directors, Officers or Executive Committee Members who are independent of the party extending the loan.

- 10.14 Within nine months of its accounting reference date, each Club shall submit to the Company a copy of its full financial statements as presented to its members/shareholders with confirmation that the accounts have been approved at a duly convened general meeting.

11. **FOOTBALL CREDITORS**

Where a Club defaults in making any payments to any Football Creditor, the Club shall be subject to such penalty as the Board may decide, including, but not limited to, an Embargo; a points deduction; a Bond; a suspension; or any combination thereof.

12. **CHAMPION, RELEGATION**

- 12.1 Three points will be awarded for a win at home or away and one point for a drawn match at home or away.

- 12.2 At the end of the Playing Season of each competition a table will be compiled showing the playing record of each Club in each division of the Competition. The playing record of each Club must include any points deduction made by the Competition or by the FA and in any situation where points per game are calculated the calculation will be made after taking into account the deduction of any such points.

The position of each Club in the table so compiled shall be determined in order with the Club being awarded the highest number of points being first and the Club being awarded the second highest number of points being placed second and so on. In the event of two or more clubs being awarded the same number of points the highest placed Club shall be decided as follows:

- 12.2.1 Goal difference – If any two or more Clubs have scored the same number of points their position in the division shall be determined on goal difference, that is to say, the difference between the total number of goals scored by and against a Club in League Matches in that Season, and the higher or highest placed Club shall be the Club with the higher or highest goal difference.

- 12.2.2 In the event of the goal difference being equal the highest placed Club shall be the Club which has scored the most goals;

- 12.2.3 In the event that two or more Clubs have the same goal difference and have scored the same number of goals then the highest placed Club shall be the Club which has won the most matches.

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

12.2.5 If the records of two or more Clubs are still equal and it is necessary for any reason to determine the position of each then the Clubs concerned shall play off a deciding match or matches on a neutral ground or grounds with the net gate money after deducting the usual matches expenses being divided equally between the two competing Clubs.

12.3 Promotion, relegation and lateral movement of Clubs shall be in accordance with the principles established by the Leagues Committee of The FA.

12.4 Not applicable

12.5 If no Clubs are eligible or wish promotion, the number of Clubs to be relegated will be reduced.

12.6 In the event of a Club, not being placed in a relegation position at the end of the season, wishing to resign from the Competition at the end of the season, or having been removed from membership under the Articles the number of Clubs to be relegated shall be reduced accordingly.

12.7 In the event of a Club opting to be relegated or being removed from membership under the Articles such Club or Clubs will replace the Club or Clubs otherwise due for relegation in accordance with Regulation 5.4 in the Regulations for the Establishment and Operation of the National League System.

13. **INSOLVENCY PROVISIONS**

13.A. **Sporting Sanctions**

13.A.1 If an Insolvency Event shall occur in relation to any Club that Club shall be deducted 10 (ten) points.

13.A.2 Where a Club takes or suffers an Insolvency Event:-

13.A.2.1 during the Playing Season but prior to 5:00 p.m. on the fourth Thursday in March, the points deduction shall apply immediately;

13.A.2.2 during the Playing Season but after 5:00 p.m. on the fourth Thursday in March then Rule 13.A.3 shall apply; and

13.A.2.3 outside the Playing Season, the points deduction shall apply in respect of the following Playing Season such that the Club starts that Playing Season on minus 10 points (including a Club or Clubs Relegated from the National League, where such Club shall be subject to Rule 13 of the National League Rules or where it has been necessary under the National League System Regulations for a Club or Clubs to be moved from one league to another and such Club would have been subject to Rule 13).

13.A.3 Where the circumstances set out in Rule 13.A.2.2 apply and at the end of that Playing Season, having regard to the number of Competition points awarded (ignoring any potential deduction):-

(a) the Club would be relegated in accordance with The League Rules, the points deduction will apply in the next following Season; or

(b) the Club would not be relegated as aforesaid, the points deduction will apply in that Playing Season and League Rules will then apply (if appropriate) following the imposition of the points deduction.

13.A.4 For the purposes of this Rule 13

a) where any Insolvency Event is taken or suffered other than on a Business Day (as defined by the Insolvency Rules 1986 as amended from time to time) then for the purposes of determining the timing of any points deduction only the action taken or suffered will be deemed to have been taken or suffered on the immediately

preceding Business Day; and

- b) if a Company Voluntary Arrangement is approved, then approval of that Company Voluntary Arrangement shall be deemed to have been given at the date of the first meeting of creditors called to consider that Company Voluntary Arrangement, and not the date of any adjourned meeting of the creditors or the meeting of shareholders.

13.A.5 For the avoidance of doubt, where a Club is subject to more than one Insolvency Event (for example Administration followed by a Company Voluntary Arrangement), the Club shall only be deducted one set of 10 points, such deduction to apply with effect from the first Insolvency Event.

13.A.6 The Competition shall serve the Club with written notice of the points deduction (the 'Notice').

13.A.7 A Club may appeal against such a points deduction. Any such appeal will be conducted in accordance with Part C: Appeals: Non-Fast Track of the Disciplinary Regulations, , save that the following paragraphs of those Regulations will not apply – 1, 2, 3, 4, 5, 6, 21, 23 and 24.. In place of those Regulations, the following Rules 13.A.8 to 13.A.12 will apply.

13.A.8 The Notice of Appeal shall be lodged with the FA within 7 days of the date of the Notice.

13.A.9 A Club may appeal against an automatic deduction of points solely on the ground that the insolvency proceedings arose solely as a result of a Force Majeure event (the 'Appeal'). For the purposes of this Rule 13, a 'Force Majeure' event shall be an event that, having regard to all of the circumstances, is reasonably considered to have been unforeseeable and unavoidable.

13.A.10 The Appeal Board shall have the power to:-

13.A.10.1 Confirm the deduction of ten points; or

13.A.10.2 Set aside the deduction of ten points and substitute a deduction of such lower number of points as it shall deem appropriate; or

13.A.10.3 Order that there shall be no sanction at all.

13.A.11 The decision of the Appeal Board shall be final and binding. Any costs incurred by any party in appeal proceedings brought before the Appeal Board shall be met by the Club in any event and shall be considered as a sum due to the Company.

13.A.12 Any sanctions imposed pursuant to these provisions shall not be taken into account in respect of any other sanctions, penalties or fines that may be imposed by the Competition in respect of any breaches of its Rules, Regulations or Articles of Association by the Club.

13.B. General Insolvency

13.B.1 In the event of a Club entering an Insolvency Event between the end of the AGM and start of the AGM immediately following thereafter ('the next AGM') then it shall automatically be relegated by one Step at the next AGM, unless one of the following requirements has been met, namely:

(i) Prior to the next AGM it has Paid in Full all its creditors (including but not limited to Football Creditors); or

(ii) Prior to the next AGM it has Paid in Full its Football Creditors and entered a compliant Creditor Compromise.

For the purposes of this Rule, a Creditor Compromise shall be considered compliant if it provides for the following:

- That all Creditors will be paid in Full;
- The first payment under the terms of the Creditor Compromise shall be made within 28 days of the approval of the Creditor Compromise and shall constitute a minimum of 10% of the total sum payable;

- The balance shall be paid in equal amounts over the remaining period of the Creditor Compromise;
- The period of the Creditor Compromise shall not extend beyond three years from the date of approval.

Notwithstanding the above, in the event of a Club being subject to an Insolvency Event at the date of the AGM, then the Club may be subject to such sanction as the Board may determine, (including expulsion from membership of the Competition) unless the Board is satisfied that by no later than 5pm on 31 July (or, if the 31 July falls on a weekend, 5pm on the immediately preceding Business Day) that the Club (or any new entity to which its membership is subsequently transferred under 2.9.2 above) is in a financial position to complete all of its fixtures for the immediate following Playing Season.

This sanction shall apply in addition to any Club being relegated pursuant to its playing record in the same period namely that in the event of the Club having already been relegated by one Step it shall be relegated two Steps.

This provision is subject to Rule 2.9.1 in respect of Clubs which have transferred their membership pursuant to an Insolvency Event and in that case where there is any conflict between any provision of Clause 14 and Rule 2.9.1 then this Clause 14 shall prevail.

13.B.2 A Club shall not be eligible for promotion or to compete in the Play Offs at the end of a Playing Season if at 5pm on the date on which the last scheduled League fixture is due to be played that Club:

- (i) has entered an Insolvency Event between the date of the AGM and 5pm on the date on which the last scheduled League fixture is played and has not Paid in Full all its creditors to which the Insolvency Event applies (including but not limited to Football Creditors) or Paid in Full all its Football Creditors and entered a Creditor Compromise to have Paid in Full all other creditors over an agreed period not extending more than three years following the date of approval of the Creditor Compromise: or
- (ii) has not complied with the terms of a Creditor Compromise by which it is bound or is to seek to extend the period of the Creditor Compromise.

13.B.3 The sanctions contained herein shall be in addition to and not in substitution for any other sanctions contained within the Rules and, in particular, the sanctions set out in rule 13.A. For the avoidance of doubt, where a Club is subject to more than one connected Insolvency Event, for example Administration followed by a Company Voluntary Arrangement, any sanction applied to it in accordance with Rule 13.B.1 shall be applied in one Playing Season only except as provided for in Rule 13.B.1

Compliance With/Extension of Creditor Compromises

13.B.4 Any Club must inform the Competition in writing (and provide supporting evidence) within seven (7) days of the Club:

- (i) making a payment under the terms of a Creditor Compromise and provide evidence of that payment;
- (ii) becoming aware of any failure to comply with the terms of any Creditor Compromise entered into by it (including the failure to make a payment by the due date);
- (iii) making an application to extend or vary the terms of the Creditor Compromise entered into by it and provide a copy of the application,
- (iv) completing all its obligations under an Insolvency Event and receiving confirmation of such from the relevant Insolvency Practitioner, or
- (v) becoming aware of any consent by creditors to compromise the whole or part of the debt admitted into the Creditor Compromise.

13.B.5 Following the approval of a Creditor Compromise, if creditors subsequently consent to compromise the whole or part of the debt admitted to the Creditor Compromise or if any Club makes a successful application to vary the terms of its Creditor Compromise so that the Creditor Compromise is not compliant as provided for in Rule 13.B.1 then that Club shall be automatically relegated by one Step at the end of the Playing Season in which the event takes place. If the Club has already been relegated due to its position in the final table of the Division in which it is competing then it shall be relegated two Steps.

13.B.6 In the event of any Club

- (i) Failing to comply with the terms of any Creditor Compromise entered into by it (whether securing Payment in Full of all of its creditors or not) including the failure to make a payment by the due date; and/or
- (ii) Breaching any of the provisions of Rule 13.B.4 or failing to notify the Competition of any consent by creditors to compromise the whole or part of the debt admitted thereby rendering the Creditor Compromise as non-compliant as required in Rule 13.B.1.

Then the Board shall have the power to impose such sanction as it deems appropriate, including, but without limitation to expulsion of that Club, the relegation of that Club, the deduction of points and an Embargo.

13.B.7 Where a Club has transferred its membership under Rule 2.9.2 the provisions of Rule 13.B in relation to a Creditor Compromise shall be applied to the former entity that was subject to the Insolvency Event and/or the new entity

13.B.8 National League only

13.B.8 In the case of a Club or Clubs relegated from a league in the National League System or subject to lateral movement under the National League System Regulations, Rule 13.B.1 shall apply from the date of the AGM of the League of which the Club or Clubs were a member in the immediately preceding Playing Season where the AGM of the Company is later.

14. MATCH OFFICIALS

14.1 Match Officials for all Competition matches shall be appointed by the Appointing Authority.

14.2 No Club shall postpone a Competition match on account of the apparent state of the ground. In the event that such circumstances prevail, Clubs should comply with procedures provided for in the document published by The FA "Recommended procedure for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions". Should the ground be declared unfit it is the responsibility of the home Club to immediately advise the Competition, the Appointing Authority, the visiting Club and the Match Officials.

14.3 In the event of any of the Match Officials appointed for a match not being in attendance at the match or becoming unable to complete the match it shall be completed under the control of the remaining Match Officials unless the competing Clubs are able to agree upon a substitute who is acceptable to the Match Referee; should the appointed Match Referee fail to appear then the senior Assistant Referee must take charge. Any substitute agreed for a match shall be considered a Match Official for the purposes of that match.

In the event that a Club causes a match to be abandoned in relation to the operation of this Rule then that Club shall be charged with failing to fulfil a fixture (Rule 8.38 refers).

14.4 Match Officials should be present at the appointment at least ninety minutes prior to the scheduled time of kick-off. The appointed Referee may be required to visit the ground earlier if requested to do so by the home Club.

14.5 In cases where it is found necessary to stop play owing to the weather or other cause, the Referee must wait a reasonable length of time before deciding on abandonment.

14.6 Referees must report on the relevant form all cases where teams commence a match late or without

eleven Players on the field of play. Referees must also report their own or any assistant referees' late arrival in any matches, and notify those concerned at the time of their intention. Assistant referees must also send an explanation of their late arrival to the Appointing Authority in writing by the method instructed by the Appointing Authority within 3 days of the match.

14.7 The home Club will be responsible for paying the Match Officials the fees and match expenses set by the Appointing Authority on the day of the match in their dressing room, within a reasonable time after the conclusion of the match (including matches abandoned for any reason). In the case of a postponed match, whether or not gate money is taken, any Match Official who has travelled to the match will be entitled to claim travelling expenses and half their match fee from the home Club. Where provided by the home Club, each Match Official must complete and submit a claim form for expenses.

14.8 The home Club shall be responsible for providing Assistant Referees with distinctive flags of a suitable size in an acceptable condition.

14.9 Three match balls proposed to be used in the match and, if applicable, supplied by the Company under a ball sponsorship agreement must be submitted to and approved by the Referee before the commencement of the match in his/her dressing room.

It is the responsibility of the Club playing at home in each match played under the jurisdiction of the Competition to provide match balls in accordance with any match ball agreement signed by the Company. The official Competition match ball must be used in all Competition matches.

14.10 The away Club is responsible for the provision of its own practice balls for use prior to the start of each match.

14.11 Match Officials officiating in Competitions using the reporting functionality in The FA's Match Official Administration System (MOAS) must report all breaches of Rule via MOAS within 48 hours of the conclusion of the match. Match Officials officiating in Competitions not using the reporting functionality in MOAS must report all breaches of Rule to the Competition Secretary in writing within three days of the match on the appropriate form by first class post or electronically.

15. **WITHDRAWAL OF CLUBS**

15.1 A Club must notify the Company not later than 31st March each year of its intention to withdraw from the Competition at the end of that Playing Season. Failure to do so will make a Club liable to a fine.

This Rule shall not operate so as to preclude promotion, relegation or lateral movement of any Club to another competition in accordance with Rule 12.

15.2 If, between the holding of the Company annual general meeting and the commencement of the next Playing Season, any Club, either:

- (i) ceases to operate for any reason; or
- (ii) gives notice to the Company that it does not intend to compete in the Competition during the next Playing Season:

then no adjustment shall be made to the number of Clubs participating in the Competition for that Playing Season and the remaining Clubs will form the Competition for that Playing Season.

15.3 If, after the commencement of a Playing Season, any Club either:

- (i) ceases to operate for any reason; or
- (ii) gives notice to the Company that it does not intend to continue competing in the Competition for any reason:

then the Company may extinguish the playing record of that Club and any monies due to that Club from the Company shall be forfeited. The Company shall have the discretion to issue charges against that Club and to issue fines against that Club in accordance with the Fines Tariff.

15.4 From the operative date in Rule 15.2 or 15.3, the Club concerned shall no longer be a member of the Company and shall not be entitled to any further payment from the Company but may be required to

make payment to the Company.

16. PROTESTS, APPEALS, DISPUTES ARISING FROM PLAYER CONTRACTS

Protests, claims or complaints relating to Rules

- 16.1 Subject to Rules 16.5 and 16.10 below, all protests, claims or complaints relating to these Rules shall be heard and determined by the Board (or a sub-committee duly appointed by the Board), which shall have the power to regulate its own procedure. The Clubs or Players protesting, claiming or complaining must email such protest, claim or complaint to the Competition Secretary and deposit a fee which shall be forfeited in the event of the protest, claim or complaint not being upheld, and the unsuccessful party (or parties) may, in addition, be ordered to pay the costs at the direction of the Board.
- 16.2 All such protests, claims and complaints must be received in writing by the Competition Secretary within fourteen days of the event or decision to which the protest, claim or complaint relates.
- 16.3 The Board may compel any party to the protest, claim or complaint to pay such expenses as the Board shall direct.
- 16.3 The Board shall also have power to compel any party to the protest to pay such expenses as the Board shall direct.
- 16.4 An intention to appeal against a decision of the Board must be lodged with The FA within seven days of the Board providing written notification of its decision.

A notice of appeal against a decision of the Board must be lodged with The FA within fourteen days of the Board providing written notification of its decision, accompanied by the relevant fee which may be forfeited in the event of the appeal not being upheld. A copy of the notice of appeal must also be sent to the Competition Secretary.

All appeals to The FA must be lodged in accordance with Part C: Appeals Non-Fast Track of The FA's Disciplinary Regulations.

Disputes arising from a Player's Contract

Disciplinary Matters

- 16.5 Within seven days of receipt of any notice of a fine or suspension imposed by a Club under the Player's contract, the Player may appeal that decision to the Board by giving notice of appeal to the Club and the Board. The Board shall have the power to regulate its own procedure and shall hear the appeal within fourteen days of receipt of the notice of appeal. The grounds of appeal available to the Player shall not be limited and the Board shall have full power to review the facts and any evidence (including hearing from any relevant witnesses).
- 16.6 Within seven days of receipt of the Board's decision, either the Club or the Player may appeal against the decision of the Board to the Contractual Disputes Tribunal in accordance with the Player Status Rules. An appeal to the Contractual Disputes Tribunal shall be heard within 14 days of receipt of the notice of further appeal or, if exceptional circumstances exist which means that the appeal cannot be heard in that time frame, it shall be heard as soon as practicable. Any reference to the 'League Appeals Committee' in the Player's contract shall be deemed as a reference to the Contractual Disputes Tribunal.

Termination

- 16.7 A Club, on giving fourteen days' notice to a Player to terminate his Player's contract, must state in the notice his right of appeal to the Board and also the address of the Competition Secretary to whom he must appeal. The notice must advise the Player of the necessity of forwarding two copies of his appeal with the deposit fee specified in the Fees Tariff, to the Competition Secretary within seven days of the receipt of the notice from the Club. A copy of such notice must be received by the Competition Secretary within seven days of the sending of the notice in order to be valid.

- 16.8 A Player on giving fourteen days' notice to his Club to terminate his Player's contract must also notify the Company and The FA of the reasons for the termination of the agreement. A copy of such notice must be received by the Competition Secretary within seven days of the sending of the notice in order to be valid.
- 16.9 If the recipient of a notice referred to in Rules 16.7 and 16.8 above wishes to do so, they may appeal against the relevant notice to the Board within seven days of the date of receipt of the notice in writing by email to the Competition Secretary with the relevant appeal fee as set out in Schedule A to these Rules. The Board shall have the power to regulate its own procedure. The grounds of appeal available to the appellant shall not be limited and the Board shall have full power to review the facts and any evidence (including hearing from any relevant witnesses).
- 16.10 Within seven days of receipt of the Board's decision, either the Club or the Player may appeal against the decision of the Board to the Contractual Disputes Tribunal in accordance with the Player Status Rules. An appeal to the Contractual Disputes Tribunal shall be heard within 14 days of receipt of the notice of further appeal or, if exceptional circumstances exist which means that the appeal cannot be heard in that timeframe, it shall be heard as soon as practicable. Any reference to the 'League Appeals Committee' in the Player's contract shall be deemed as a reference to the Contractual Disputes Tribunal.

17. MISCONDUCT OF CLUBS, OFFICERS, PLAYERS

(a) Undertakings to be given by Club Employees

All Clubs must incorporate in any contracts of employment with their employees, including Player, an undertaking on the part of the employee not to bring The Competition or any Club into disrepute and an undertaking on the part of the employee not knowingly to do anything or omit to do anything which will cause the Club to be in breach of the Laws of the Game, the Rules of The Football Association or the Rules of the Competition.

Without prejudice to the generality of this rule, all Clubs must ensure they, and where appropriate any Officers of the Club, comply with the obligations of The Football Association's Owners' and Directors' Test.

(b) Misconduct in pre-arranging the result of matches.

Any Club, Official or Player offering or receiving a payment or any form of inducement to or from any Club or the Official or Player of any Club; or any Club, Official or Player receiving or seeking to receive any payment or other form of inducement from any other person or organisation to win, lose, or draw a Match under the jurisdiction of the Competition or in which the Club participates by reason of membership of the Competition shall be deemed guilty of misconduct.

(c) Any person charged and found guilty of bringing the Competition into disrepute and any Club, Officer or Member charged and found guilty of misconduct as defined by the Board or of inducing or attempting to induce a player of another Club to join his own Club shall be liable to such penalty as the Board shall deem appropriate.

18. TROPHY

The Company shall present to the Winners and Play Off Winners of all divisions in the Competition twenty-five (25) souvenirs, for the Players, for the secretary, team manager and for assistant and coaching staff. Additional souvenirs cannot be presented except by consent of the Board, and then at the expense of the requesting Club.

In addition, a Competition championship trophy will be presented as and when the Board determine.

The Clubs concerned will also receive a permanent souvenir.

The trophies are the property of the Company and may never be won outright.

The recipient Club shall be responsible for engraving their details on the trophy before returning

same. The following agreement shall be signed on behalf of the winners of the trophies:

“We, A.B. the _____ of _____ Football Club, C.D. and E.F members of and representing the said Club, having been declared winners of the [_____] Trophy and the same having been delivered to us by the said Competition, do hereby on behalf of the said Club, jointly and severally agree to return the same to the Competition Secretary, on or before 1st March next in good order and condition, suitably inscribed, in accordance with the Rules of the Competition and if the said Trophy is lost or damaged whilst under our care, we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.”

Any Club not returning the Competition trophy by the due date, returning them in poor condition or without being engraved will be fined .

19. ALTERATIONS TO RULES

No alteration to the Rules shall be made until they have been approved by The FA. Alterations to Rules shall be approved at a general meeting of the Company [in accordance with article 34 of the Articles of Association of the Company].

Proposals for alterations to Rules, together with the name of their proposers and seconders, shall be received by the Competition Secretary not later than 31st October prior to the date fixed for the Annual General Meeting of the Company in each year or not later than eight weeks before the holding of an Extraordinary General Meeting called for the purpose of amending the Rules

20. ADMISSION CHARGES

The minimum charge for admission to all matches shall be determined from time to time by the Board.

Admission charges must be the same for home and visiting supporters at Competition matches for equivalent accommodation. If there is no equivalent accommodation, the Board may in its absolute discretion consider the charges set by the home Club and determine a reasonable equivalent admission charge for visiting supporters, which shall be implemented by the home Club until the end of the current Playing Season.

Clubs may, with the written permission of the Board, have a maximum of three Competition Match days each Playing Season during which they can vary general admission charges for adults including allowing free admission.

Concessionary admission charges or pricing policies for disabled people and their carers / helpers, senior citizens, students, children, unemployed, armed forces etc, if available for home supporters, must be offered on a similar basis to visiting supporters.

21. LONG SERVICE

21.1 The Board shall be empowered to grant a long service award for 21 years' service with a member Club, providing such an award has not already been made by any other competition.

21.2 Clubs may enter into agreement with Players after five years continuous service providing for a testimonial. Players shall be qualified for a second testimonial after a further five years continuous service. If a Player is eligible for and entitled to a testimonial, his Club may grant him a monetary consideration, sanctioned by the Board of Directors, in lieu of such testimonial.

22. CENTENARY AWARDS

A Club celebrating its centenary whilst in membership of the Competition shall be presented with a commemorative award by the Board.

23. PLAYING SURFACES

23.1 The Pitch

With effect from the commencement of Season 2016/17 Competition Matches may be played on:

- (a) Grass Pitch; or
- (b) Football Turf Pitch in Steps 1 to 6

23.2 Ground Maintenance

The Club is to be responsible for the maintenance of the Pitch and for the general maintenance of the ground. The Club must ensure that adequate arrangements are in place to maintain its Pitch in good order, as required under these Rules.

23.3 Pitch Standards

All Pitches must be flat and free from surface depressions and excessive undulations. The maximum slopes allowable shall not exceed an even gradient of vertical to horizontal 1:41 in any direction.

The Competition may require a Club to take such steps as the Board shall specify if not satisfied that an adequate standard of the Pitch is being maintained, including but not limited to the Board commissioning an independent report (including a Pitch Test) on the state of the Pitch, the cost of such independent report to be borne by the Club concerned.

- 23.4 Where a Club proposes to install a Football Turf Pitch (or replace an existing Football Turf Pitch) the following shall apply:

For matches played under the auspices of The National League at Step 1& 2 of the National League System:-

- (a) the Club shall disclose to the Competition, as soon as reasonably practicable but in any event not later than 7 days following the Club's final match of the Playing Season preceding the scheduled commencement of installation, full details of the proposed contractor installing the Football Turf Pitch and the timescales for installation. The proposed Football Turf Pitch must have a design and specification that is capable of attaining the FIFA Recommended Two Star Certificate following installation;
- (b) no installation works shall commence until such time as the Competition has approved the proposed installation and the timetable thereof. Installation may only take place outside the Playing Season;
- (c) installation must be scheduled to be completed in sufficient time to enable the completion of a Pitch Test and for confirmation of the results thereof to be supplied to the Competition no later than 14 days prior to the commencement of the following Playing Season;
- (d) the Club shall procure that:
 - (i) a Pitch Test is carried out on the newly installed Football Turf Pitch; and
 - (ii) the FIFA accredited field test institute provides the Competition with a copy of their official reports to FIFA immediately following completion of the Pitch Test; and
- (e) the Club shall provide a copy of the FIFA Quality Pro Certificate within 7 days of receipt to the Competition.

For matches played at Step 3 and below of the National League System:-

- (f) the Club shall disclose to the Competition, as soon as reasonably practicable full details of the proposed contractor installing the Football Turf Pitch and the timescales for installation. The proposed Football Turf Pitch must have a design and specification that is capable of attaining the FIFA Quality Certificate or Quality Pro Certificate following installation. Clubs must be awarded the FIFA Quality Pro Certificate by 31 May in the season before promotion to Step 2, save for those pitches installed on or prior to 31 July 2016 as set out in Rule 23.5 below;
- (g) no installation works shall commence until such time as the Competition has approved the

proposed installation and the timetable thereof;

(h) the Club shall procure that:

(i) a Pitch Test is carried out on the newly installed Football Turf Pitch; and

(ii) the FIFA accredited field test institute provides the Competition with a copy of their official reports to FIFA immediately following completion of the Pitch Test; and

(i) the Club shall provide a copy of the FIFA Quality Certificate or Quality Pro Certificate within 7 days of receipt to the Competition in which it is in membership.

23.5 Only Clubs with FIFA Quality Pro certified Football Turf Pitches will be eligible to take part in matches under the auspices of The National League at Step 1 & 2 of the National League System SAVE THAT a Club which has a ground with the recommended FIFA Quality Certificate installed by 31 July 2016 can be promoted to Step Two of the National league System providing that it undertakes that upon renewal of the Pitch the Club will install a Pitch that is awarded a FIFA Quality Pro Certificate or be relegated to the appropriate Step.

23.6 Without prejudice to the obligations set out in Paragraph 23.3 above, Clubs that have a Football Turf Pitch shall:-

(a) take such steps and/or refrain from such actions as are necessary to ensure that the Football Turf Pitch continues to meet the requirements for a FIFA Quality Certificate or Quality Pro Certificate (as applicable) at all times during each Playing Season including, without limitation, complying with all requirements of the FIFA Quality Standard;

(b) where required to undertake Pitch Tests:

(i) procure that the FIFA accredited field test institute undertaking any Pitch Test provides to The Competition a copy of their official reports to FIFA immediately following completion of the Pitch Test;

(ii) provide a copy of the FIFA Quality Certificate or Quality Pro Certificate by 31st May prior to the commencement of each Playing Season (as applicable); and

(c) co-operate with all reasonable requests made by the Competition, the Association or FIFA for the performance of the Football Turf Pitch to be measured.

23.7 Where the Board is aware, by whatever reason, a Football Turf Pitch fails to meet the requirements of the FIFA Quality Certificate or Quality Pro Certificate (as applicable), including following any Pitch Test, the Club shall forthwith, at its cost, take such steps as the Board shall specify to ensure the Football Turf Pitch is restored to the requirements of the FIFA Quality Certificate or Quality Pro Certificate (as applicable).

23.8 The Competition shall have the right to order the postponement of a match where the Football Turf Pitch fails to meet the requirements of the FIFA Quality Certificate or Quality Pro Certificate (as applicable).

23.9 Where a Club has a Football Turf Pitch, any visiting Club is allowed to train, at no cost to that Club, on the Football Turf Pitch on the day before the relevant match or at a mutually agreed time. The length of this training session may not exceed one hour, unless agreed otherwise with the home Club. The visiting Club must notify the home Club of its intention to exercise this right no later than 2 weeks prior to the scheduled match (or within 48 hours of the arrangement of the fixture, if later).

23.10 A breach of any of the requirements of Rule 23 which results in the postponement or abandonment of a match shall be dealt with in accordance with Rule 8.39.

23.11 Pitch Protection

In order to protect any Pitch, unless otherwise mutually agreed between both participating Clubs, the following procedures shall be adopted by Players and Officials in the periods immediately before and after a Match and at half time:

- (a) the Pitch shall only be used for warming up or warming down by Players named on the Team Sheet;
- (b) pre-match warming up by either team shall not commence until 45 minutes before the kick-off time at the earliest, shall not last for more than 30 minutes, and shall end no later than 10 minutes before the kick-off time;
- (c) if portable goals are provided they shall be used for all goalkeeping drills other than crossing practice;
- (d) the goalmouth area shall be used by goalkeepers only if portable goals are not provided or for crossing practice and then only for not more than 20 minutes;
- (e) for the purposes of warming up and warming down each team shall use only part of the Pitch between the edge of a penalty area and the half way line or as otherwise directed by the groundsman;
- (f) all speed and stamina work shall be undertaken off the Pitch parallel to the touchline opposite the side to be patrolled by the assistant referee or, in the absence of sufficient space, in that part of the Pitch described in paragraph (e) above or as otherwise directed by the groundsman;
- (g) Players using the Pitch at half time as aforesaid shall give due consideration to any other activity or entertainment taking place on the Pitch at the same time;
- (h) the Home Club may water the Pitch at half time provided it gives reasonable notice to the referee and the other Club that it intends to do so and that any such watering is carried out evenly over the entire length and width of the Pitch; and
- (i) any warming down after the conclusion of the Match shall last for no longer than 15 minutes and for that purpose neither penalty area shall be used.

23.12 Promotion and Relegation to and from The National League

As a pre-condition of entry into The National League (Step 1) any Club proposing to enter with a Football Turf Pitch must by no later than 31st May in its proposed year of entry provide the Competition with an irrevocable undertaking that in the event of it gaining promotion to The Football League at any time that it will comply in full with the applicable criteria, policies and regulations of The Football League in relation to the playing surface and together with such undertaking will provide credible and acceptable evidence as to how it would do so. In the event of the undertaking being breached at the relevant time and as a result the Club not being eligible to be admitted as a member of The Football League then the Club shall not retain its place in The National League and instead shall automatically be relegated to National League North or South and may have levied upon it a fine as determined by the Board in its sole discretion. Such Club shall not be accepted into membership of The National League (Step 1) until such time as it installs a Grass Pitch so that it complies in full with the playing surface regulation of The Football League. This provision shall cease to apply in the event of The Football League accepting clubs with a Football Turf Pitch.

24 INSURANCE

24.5 Players

All Clubs shall be members of a Players personal accident insurance scheme. The policy cover shall be at least equal to the minimum recommended cover determined from time to time by The Football Association.

24.6 PUBLIC LIABILITY

All Clubs must have Public Liability cover of at least ten million pounds (£10,000,000).

25 QUALIFIED MEDICAL PRACTITIONER

The safety of Players (and, where applicable, others) is of paramount importance. These Rules and set out the medical requirements for Clubs participating within the National League System. Nothing in these Rules:

- *prevents any Club from arranging medical provisions that exceed any minimum medical requirements prescribed by these Rules; or*
- *replaces, reduces, or affects in any way the obligations imposed on Clubs or any other persons by statute or common law in the fields of medicine, occupational health and/or health and safety (or any other area).*

While not forming part of these Rules, from time to time The FA issues guidance in respect of medical matters, which is published on The FA's website and distributed to Participants as appropriate.

25.5 Subject to Rule 25.2, the following table sets out the designated Qualified Medical Practitioner or First Aider which each home Club, operating at its respective Step of the National League System, shall have in attendance throughout all Competition Matches:-

Step 1 Clubs	Each Club shall have at least one Qualified Medical Practitioner having a valid Advance Trauma Medical Management in Football (ATMMiF) qualification.
Step 2 Clubs	Each Club shall have at least one Qualified Medical Practitioner, having a valid Intermediate Trauma Medical Management in Football (ITMMiF) qualification.
Step 3 Clubs	Each Club shall have at least one Qualified Medical Practitioner, having a valid Emergency Medical First Aid in Football (EMFAiF) qualification.
Step 4 Clubs	Each Club shall have at least one First Aider, or Qualified Medical Practitioner having a valid Emergency Medical First Aid in Football (EMFAiF) qualification.
Step 5 Clubs	Each Club shall have at least one First Aider having a valid Emergency First Aid in Football (EFAiF) qualification.
Step 6 Clubs	Each Club shall have at least one First Aider who has a valid Emergency First Aid in Football (EFAiF) qualification.

AT STEPS 1 TO 3 ONLY

25.5.1 The Qualified Medical Practitioner shall visit both the home and away teams' dressing rooms before leaving the ground. The name of the practitioner present at the Competition Match must be entered on the team sheet.

ALL LEAGUES RESUME HERE

25.2 In exceptional circumstances, where the home Club is unable to ensure that Qualified Medical Practitioner or First Aider shall be present at a Competition Match, the home Club shall;

25.2.1 Make alternative arrangements appropriate for the level of Competition Match.

25.2.2 Liaise with the away Club in advance of the Competition Match to ensure that each Club is aware of the medical provision that will be available at the Competition Match.

25.2.3 Fully document any alternative arrangements within the home Club's Emergency Medical Emergency Action Plan and share the updated plan with the away Club, prior to the Competition Match taking place.

25.3 Clubs shall ensure their Qualified Medical Practitioner or First Aider keeps detailed up-to-date medical records for all Players in the form and in accordance with the requirements and guidelines published by The FA from time to time.

25.4 When a Player's registration is about to be transferred, the Club that Player is registered to must make such records as referred to in Rule 25.3 available to the Qualified Medical Practitioner or First Aider of the Club that the Player is being transferred to. This procedure shall also apply to all Players whose registrations are temporarily transferred under the provisions for Long, Short and Youth Loans.

25.5 All Clubs are required to have a Medical Emergency Action Plan (MEAP) in place. A copy of which must be submitted to the Competition on the standard form provided by no later than 1st August in each year and placed clearly in the home, away and match officials dressing rooms.

Event Doctors

25.6 Any persons employed as an Event Doctor shall comply with any relevant health and safety legislation.

26 PLAYER TRANSFERS BETWEEN CLUBS

When Players are transferred (Contract, Non-Contract, Scholars or loan on temporary transfer) between member Clubs (or between member Clubs and clubs) it is the responsibility of each Club to ensure that the Competition receives copies of all relevant documents pertaining to the transfer including full details of any payment schedules agreed in writing or otherwise between the two Clubs. Should a Club fail to meet the payment schedules lodged with the Competition on receipt of notification an embargo on further Players registrations will be placed upon the defaulting Club together with a 1% levy per day on the outstanding payments as detailed in the transfer agreement.

27 PROVISION FOR MEMBERSHIP FORM TO BE SIGNED BY EACH CLUB EACH PLAYING SEASON

Refer to League Rule 3.1

28 Not applicable

29 Not applicable

30 Not applicable

31 Not applicable

32 Not applicable

33 COMPLIANCE WITH COMMERCIAL AGREEMENTS

Each Club shall at all times comply with all reasonable requests by the Competition to ensure due compliance by the Competition with its Commercial Agreements and shall not enter into any new agreements with any direct competitor to the Competition's title sponsor or any third party with whom the Competition has entered into a commercial agreement.

34 USE OF BENCH KIT ETC.

Each Club must utilise any match boards provided by the Competition's sponsor and must procure that any corporate bench kit shall be worn during competitive and first team matches, as directed by the Competition. In the event that a Competition does not have a bench kit sponsor, a Club may enter into its own bench kit sponsor agreement providing any such agreement is in writing and the Club obtains the consent of the Competition in writing before entering into such agreement which must include a break clause which facilitates ending the agreement if the Club is promoted, relegated or laterally moved to another competition, or the Competition negotiates a new agreement in the future. A full copy of such agreement must be provided to the Competition Secretary within five (5) days of the sending of such request by the Competition.

In the event of any Club having an existing agreement with a competitor to any of the to the Competition's sponsors in respect of match boards and/or other commercial or advertising obligations, the Club is permitted to honour that agreement on an on-going basis, with the consent of the Competition provided the Club's agreement was signed before that of the Competition and a full copy of any such agreement must be provided to the Competition Secretary within five (5) days of the sending of such request by the Competition. For the avoidance of doubt, the Club would not be permitted to extend said agreement beyond the existing term.

35 PHOTOGRAPHY, FILMING ETC.

Each Club shall permit photography, filming and audio and web broadcasting at their home ground to enable the Competition to comply with the terms of any Commercial Contract (as defined in the Articles), which may be entered into by the Company and will provide all necessary facilities as may reasonably be requested by the Competition or any broadcaster as may be nominated by the Competition.

36 DISTRIBUTION OF INCOME

Any distribution of any income received by the Company from any source whatsoever shall be entirely at the discretion of the Board.

37 CLUB FINANCE RECORD

The Company shall be entitled either directly or through its duly appointed agents to inspect the books, accounts and financial records of any Club and that Club shall make available to the Company all information as may be required from time to time in that respect.

38 Not applicable

39 Not applicable

40 FINANCIAL REPORTING INITIATIVE

A club shall comply with the provisions of Appendix D, 'Financial Reporting Initiative' as shall be enforced from time to time as determined by the Board and approved by the Football Association.

41 Not applicable

42 An Embargo may be imposed pursuant to any of the relevant preceding or subsequent Rules and Regulations or Appendices but in any event shall be imposed:-

- where a Club has undergone an Insolvency Event
- where a Club has been served with a winding-up petition which has not been satisfied in full or to the satisfaction of the petitioning creditors as evidenced by written agreement or
- where a Club has either defaulted on such an agreement or has omitted or incorrectly reported its failure to adhere to the terms of any agreement.

Any Embargo is without prejudice to any other penalties that the Competition may wish or be entitled to impose pursuant to any other Rule or Regulation or Appendix in relation to any matter giving rise to the right to impose an Embargo including but not limited to any default, or any agreement reached with creditors or failure to report the default or incorrectly reporting the Club's adherence to any agreement with creditors.

The following appendices are incorporated within the membership rules and should be read in conjunction with the aforementioned rules. The rules and appendices were approved and passed by the Clubs at the Annual General Meeting (20th June 2023).

SCHEDULE B - INDEX

SUBJECT	RULE
Abandonments	8.30 – 8.36, 14.3, 14.5, 14.7
Admission charges	20
Agents	9.1, 9.2
Annual match, champions v cup winners	4.11
Appeals	4.3, 13.5-13.4, 16.4
Arbitration	16.10
Ballboys/girls	7.8
Balls, match	14.9
Balls, practice	14.10
Bench kit	34
Board, the	4.1-4.13
Cancellation, of contracts	6.5.1
Cancellation, of matches	8.16
Ceasing to operate, a club	12
Centenary awards	22
Champion club, declaration of	12
Club colours	7.1-7.7
Contributions, to league funds	2.16
Creditors	2.9.2, 2.9.3, 4.5, 11
Criteria document	2.5, 2.6
Dates, of matches	8.13
Deduction of points	13.A.1, 13.A.2
Definitions	1.1
Directors, change of	2.15
Duration, of matches	8.17
Fees, to match officials	14.7
Filming	35
Financial arrangements, with Players	6.10
Financial records	10.1
Financial statements	10.7
Fines	4.5
Fixtures, precedence of	8.4
Form D	2.1

SUBJECT	RULE
Form H3	6.6.2
Gate receipts	10.2
General meetings	2.19
Ground sharing	2.1, 4.12, 8.6
Incorporation, by a club	2.8, 2.12
Ineligible Players	6.9
Insolvency event	2.14, 13A, 13B
Inspection, of grounds	2.5
Instructions, of the Board	4.6
Insurance	24.1, 24.2
Interests, in more than one club	5
International transfer certificate	6.11
Kick-off time	8.6
List of Players	6.7
Loans	10.6
Loan Transfers	6.6
Long Service	21
Match boards	34
Match officials	14.1-14.11
Medical certificates	8.10
Medical personnel	25
Medical records	25
Membership	2.1
Misconduct	17
Number of clubs	2.10
Number of Players	8.21
Nursery club	2.4
Owners' and Directors' Declaration	2.15
Passes, match day	8.16
Photography	35
Playing condition, of grounds	8.11
Playing season	8.1
Playing surfaces	23

SUBJECT	RULE
Postponements	8.5, 8.9, 8.10, 8.15, 8.34, 8.36, 8.37, 14.2, 14.7, 23.8, 23.10
Programmes	8.14
Promotion and relegation	12
Protests	16.1-16.3
Publication of Ownership	2.13
Re-arranging matches, to Friday or Sunday	8.8
Registration forms	6.4
Registrations, closing date for	6.2.1
Representative matches	4.10
Result/report forms	8.29
Results, of matches	8.35
Rules, alterations to	19
Scholars	6.3.1
Sponsors	34
Standards, appropriate to membership	2.17
Status, of Players	6.3
Subscription	3.1, 3.2
Substitute Players	6.8
Suspension, of a club	2.14
Team Sheets	8.18, 8.19
Technical area	8.22-8.26
Temporary transfers	10.5
Termination of contract	16.5, 16.6
Transfers	6.5, 10.4, 26
Travelling expenses, of match officials	10.3, 14.7
Trophy	18
Websites	8.14
Withdrawal, of a club from a competition	15

RULES OF THE YOUTH LEAGUE

1. DEFINITIONS

- 1.1 In these Rules words have the same meaning as in Rule 1.1 of the Rules for the Isthmian Football League (“the League”) except where stated to the contrary in these Rules
- 1.2 Words or expressions used in these Rules shall, if not inconsistent with the subject or context, bear the same meanings as in the Articles
- 1.3 All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Company to have accepted the Rules and to have agreed to abide by the decisions of the Board in relation thereto, subject to the provisions of Rule 17 of the Rules of the League.
- 1.4 In these Rules “Competition” shall refer to “The Isthmian Youth League” (or such other name as the Company may adopt).

2. ADMINISTRATION

- 2.1 The administration of the Competition under these Rules will be carried out by the Company acting (save where otherwise specifically mentioned herein) through the Board in accordance with the Rules Regulations and Practices of The FA.
- 2.2 Except as provided for in these Rules, the Rules of the League shall apply where appropriate to the Competition
- 2.3 All Clubs shall play Competition matches on grounds approved by the Board.
- 2.4 The Competition shall admit to membership the Youth sides of Member Clubs of the League. These Sides will be allocated to geographical divisions of such numbers as the Board shall determine from season to season.
- 2.5 The League may accept applications for membership of the Competition from clubs whose senior team does not compete in the League; upon acceptance into membership of the Competition such clubs shall not be members of the Company but shall adhere to the Competition Rules.
- 2.6 A Club must notify the Company not later than 30th April each year of its intention to withdraw from the Youth League at the end of that Playing Season. Failure to do so will make a Club liable to a fine in accordance with the Fines Tariff.

3. MEMBERSHIP - ANNUAL SUBSCRIPTION

Any Club applying for membership of the Competition shall submit to the Company a fully completed Competition application form and the application fee and, where not intending to play home matches on the ground of a club in membership of the League, a non-refundable ground inspection fee decided by the Board.

4. POWER OF THE BOARD

- 4.1 The Board shall have power to deal with all matters of management of the Competition covered by the Rules. The Board shall conduct the business of the Competition and shall meet as often as is necessary for this purpose.
- 4.2 Save where specifically provided otherwise in these Rules, the Board shall have power to apply, act upon and enforce these Rules and shall have jurisdiction over all matters affecting the Company or the Competition including any not provided for in these Rules.

5. PLAYERS

5.1 STATUS OF PLAYERS

The FA Rules will apply in respect of all matters concerning players.

Only those players are eligible to take part who have reached the age of 15 years by midnight on 31 August of the current season and not reached the age of 18 years as at midnight on 31 August of the current season.

6. PLAYING OF MATCHES.

- 6.1 The Board shall fix the date on which the playing season for the Competition shall commence and end.

- 6.2 Each Club must hand copies of a list of name(s) of players taking part in a match (including the name(s) and number(s) of the nominated substitute(s) to the Referee and a representative of their opponents in the presence of the Referee at least forty five minutes before the scheduled time of kick-off. The players' numbers (in accordance with Rule 7) and the colours of the playing strip must be clearly stated. Any Clubs in breach may be fined in accordance with the Fines Tariff.
- 6.3 Unless mutually agreed by the Clubs concerned, the time of kick-off shall be:
All Competition fixtures will be scheduled for midweek evenings, 7.45 pm Kick-Off unless a Club has notified the League Secretary that it wishes to nominate another midweek evening or an alternative kick off time. To re-schedule a midweek fixture for an evening other than a Club's usual midweek night will require written agreement of both Clubs and the League Secretary.
- 6.4 All matches shall be played on the home and away principle and the Board shall determine how the fixtures shall be arranged. Such fixtures shall take precedence over all competitions in which a Club may engage, with the exception of:
- o The FA Youth Cup.
 - o The Youth Cup Competition (If a midweek Competition)for which the Club is eligible, of the Affiliated Association to which it was first affiliated.
 - o A representative match for a County Football Association in which a Club has three or more players selected to play in a competitive match rather than a friendly match"
- A match may be postponed if a Club has three or more registered players not available due to official School activities. Application must be made to the League Secretary at least 72 hours before the scheduled kick off time of the match.
- 6.5 The home Club must publish a team sheet or, at its option, a full match programme for each of its Competition matches Clubs will be responsible for all comments in their match day programme or team sheet in respect of the Competition, the Company or other member Clubs, notwithstanding any disclaimers to the contrary. No part of a Club's programme or team sheet issued for a match in any competition shall, in the opinion of the Board, bring the Competition or the Company into disrepute.

7. RESULT/REPORT FORMS

Each Club shall submit the fully completed copy of the appropriate match result forms by first class post to the Competition in an envelope showing a post mark within 3 days of the match or by facsimile or email. When a Club considers that the Referee has discharged his duties incompetently and awards a mark of 60 or less, a detailed report must be sent to the Competition within three days of the match by first class post, facsimile or email. Clubs in default of any provision of the Rule will be subject to a fine as determined by the Board.

Immediately after the game Clubs must text or email the result with the attendance to the League Office (details as provided by the League at the commencement of each season

8. CHAMPIONS

- 8.1 Three points will be awarded for a win at home or away and one point for a drawn match at home or away.
- 8.2 At the end of the Playing Season of each competition a table will be compiled showing the playing record of each Club in each division of the Competition.
The position of each Club in the table so compiled shall be determined in order with the Club being awarded the highest number of points being first and the Club being awarded the second highest number of points being placed second and so on. In the event of two or more clubs being awarded the same number of points the highest placed Club shall be decided as follows:
- 8.2.1 Goal difference - The goals scored against by each Club shall be deducted from the goals scored by that Club and the largest difference shall be placed the highest.
 - 8.2.2 In the event of the goal difference being equal the highest placed Club shall be the Club which has scored the most goals;
 - 8.2.3 In the event that two or more Clubs have the same goal difference and have scored the same number of goals then the highest placed Club shall be the Club which has won the most matches.
 - 8.2.4 In the event of the two Clubs still being equal the Club which has the better playing record against the other Club in their head to head Competition matches during the Season will be the highest placed Club.

- 8.2.5 If the records of two or more Clubs are still equal and it is necessary for any reason to determine the position of each then the Clubs concerned shall play off a deciding match or matches on a neutral ground or grounds with the net gate money after deducting the usual matches expenses being divided equally between the two completing Clubs.
- 8.3 A Club which for any reason ceases to operate its Youth side at any time during the Playing Season may have its playing record expunged, and any monies due to them from the Company shall be forfeited. From the date of the withdrawal no further payment shall become due to them. From the date of the withdrawal, that Club shall cease to be a member of the Competition.

9. MATCH OFFICIALS

- 9.1 Match Officials for all Competition matches shall be appointed by the Competition. In the event that an Assistant Referee is not appointed by the Competition for a match, it is the responsibility of the home team to provide a suitably qualified Club Assistant, acceptable to the Match Referee. In the event that no Assistant Referees are appointed by the Competition, it is the responsibility of both competing clubs to provide a suitably qualified Club Assistant, acceptable to the Match Referee.
- 9.2 In the event of any of the Match Officials not being in attendance at the match or becoming unable to complete the match the two Clubs, in conjunction with the Match Referee (or the senior Assistant Referee who is to replace the Match Referee) must agree to a substitute on the ground to prevent the match being postponed or abandoned and such substitute shall be considered a Match Official for the time being. Should the appointed Referee fail to appear, the senior Assistant Referee should take charge. If a substitute is not available the match shall be completed under the control of the remaining Match Officials. In the event that a Club, notwithstanding the provisions of this paragraph causes a match to be abandoned by failing to agree on a substitute Match official then that Club shall be charged with failing to fulfil a fixture.
- 9.3 Match Officials should be present at the appointment at least sixty minutes prior to the scheduled time of kick-off. The appointed Referee may be required to visit the ground earlier if requested to do so by the home Club.
- 9.4 The home Club will be responsible for paying the Match Officials the fees and match expenses set by the Competition on the day of the match in their dressing room, within a reasonable time after the conclusion of the match (including matches abandoned for any reason). In the case of a postponed match, whether or not gate money is taken, any Match Official who has travelled to the match will be entitled to claim travelling expenses and half their match fee from the home Club. Where provided by the home Club, each Match Official must complete and submit a claim form for expenses.

10. TROPHY

The Company shall present to the Winners all divisions in the Competition 25 souvenirs, 20 for the players, 2 for the secretary, team manager and 3 for assistant and coaching staff. Additional souvenirs cannot be presented except by consent of the Board, and then at the expense of the requesting Club. The Clubs concerned will also receive a permanent souvenir.

The League will present the Champion of Champions Club with a trophy which is the property of the Company and may never be won outright.

The recipient Club shall be responsible for engraving their details on the trophy before returning same.

The following agreement shall be signed on behalf of the winners of the trophy:

"We, A.B. the ofFootball Club, C.D. and E.F members of and representing the said Club, having been declared winners of the [] Trophy and the same having been delivered to us by the said Competition, do hereby on behalf of the said Club, jointly and severally agree to return the same to the League Secretary, on or before 1st March next in good order and condition, suitably inscribed, in accordance with the Rules of the Competition and if the said Trophy is lost or damaged whilst under our care, we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."

Any Club not returning the Competition trophy by the due date, returning them in poor condition or without being engraved will be fined in as determined by the Board.

11. ADMISSION CHARGES

The minimum charge for admission to all matches shall be £2 including VAT. Clubs may, at their discretion, vary the operation of this rule in respect of the admission of juveniles and senior citizens or other concessions they deem appropriate.

Admission charges, excluding home Club concessions as appropriate, must be the same for home and visiting supporters at Competition matches.

12. MEDICAL PERSONNEL

All Clubs shall have a therapist present throughout each Competition Match who has passed as a minimum The FA Intermediate Treatment of Injury" course (or its equivalent) and who holds a valid first aid certificate.

13. CHILD PROTECTION POLICY

All personnel involved in Competition matches must have clearance from the Criminal Records Bureau and provide their Clearance Certificate number to the Competition, if requested

Section 3

Appendices

Appendices

A	Regulations for Football Association Appeals (Fast Track and Non Fast Track)
B	Play Offs – Step 3
C	Play Offs – Step 4
D	Financial Reporting Initiative
E	N/A to Steps 3 & 4
F	Televising of Matches
G	Regulations for the Operation of the National League System
H	Embargo
I	N/A to Steps 3 & 4
J	Standing Orders
K	Kicks form the Penalty Mark
L	N/a
M	Standard Fees Tariff
N	Standard Fines Tariff
O	N/A to Steps 3 & 4 (covered by App G)
P	Rules of the Cup Competitions
Q	Club Licensing
R	Regulations for Appeals to the League
S	Guidance notes for Pitch Inspections
T	Rules of the Benevolent Fund
U	Child Protection Policy Statement
V	FA Kit and Advertising Regulations

APPENDIX A
REGULATIONS FOR FOOTBALL ASSOCIATION APPEALS
FAST TRACK AND NON FAST TRACK

C - APPEALS - NON-FAST TRACK

These Regulations set out the provisions relating to appeals conducted in accordance with the Rules, save for appeals arising from matters proceeding under Part E: Fast Track Regulations (which shall be conducted in accordance with Part E: Fast Track 7: Appeals – Fast Track therein).

Unless otherwise stated, any reference to a day or days in this Part C: Appeals – Non-Fast Track shall not include Bank Holidays.

..... GROUNDS OF APPEAL

- 1 The grounds of appeal available to The Association shall be that the body whose decision is appealed against:
 - 1.1 misinterpreted or failed to comply with the Rules and/or regulations of The Association relevant to its decision; and/or
 - 1.2 came to a decision to which no reasonable such body could have come; and/or
 - 1.3 imposed a penalty, award, order or sanction that was so unduly lenient as to be unreasonable.
- 2 The grounds of appeal available to Participants shall be that the body whose decision is appealed against:
 - 2.1 failed to give that Participant a fair hearing; and/or
 - 2.2 misinterpreted or failed to comply with the Rules and/or regulations of The Association relevant to its decision; and/or
 - 2.3 came to a decision to which no reasonable such body could have come; and/or
 - 2.4 imposed a penalty, award, order or sanction that was excessive.
- 3 Where an appeal is brought by FIFA, UKAD or WADA against a decision of a Regulatory Commission pursuant to the Association's Anti-Doping Regulations, any of the grounds set out at paragraphs 1 and 2 above may be relied upon.

..... APPEAL PROCESS

Commencement of Appeal and Response

- 4 Appeal timings shall run from the date of notification of the decision being appealed against ("**Notification Date**"). The Notification Date shall be:
 - 4.1 the date of provision of the written decision; or
 - 4.2 where the relevant rules or regulations provide that written reasons may be produced or requested, the date of provision of the written reasons.
- 5 In the case of an appeal from a decision of a Regulatory Commission or Disciplinary Commission;
 - 5.1 notification of the intention to appeal shall be made in writing to The Association (or to the relevant Participant, where The Association is the appellant) within seven days of the Notification Date.
 - 5.2 a notice of appeal (the "**Notice of Appeal**") with The Association by email to JudicialServices@TheFA.com (or, where The Association is the appellant, with the relevant Participant) within 14 days of the Notification Date.
- 6 In case of all other appeals, the timings set out in paragraph 5 above shall apply, unless the relevant rules provide otherwise.

- 7 The Notice of Appeal must:
 - 7.1 identify the specific decision(s) being appealed;
 - 7.2 set out the ground(s) of appeal and the reasons why it would be substantially unfair not to alter the original decision;
 - 7.3 set out a statement of the facts upon which the appeal is based;
 - 7.4 save for where the appellant is The Association, in which case no appeal fee will be payable, be accompanied by the relevant appeal fee as set out in paragraph 21 of Part A: General Provisions. Where an appeal is lodged electronically, the appeal fee must be received not later than the third day following the day of despatch of the electronic notification (including both the day of despatch and receipt);
 - 7.5 where appropriate, apply for leave to present new evidence under paragraph 10 below.
- 8 The respondent shall serve a written reply to the Notice of Appeal (the **“Response”**) on an appellant and the Appeal Board within 21 days of the lodging of the Notice of Appeal. Where appropriate, the Response must include an application for leave to present new evidence under paragraph 10 below.
- 9 Where the Regulatory Commission or other body appealed against has not stated the reasons for its decision:
 - 9.1 the appellant shall request written reasons from that body which shall be provided to the Appeal Board; or
 - 9.2 the Appeal Board shall require that a member of that body attends the appeal hearing. In which case:
 - (i) questions may be put by the Appeal Board at a hearing to satisfy itself as to the reasons for the decision;
 - (ii) cross-examination by the appellant or respondent shall not be permitted;
 - (iii) 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.
 - 9.3 In addition to the above, The Association may also request written reasons from a Disciplinary Commission where it is acting as secretariat to a relevant Appeal Board.

New Evidence

- 10 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 Response. Any application must set 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 (i) with the reason given as to why it was not, or could not have been, presented at the original hearing and (ii) that such evidence is relevant. The Appeal Board’s decision shall be final. Where leave to present new evidence has been granted, in all cases the other party will be given an opportunity to respond.

Appeal Board Proceedings

- 11 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):
 - 11.1 the Charge;
 - 11.2 the Reply;
 - 11.3 any documents or other evidence referred to at the original hearing relevant to the appeal;
 - 11.4 any transcript of the original hearing;
 - 11.5 the notification of decision appealed against and, where they have been given, the reasons for the decision;
 - 11.6 any new evidence;
 - 11.7 the Notice of Appeal;
 - 11.8 the Response.

11 - DISCIPLINARY REGULATIONS

- 12** An appeal shall be by way of a review on documents only and shall not involve a rehearing of the evidence considered by the body appealed against. The parties shall however be entitled to make oral submissions to the Appeal Board. Oral evidence will not be permitted, except where the Appeal Board gives leave to present new evidence under paragraph 10 above.
- 13** Once an appeal has been commenced, it shall not be withdrawn except by leave of the Appeal Board (or the Judicial Panel Chairman (or their nominee) if an Appeal Board has not yet been convened). Where an appeal is so withdrawn, the Appeal Board may make such order for costs, or such order in respect of any bond lodged pursuant to paragraphs 27 to 37 below, as it considers appropriate.
- 14** The chairman of an Appeal Board (or the Judicial Panel Chair (or their nominee) if an Appeal Board has not yet been convened) 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:
- 14.1** extending or reducing any time limit;
 - 14.2** amending or dispensing with any procedural steps set out in these Regulations;
 - 14.3** instructing that a transcript be made of the proceedings;
 - 14.4** ordering parties to attend a preliminary hearing;
 - 14.5** ordering a party to provide written submissions.
- The decision of the chairman of the Appeal Board or the Judicial Panel Chair (or their nominee) (as applicable) shall be final.
- 15** The Appeal Board may adjourn a hearing for such period and upon such terms (including an order as to costs) as it considers appropriate.
- 16** 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.
- 17** The following procedures shall be followed at an appeal hearing unless the Appeal Board thinks it appropriate to amend them:
- 17.1** the appellant to address the appeal board, summarising its case;
 - 17.2** any new evidence to be presented by the appellant;
 - 17.3** the respondent to address the appeal board, summarising its case;
 - 17.4** any new evidence to be presented by the respondent;
 - 17.5** each party to be able to put questions to any witness giving new evidence;
 - 17.6** the Appeal Board may put questions to the parties and any witness giving new evidence at any stage;
 - 17.7** the respondent to make closing submissions;
 - 17.8** the appellant to make closing submissions.
- 18** 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.

APPEAL BOARD DECISIONS

General

- 19 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.
- 20 The Appeal Board shall notify the parties of 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.
- 21 The Appeal Board shall have power to:
 - 21.1 allow or dismiss the appeal;
 - 21.2 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;
 - 21.3 remit the matter for re-hearing;
 - 21.4 order that any appeal fee be forfeited or returned as it considers appropriate;
 - 21.5 make such further or other order as it considers appropriate, generally or for the purpose of giving effect to its decision.
 - 21.6 order that any costs, or part thereof, incurred by the Appeal Board be paid by either party or be shared by both parties in a manner determined by the Appeal Board.
- 22 Decisions of the Appeal Board shall be final and binding and there shall be no right of further challenge, except in relation to appeals:
 - 22.1 to CAS brought by FIFA or WADA pursuant to the Anti-Doping Regulations; or
 - 22.2 concerning the amount of costs any party is ordered to pay by the Appeal Board (which is considered in paragraph 24 below).

Other Costs

- 23 Any costs incurred in bringing, or responding to, an appeal shall normally be borne by the party incurring the costs. In exceptional circumstances the Appeal Board may order one party to pay some or all of the other party's costs. Such costs will not include any legal costs. Any applications for such costs must be made at the Appeal Board and must include details of the exceptional circumstances.
- 24 An appeal against only the quantum of costs ordered to be paid shall be heard and determined by either:
 - 24.1 a single person appointed by Sport Resolutions (UK) (or a similar independent body as determined by The Association from time to time). That person shall decide all matters of procedure for how such an appeal will be conducted; or
 - 24.2 where the appeal proceedings relate to a decision of an Affiliated Association; or a league operating at Step 5 or below of the National League System; or a league operating at Tier 3 and below of the Women's Football Pyramid, it shall be determined by the Judicial Panel Chairman, who shall decide all matters of procedure for how the appeal will be conducted.

Guidance: with regard to costs appeals under Paragraph 24.2, the Judicial Panel Chair may invite submissions from the National Game Disciplinary Chair (as defined in the National Game Chair Terms of Reference) when determining the matter.

Written Decision and Written Reasons

- 25** As soon as practicable after the hearing, the Appeal Board shall publish a written statement of its decision, which shall state:
- 25.1** the names of the parties, the decision(s) appealed against and the grounds of appeal;
 - 25.2** whether or not the appeal is allowed; and
 - 25.3** the order(s) of the Appeal Board.
- 26** The Appeal Board shall, upon the request of the appellant or the respondent (such request to be received at The Association within three Business Days of the date of the notification of the decision), give written reasons for the decision.

APPEALS FROM DECISIONS OF LEAGUES: BOND APPLICATIONS

- 27** The provisions relating to bond applications at paragraphs 28 to 37 shall only apply where an appellant is appealing a decision of a League (save for decisions of the Premier League or the EFL).
- 28** Within seven days of lodging the Notice of Appeal, the League (as respondent) may make an application for the Appeal Board to require a bond to be lodged by the appellant before the appeal may progress.
- 29** Whilst such a bond application is being processed, no Response to the Notice of Appeal will be due from the Respondent in accordance with paragraph 8 above.
- 30** Any bond application must be copied to the appellant, and must:
- 30.1** state the grounds for the application; and
 - 30.2** state the amount applied for.
- 31** The appellant may provide a response to the bond application within seven days of its submission.
- 32** Whether or not the appellant has provided any response to it, the Appeal Board shall consider the bond application as soon as practicable after the seventh day following its submission. The Appeal Board may, in its discretion, consider the bond application on papers alone, or require the parties to attend a personal hearing. Any such personal hearing shall be conducted according to such timings and procedure as the Appeal Board may determine at its discretion.
- 33** The test to be applied by the Appeal Board is whether it is satisfied that there is a real risk that the appellant will not pursue the appeal to a final determination by the Appeal Board. Where it is so satisfied, the Appeal Board may order the appellant to lodge a bond with The Association on such date and in such amount as it considers appropriate. The Appeal Board's decision in this respect shall be final and binding with no further right of appeal. For the avoidance of doubt, consideration of a bond may only be given by an Appeal Board following submission of an application by a respondent in accordance with paragraph 28.
- 34** Where an Appeal Board orders a bond to be lodged with The Association, the Appeal may not proceed until the bond is duly lodged. In any such appeal, notwithstanding the terms of paragraph 8 above, the respondent shall serve its response to the Notice of Appeal within 14 days from the date that the bond is lodged with The Association.
- 35** Where an Appeal Board decides not to order a bond to be lodged with The Association, notwithstanding the terms of paragraph 8 above, the respondent shall serve its response to the Notice of Appeal within 14 days from the date of the Appeal Board's decision.
- 36** Any bond lodged with The Association pursuant to paragraph 33 above will be held by The Association until the final determination of the appeal by an Appeal Board. Following such final determination, the bond shall in all cases be returned to the appellant in full.

- 37** Notwithstanding the terms of paragraph 23 below, in any case where a bond has been lodged with The Association, and the appeal is not pursued by the appellant to a final determination by the Appeal Board, the Appeal Board shall have a discretion to order the forfeiture of any part or all of the bond, such amount to be paid in full to the respondent to cover any costs it has so far incurred in responding to the appeal.

D - ON-FIELD REGULATIONS

SCOPE

- 1** Save where otherwise stated, Section One of these On-Field Regulations applies to Players associated with:
 - 1.1 Category 1:** Clubs in the Premier League, EFL Leagues, the National League, The FA WSL and The FAWC playing First Team Competitive Matches;
 - 1.2 Category 2:** Clubs in the Premier League, EFL Leagues, the National League playing Non-First Team Competitive Matches in male open aged teams, Under 19s, Under 18s and Academy teams; and
 - 1.3 Category 3:** a team competing in the National League (North and South Divisions), the Isthmian League, the Northern Premier League and the Southern League playing Matches in any League, League cup competition, the FA Challenge Cup and the FA Trophy.
- 2** Section Two of these On-Field Regulations applies to Players associated with:
 - 2.1 Category 4:** Clubs in the Premier League, EFL Leagues, the National League, The FA WSL and The FAWC playing Friendly Matches.
- 3** Section Three of these On-Field Regulations applies to Players (and, where stated, other Participants) associated with:
 - 3.1 Category 5:**
 - a) a team competing in all divisions of Leagues at Steps 5 to 6 of the National League System playing Matches in any Competition;
 - b) a team competing outside the National League System playing in Saturday Football, Sunday Football, Midweek Football, Representative Football, Veterans Football, Further Education Football and Youth Football (as recognised by The Association from time to time); and
 - c) any affiliated team of a Club to which Categories 1 to 4 above do not apply playing Matches in any Competition.
- 4** Section Four of these On-Field Regulations applies to Technical Area Occupants associated with:
 - 4.1** Clubs in Category 1 playing First Team Competitive Matches; and
 - 4.2** Clubs or teams in Category 3 and Category 5 (as set out above).

FAST TRACK 7: APPEALS – FAST TRACK

GENERAL

- 1 These Regulations set out the provisions relating to appeals arising from matters proceeding under a Fast Track. For the avoidance of doubt, there shall only be a right of appeal from matters proceeding under Fast Track 1, Fast Track 2 and Fast Track 6.
- 2 Where an appeal is made from a Fast Track 2 matter by a Participant affiliated to a Club at Category 3, any time limits set out herein shall not apply.
- 3 A decision relating to a Preliminary Application made in a matter proceeding under a Fast Track shall be final and binding and there shall be no right of further challenge.
- 4 Submissions, evidence and any other relevant material not submitted within the time limits set out herein may not be considered by the Appeal Board.

GROUND OFS OF APPEAL

- 5 Save where otherwise stated, the grounds of appeal available to The Association shall be that the body whose decision is appealed against:
 - 5.1 misinterpreted or failed to comply with the Rules and/or regulations of The Association relevant to its decision; and/or
 - 5.2 came to a decision to which no reasonable such body could have come; and/or
 - 5.3 imposed a penalty, award, order or sanction that was so unduly lenient as to be unreasonable.
- 6 Save where otherwise stated, the grounds of appeal available to Participants shall be that the body whose decision is appealed against:
 - 6.1 failed to give that Participant a fair hearing; and/or
 - 6.2 misinterpreted or failed to comply with the Rules and/or regulations of The Association relevant to its decision; and/or
 - 6.3 came to a decision to which no reasonable such body could have come; and/or
 - 6.4 imposed a penalty, award, order or sanction that was excessive.

REPRESENTATION

- 7 In matters proceeding under this Appeals Fast Track, Participants shall have the right to attend and may be represented in accordance with, and subject to, the provisions of paragraph 10 of Part A: General Provisions. For the avoidance of doubt, failure to comply with the notification requirements set out in paragraph 10 of Part A: General Provisions will result in the right to representation being forfeited.
- 8 An Appeal Board may also conduct a hearing on the basis of written submissions only, should the appellant not wish to be present or represented in person.

PROCEDURE

Notification of Intention to Submit an Appeal

- 9** Where the Participant of The Association intends to lodge an appeal, they must notify The Association by email (JudicialServices@TheFA.com):
- 9.1** by 12 noon on the first Business Day following the Regulatory Commission; or
 - 9.2** in cases where written reasons are requested, by 12 noon on the first Business Day following receipt of the written reasons.
- 10** Once an appeal has been commenced, it shall not be withdrawn except by leave of the Appeal Board (or the Judicial Panel Chairman (or their nominee) if an Appeal Board has not yet been convened). Where an appeal is so withdrawn, the Appeal Board may make such order for costs as it considers appropriate.

Submissions

- 11** The appellant (whether the Participant or The Association) must, by 6pm on the first Business Day following notification of intention to appeal, provide The Association and the Judicial Panel Chairman (or their nominee) with copies of all submissions, evidence and any other relevant material upon which they intend to rely. Where the appellant is a Participant, they must also provide the appeal fee of £100.
- 12** An appeal shall be by way of a review of documents and oral submissions only and shall not involve a rehearing of the evidence considered by the Regulatory Commission. The Association will ensure that all documents relating to the original Regulatory Commission hearing are provided to the Appeal Board.

Responses

- 13** The respondent (whether the Participant or The Association) must, within two Business Days of receipt of the appellant's submissions evidence and material, provide its responses to the appellant and the Appeal Board.

New Evidence

- 14** New evidence may be admitted with the permission of the Chairman of the Appeal Board. An application for leave to present new evidence must be made when providing submissions or Response (as applicable). Such application must set 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 decision of the Chairman of the Appeal Board shall be final. Where leave to present new evidence has been granted, in all cases the other party will be given an opportunity to respond. The Appeal Board's decision shall be final.

Appeal Board

- 15** The Appeal Board will hear the appeal at the earliest available opportunity but, in any case, no earlier than on the second day after submission of responses.
- 16** The following procedures shall be followed at a personal hearing before an Appeal Board, unless the Appeal Board considers it appropriate to amend them:
- 16.1** the appellant to address the appeal board, summarising its case;
 - 16.2** any new evidence to be presented by the appellant;
 - 16.3** the respondent to address the appeal board, summarising its case;
 - 16.4** any new evidence to be presented by the respondent;
 - 16.5** each party to be able to put questions to any witness giving new evidence;
 - 16.6** the Appeal Board may put questions to the parties and any witness giving new evidence at any stage;
 - 16.7** the respondent to make closing submissions;
 - 16.8** the appellant to make closing submissions.
 - 16.9** the Appeal Board to decide whether the appeal is allowed or dismissed.

DECISIONS

- 17** A decision of the Appeal Board shall be final and binding and there shall be no right of further challenge.
- 18** The Appeal Board shall have power to:
- 18.1** allow or dismiss the appeal;
 - 18.2** increase or decrease the penalty, award or sanction originally imposed;
 - 18.3** make such further or other order as it considers appropriate.

COSTS

- 19** Costs shall fall to be determined in accordance with the provisions of paragraphs 54 to 55 of Part A: General Provisions.

Appendix B

Play Off Matches – Step 3

1. Participation

Please refer to Appendix G – Regulations for the Operation of the national League System

2. Sequence of Matches - Venues

Subject to four Clubs qualifying to participate, the two Play-Off Semi-Finals will comprise (1) the highest placed of the qualifying Clubs playing at home to the 4th highest placed of the qualifying Clubs and (2) the 2nd highest placed of the qualifying Clubs playing at home to the 3rd highest placed of the qualifying Clubs. The winning Semi-Finalists will meet in the final with the highest placed of the two Clubs playing at home.

Should only three Clubs qualify for participation in the Play-Offs then the highest placed of the qualifying Clubs will be exempt to the final in which they will play at home to the winner of the one Semi-Final that will comprise the 2nd highest placed of the qualifying Clubs playing at home to the 3rd highest placed of the qualifying Clubs. Should only two Clubs qualify for the Play-Offs then the Final will comprise the highest placed Club playing at home to the 2nd highest placed Club.

The Semi- Finals and Final will be played to a conclusion as one-off games and should the scores finish level at the end of normal time then 15 minutes each way extra time will be played. Should the scores still be level at the end of extra time then the winners will be decided by the taking of kicks from the penalty mark.

3. Dates of Games

As set by the Board each season

Should a Club that has qualified to play at home either in the Semi - Final or Final not be able to host the game at their normal home ground on the scheduled date and kick-off time then the game will be played on the ground of their opponents.

4. Financial Arrangements

All Play-Off games will be played under the terms of the Cup Rules (Appendix P) with the net gate being distributed on the ratio of 37.5% to each of the two Clubs and the balance of 25% payable to the League.

All matches are arranged by the League and are not treated as “Home” matches of the Club on whose ground the match is played. All complimentary tickets will be issued by or at the direction of the League who must be consulted on all arrangements including the allocation of Directors Box tickets.

5. Trophies

As per League Rule 19

6. Other Matters

Any matters arising not covered above should be referred to the League Secretary who will consult with the Board as may be appropriate.

Appendix C

Play Off Matches – Step 4

1. Participation

Please refer to Appendix G – The Regulations for the Operation of the National League System.

2. Sequence of Matches - Venues

Subject to four Clubs qualifying to participate, the two Play-Off Semi-Finals will comprise (1) the highest placed of the qualifying Clubs playing at home to the 4th highest placed of the qualifying Clubs and (2) the 2nd highest placed of the qualifying Clubs playing at home to the 3rd highest placed of the qualifying Clubs. The winning Semi-Finalists will meet in the final with the highest placed of the two Clubs playing at home.

Should only three Clubs qualify for participation in the Play-Offs then the highest placed of the qualifying Clubs will be exempt to the final in which they will play at home to the winner of the one Semi-Final that will comprise the 2nd highest placed of the qualifying Clubs playing at home to the 3rd highest placed of the qualifying Clubs. Should only two Clubs qualify for the Play-Offs then the Final will comprise the highest placed Club playing at home to the 2nd highest placed Club.

The Semi- Finals and Final will be played to a conclusion as one-off games and should the scores finish level at the end of normal time then 15 minutes each way extra time will be played. Should the scores still be level at the end of extra time then the winners will be decided by the taking of kicks from the penalty mark.

3. Dates of Games

As set by the Board each season

Should a Club that has qualified to play at home either in the Semi - Final or Final not be able to host the game at their normal home ground on the scheduled date and kick-off time then the game will be played on the ground of their opponents.

4. Financial Arrangements

All Play-Off games will be played under the terms of the Cup Rules (Appendix P) with the net gate being distributed on the ratio of 37.5% to each of the two Clubs and the balance of 25% payable to the League.

All matches are arranged by the League and are not treated as “Home” matches of the Club on whose ground the match is played. All complimentary tickets will be issued by or at the direction of the League who must be consulted on all arrangements including the allocation of Directors Box tickets.

5. Trophies

As per League Rule 19

6. Other Matters

Any matters arising not covered above should be referred to the League Secretary who will refer to the Board or The FA Leagues Committee as appropriate.

APPENDIX D

FINANCIAL REPORTING INITIATIVE STEPS 3 and 4

Arrears – A Club will be deemed, for the purposes of this Regulation, to have Arrears if it has not, by 31 August and 28 February (collectively the ‘Reporting Dates’) of each Membership Year, Satisfied in Full its liability to HMRC in respect of PAYE/NI and VAT as shown in the table below.

Reporting Date	HMRC liability required to be Satisfied in Full (PAYE/NIC)*	HMRC liability required to be Satisfied in Full (VAT)*
31 August	All PAYE/NIC incurred up to 31 May	All VAT up to quarter ended either Mar/Apr/May
28 February	All PAYE/NIC incurred up to 30 November	All VAT up to quarter ended either Sept/Oct/Nov
*For the avoidance of doubt, this refers to all amounts incurred and outstanding in respect of PAYE/NIC and VAT		

HMRC – Means HM Revenue & Customs or other such government department(s) that may replace the same.

PAYE/NI – Means any and all payments required to be made by the Club in respect of income tax and national insurance contributions

Embargo – as defined in the Rules .

Satisfied in Full – Means where a Club has:

- Paid in Full all its Arrears; and/or
- entered a Time to Pay Agreement and scheduled payments are current with HMRC in respect of all its Arrears.

Time to Pay Agreement – means an agreement in writing between the Club and HMRC in relation to the repayment of arrears to HMRC in respect of PAYE/NIC and VAT

VAT – Means any and all payments required to be made by the Club in respect of Value Added Tax.

1 Introduction

- 1.1 This document forms the basis of the Financial Reporting Initiative (‘FRI’) as enabled by Rule 41 of the Competition Rules (‘the Rules’).
- 1.2 Each Club that is a member of the Competition shall be subject to the requirements of the FRI, as set out from time to time in this document.
- 1.3 Any breach of the terms of the FRI shall be dealt with in accordance with the terms of the FRI and the Rules of the Competition.

- 1.4 The FRI came into effect on 16th June 2012. The sanctions set out at Section 3 below shall apply with effect from 26th August 2020. This version was amended on [enter date of Council ratification 2021]

2 Procedure

Initial Reporting

- 2.1 By 31 August and 28 February of each Membership Year (collectively 'the Reporting Dates'), each Club shall submit the following information to the Competition:
- (i) a mandate signed by a duly authorised club signatory granting the Competition consent to discuss its tax affairs directly with, and receive information from, HMRC, such consent to take the form as prescribed by the Competition from time to time (31 August only);
 - (ii) whether they are registered for PAYE/National Insurance and/or VAT, and if so, what their registration numbers are (31 August only);
 - (iii) A copy of the Statement of the Club's current position for PAYE/NI at 31 May or 30 November respectively obtainable from the Club's account with HMRC On line services or failing that a written confirmation from a third party (eg the Club's payroll processor) of the Club's PAYE/NI position at 31 May or 30 November that is acceptable to the Competition;
 - (iv) A completed form in such format as the League shall decide disclosing:
 - The Club's total liability to HMRC in respect of PAYE/National Insurance as at 31 May and 30 November respectively, analysed by month;
 - The Club's total liability to HMRC in respect of VAT as at the VAT quarter end date most recently ended before the reporting date, analysed by quarter;
 - (v) Any other relevant information that the Competition may require.
- 2.2 Forms must be submitted in either hard copy or by email to the League office by 5pm on the relevant due date. All documentation must be signed by two authorised signatories of the Club. Clubs must retain a copy of all documentation submitted to the League.
- 2.3 In considering the application of this Rule, the Board shall adopt such procedures and take such action for the determination of any matter, dispute or difference as it considers appropriate.

Ongoing Reporting

- 2.4 A Club will be required to Satisfy in Full its Arrears on or before each Reporting Date.
- 2.5 Any Club that has failed to Satisfy in Full its Arrears on or before each Reporting Date must notify the League of this fact by 5pm on the Reporting Date.

2.6 Any Club that defaults on a Time to Pay agreement must notify the League of this fact within five working days.

2.7 Any Club that is subject to a Time to Pay agreement is required to advise the League of any payments made under the terms of the Time to Pay Agreement within 5 working days of making such a payment and provide evidence of the payment.

3 Sanctions

3.1 Any Club that fails to provide some or all of the documentation detailed in clause 2.1 shall be subject to an immediate Embargo.

3.2 Any Club that:

- by each Reporting Date, has failed to Satisfy in Full its Arrears; and/or
- defaults on a Time to Pay agreement;

shall be subject to an immediate Embargo until such time as the Arrears are Satisfied in Full.

3.3 Any Club that:

- fails to notify the League that it has not Satisfied in Full its Arrears on or before any Reporting Date; and/or
- fails to notify the League that it has defaulted on a Time to Pay agreement within five working days of the default occurring;

shall be subject to an immediate Embargo and shall be subject to such additional sanction as the Board or Sub-Committee detailed at Section 4 shall decide.

3.4 The Embargo referred to at paragraphs 3.2 and 3.3 above shall not apply where the Arrears total £500 or less.

3.5 Any Club that fails to comply with the reporting requirements of paragraph 2.7 above shall be subject to a sanction determined by the Board or the Sub-Committee detailed in Section 4.

3.6 In the event of a Club breaching any of the requirements of this Rule, and being found guilty of Misconduct, the Board reserves the right to impose any penalty it deems appropriate, including, but not limited to, the withholding of central funding to any Club.

4 Sub-Committee

4.1 A sub-committee may be duly appointed and authorised by the Board of the Competition to consider and determine such matters pertaining to the FRI ('the Sub-Committee'). Such Sub-Committee may comprise representatives of the Board, League executive and any independent person that the Board may deem appropriate.

4.2 In the event that a Club is subject to an Embargo under the provisions of paragraphs 3.1 to 3.3, the Club may be required to appear before the Board or Sub-Committee. The Board or

Sub-Committee will meet with the Club not more than 21 days after the Sanction date at a time, date and venue of the Board or Sub-Committee's choosing.

- 4.3 The Sub-Committee, where appointed, shall have the power to recommend to the Board that they suspend any Embargo imposed under paragraphs 3.1 to 3.3 or make modifications or apply any conditions thereto such as they deem appropriate.

5 Other Matters

- 5.1 In considering the application of the FRI, the Board or its duly appointed Sub-Committee shall adopt such procedures and take such action for the determination of any matter, dispute or difference as it considers appropriate.
- 5.2 In the event that a Club believes that it is subject to specific circumstances that are not reflected in the initiative, they must report these circumstances immediately to the League. Such circumstances may include, but not be limited to, the following:
- a club not being registered for PAYE/Ni or VAT with HMRC;
 - a club having an arrangement in place with HMRC to make PAYE/Ni and or VAT payments on a basis other than the standard terms as set out in the relevant legislation, regulations or guidance in force from time to time;
 - a club being subject to an HMRC assessment;
 - a club having an amount in dispute with HMRC.

In such circumstances, the Board or the Sub-Committee reserves the right to request any necessary supporting documentation and to impose any additional or varied reporting requirements on such clubs as it deems appropriate.

- 5.3 The Board or Sub-Committee shall have the right to inspect or duly authorise an independent agent or The FA to inspect the books and records of any Club in assisting it in determining matters pertaining to the Initiative.
- 5.4 Clubs will have the right to appeal any decision by the Board or Sub-Committee pertaining to the application of the FRI. Such an appeal will be subject to the conditions laid down in Rule 17 of the Competition.
- 5.5 For the avoidance of doubt, any Club that has become a member of the Competition through promotion, relegation or by any other means is required to comply with the provisions of this Rule in its entirety.

Appendix F

Televising of Matches

1. No Matches in any Competition played under the jurisdiction of The Isthmian Football League Limited shall be televised or recorded or transmitted by satellite, cable, internet, or any similar method except with the written consent of the League Secretary nor shall any Club take part in any match (except matches in the Football Association Challenge Cup, Trophy competitions) which is to be televised or recorded or transmitted by satellite or cable or any similar method without first obtaining the written consent of the League Secretary.
2. The Isthmian Football League Limited or any subsidiary or associated company of The Isthmian Football League Limited or its duly authorised agent or broadcaster (and its respective employees and agents) shall be allowed access to the grounds of Clubs (and to the television gantries, camera positions, and facilities) for the purpose of recording or broadcasting matches under the jurisdiction of the Isthmian Football League Limited.

Appendix G

National League System Regulations

1. DEFINITIONS

In the interpretation of these Regulations: any words and expressions, unless otherwise defined herein, shall be words and expressions as defined as follows:-

“The Association” means The Football Association Limited.

“Club” means a football club for the time being in a League in membership of the NLS or Feeder Leagues (as applicable)

“Committee” in these Regulations means the relevant Committee appointed by the Association.

“Competition” in these Regulations means a League in the NLS.

“Conditional Licence” means a Licence with conditions attached to be met by a Club within a period determined by the Competition in which the Club holding the Licence is allocated by the Committee. Such period is not to exceed 1 March in the Membership Year to which the Licence relates. Save in exceptional circumstances a Conditional Licence cannot be granted to a Club for successive Membership Years in respect of the same Criterion.

“Criteria” means the Criteria for participation in Play Off Matches and Inter-Step Play Off Matches as set out in regulation 9 of these Regulations.

“Feeder Leagues” means Regional NLS Feeder Leagues from where a Club can enter the NLS.

“League” means any competition sanctioned by The Association and/or an Affiliated Association in membership of the NLS or Feeder Leagues (as applicable).

“Licence” means an annual licence required to be held by a Club to be a member of a Competition that may be either an Unconditional Licence or Conditional Licence.

“NLS” means the National League System of competitions controlled by The Association where promotion and relegation links exist between participating Leagues.

“Playing Season” means the period between the date on which the first competitive fixture in the League is played each year until the date on which the last competitive fixture in the League is played. For Clubs participating in Play Off Matches this does include the period when Play Off Matches are played.

“Play Off Match(es)” means matches played between Clubs in a Play Off Position on a format to be determined by each League provided that the format is the same across each Step.

“Play Off Position” means the position of a Club at the end of each Playing Season which is provided for in Standardised Rule 12 as qualifying the Club to take part in a Play Off Match to qualify for promotion to the next Step for the next Playing Season.

“Regular Season” means the period between the date on which the first competitive fixture in the League is played each year and the date on which the last competitive fixture in the League is played, excluding Play Off Matches.

“Regulations” means these regulations.

“Rules” means The Association’s Standardised Rules or The Association’s Standard Code of Rules under which a League is administered.

“Step” means the level at which a Club participates in the NLS or Feeder League (as applicable).

“Unconditional Licence” means a Licence without any conditions attached.

1.1 Due to the impact of COVID-19, a number of regulations were temporarily amended or disapplied

for the 2020/2021 season. It is intended that any temporarily amended or disapplied regulations will be reinstated for the commencement of the 2021/2022 season, save where any further amendments have been approved by FA Council. A number of existing regulations have also been amended.

2. THE NLS SHALL BE OPERATED IN ACCORDANCE WITH THE REGULATIONS.

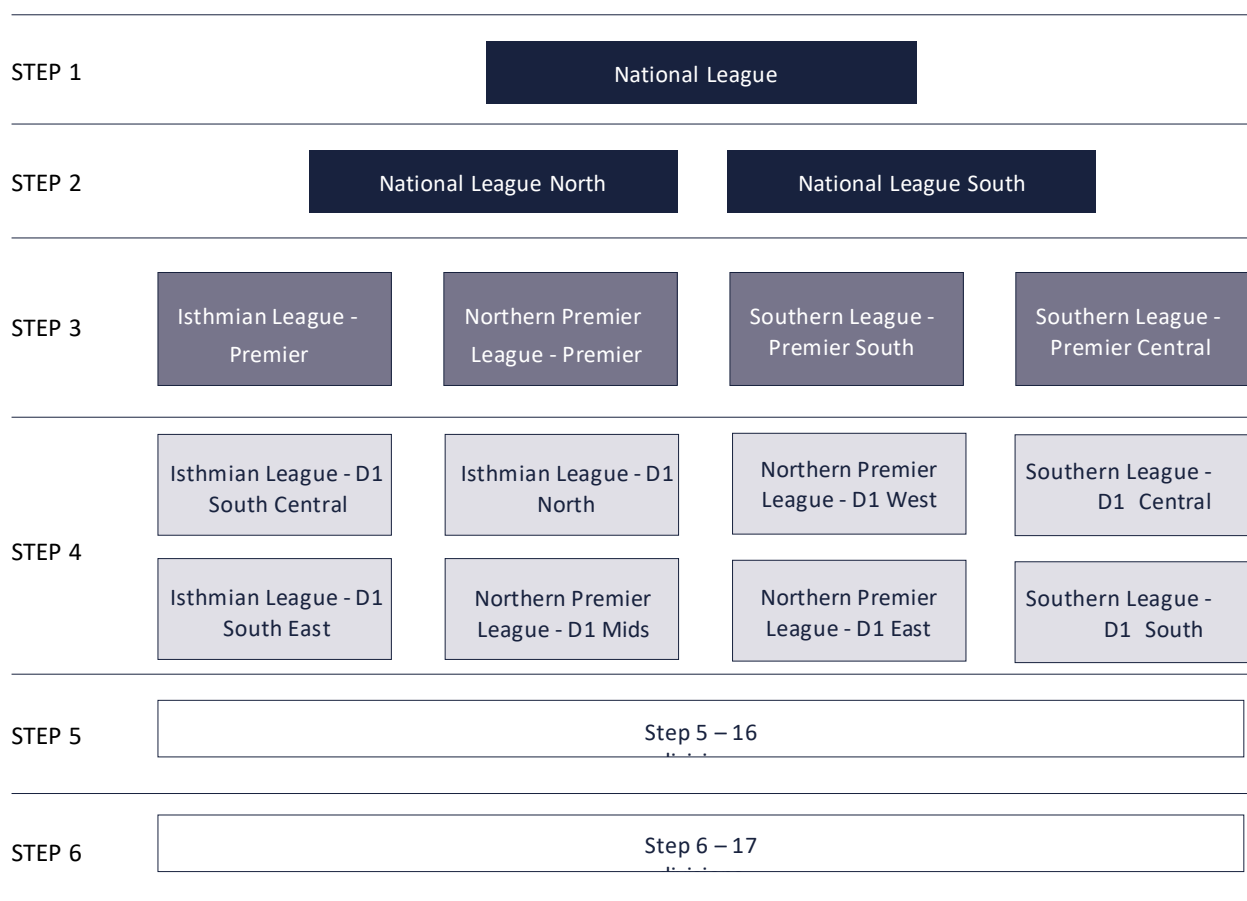
The aims and objectives of the NLS are to provide:

- 2.1 Clubs with a level of competitive football appropriate to their playing ability, stadium/ ground facilities and geographical location.
- 2.2 A framework for discussion on matters of policy and common interest to Leagues and Clubs.
- 2.3 The seasonal movement of Clubs.
- 2.4 A co-ordinated approach between Leagues regarding the final date of the Playing Season.

All Leagues are bound by the Regulations. A Club is bound by the Regulations from the date it has qualified for placement into the NLS until such time as it leaves the NLS for whatever reason.

3. NLS LEAGUE STRUCTURE

- 3.1 The current structure of the NLS is set out below:



The Leagues currently at Steps 5 and 6 are set out at the end of the Regulations.

Each Step shall have the following maximum number of Clubs: Step 1-24, Step 2-48, Step 3-88, Step 4- 160, Step 5 - 320, Step 6- 340. Clubs will be placed in the most geographically appropriate division.

- 3.2 Any league wishing to become part of the NLS must apply to the Committee by 31st December in the relevant year in such form and/or providing such information as shall be required by the Committee from time to time. The decision as to whether or not a league should be admitted to the NLS shall be made by the Committee which will then decide on the Step at which the League will compete.

3.3 Any League wishing to propose an adjustment to its position within the NLS must apply in writing to the Committee by 31st December in any year for such proposal to be determined by the Committee in order, if approved, to have effect in the following Playing Season.

4. RULES AND REGULATIONS FOR PROMOTION AND RELEGATION

The Committee shall provide for the seasonal promotion, relegation or the movement of Clubs.

5 DETAILED PROMOTION AND RELEGATION ISSUES

5.1 The criteria for entry to the NLS and the criteria for ground/stadium facilities and the Criteria for participation in Play Off Matches shall be determined by the Committee. All criteria so determined shall be published by The Association from time to time.

5.2 Subject to 5.5, at the conclusion of each Playing Season, the following procedures will apply to promotion / relegation subject to the application of the Rules:

Step 1 and Step 2

These regulations do not deal with promotion from Step 1

The Clubs finishing in the bottom four places at Step 1 at the end of the Playing Season will be relegated and placed in a feeder pool and placed in the most geographically appropriate division at Step 2 for the following Playing Season.

They will be replaced by the Clubs finishing in 1st position in each of the divisions at Step 2 together with a further two Clubs determined by a series of Play Off Matches. Where a Club finishes in 1st position but does not meet the criteria for promotion to the next Step, the Club finishing in 2nd position shall be promoted. The Clubs finishing in 2nd, 3rd, 4th, 5th, 6th and 7th positions shall be eligible to take part in the Play Off Matches. The Play Off Matches shall be played so that in each Step 2 division there is a qualifying round, semi-finals and a promotion final with all ties being played over a single leg at the ground of the higher placed Club. The winner of the promotion final in each Step 2 division will be promoted. If a Club is not eligible to enter Step 1 then it shall not take part in any Play Off Matches. In that event, such Club shall not be replaced and the Play Off Matches structure and draw shall be adjusted as necessary by the Competition on the basis of the remaining Clubs' final league positions.

Step 2 and Step 3

The Clubs in the bottom four places in each of the two divisions at Step 2 at the end of the Regular Season will be relegated and placed in a feeder pool and placed in the most geographically appropriate division at Step 3 for the following Playing Season.

They will be replaced by the Clubs finishing in 1st position in each of the four divisions at Step 3 together with a further four Clubs determined by a series of Play Off Matches. Where a Club finishes in 1st position but does not meet the criteria for promotion to the next Step, the Club finishing in 2nd position shall be promoted and the Club finishing in 3rd position (and so on) shall be the Club in the next eligible position to take part in the Play Off Matches. Where a Club finishes in a Play Off Position but does not meet the Criteria for participation in Play Off Matches the Club finishing in the next eligible position shall take part in the Play Off Matches. In each division at Step 3, the Play Off Matches shall be played so that the highest placed of the eligible Clubs plays against the lowest placed and the other two Clubs play each other. The ties will be played on a single match basis with the home Club being the Club with the best points per match ratio in the Regular Season. If there are only three eligible Clubs then the highest placed shall receive a bye to a second match where it will play the winner of the other Play Off Match and the winner of that match will play in the further Play Off Match described above. Clubs finishing below position 7 will not be eligible to take part in Play Off Matches.

The promoted Clubs will be placed in a feeder pool and placed in the most geographically appropriate division at Step 2 for the following Playing Season.

Step 3 and Step 4

The Clubs finishing in the bottom four places in each of the four divisions at Step 3 at the end of the Regular Season will be relegated and placed in a feeder pool and placed in the most geographically appropriate

division at Step 4 for the following Playing Season.

They will be replaced by the Clubs finishing in 1st position in each of the eight divisions at Step 4 together with a further eight Clubs determined by a series of Play Off Matches. Where a Club finishes in 1st position but does not meet the criteria for promotion to the next Step, the Club finishing in 2nd position shall be promoted and the Club finishing in 3rd position (and so on) shall be the Club in the next eligible position to take part in the Play Off Matches. Where a Club finishes in a Play Off Position but does not meet the Criteria for participation in Play Off Matches, the Club finishing in the next eligible position shall take part in the Play Off Matches. In each division at Step 4 the Play Off Matches shall be played so that the highest placed of the eligible Clubs plays against the lowest placed and the other two Clubs play each other. The ties will be played on a single match basis with the home Club being the Club with the best points per game ratio in the Regular Season. If there are only three eligible Clubs then the highest placed shall receive a bye to the second match where it will play the winner of the other Play Off Match and the winner of that match will be promoted. Clubs finishing below 7th position will not be eligible to take part in Play Off Matches.

The promoted Clubs will be placed in a feeder pool and placed in the most geographically appropriate division at Step 3 for the following Playing Season.

Step 4 and Step 5

2023/24 Season

The Clubs finishing in the bottom two places in each of the eight divisions at Step 4 at the end of the Regular Season will be relegated and placed in a feeder pool and placed in the most geographically appropriate division at Step 5 for the following Playing Season.

Clubs relegated for finishing in the bottom two places in each of the eight divisions at Step 4 will be replaced by the Clubs finishing in 1st position in each of the sixteen divisions at Step 5 together with a further 16 Clubs (one Club from each of the sixteen divisions at Step 5) determined by a series of Play Off Matches. Where a Club finishes in 1st position but does not meet the minimum criteria for promotion to the next Step (which shall include being awarded a Grade 5 following an independent ground grading inspection), the Club finishing in 2nd position shall be promoted and the Club finishing in 3rd position (and so on) shall be the Club in the next eligible position to take part in the Play Off Matches. Where a Club finishes in a Play Off Position but does not meet the Criteria for participation in Play Off Matches, the Club finishing in the next eligible position shall take part in the Play Off Matches. In each division at Step 5, the Play Off Matches shall be played so that the highest placed of the eligible Clubs plays against the lowest placed of the eligible Clubs and the other two eligible Clubs play each other. The ties will be played on a single match basis with the home Club being the Club with the best points per match ratio in the Regular Season. If there are only three eligible Clubs, then the highest placed eligible Club shall receive a bye and play the winner of the other Play Off Match, and the winner of that match will be promoted. Clubs finishing below 7th position will not be eligible to take part in Play Off Matches.

The promoted Clubs will be placed in a feeder pool and placed in the most geographically appropriate division at Step 4 for the following Playing Season. In addition, a Club promoted to Step 4 shall comply with the Licencing System provision as set out in Appendix 1 to the Standardised Rules.

2024/25 Season onwards

The Clubs finishing in the bottom four places in each of the eight divisions at Step 4 at the end of the Regular Season will be relegated and placed in a feeder pool and placed in the most geographically appropriate division at Step 5 for the following Playing Season.

Clubs relegated for finishing in the bottom four places in each of the eight divisions at Step 4 will be replaced by the Clubs finishing in 1st position in each of the sixteen divisions at Step 5 together with a further 16 Clubs (one Club from each of the sixteen divisions at Step 5) determined by a series of Play Off Matches. Where a Club finishes in 1st position but does not meet the minimum criteria for promotion to the next Step (which shall include being awarded a Grade 5 following an independent ground grading inspection), the Club finishing in 2nd position shall be promoted and the Club finishing in 3rd position (and so on) shall be the Club in the next eligible position to take part in the Play Off Matches. Where a Club finishes in a Play Off Position but does not meet the Criteria for participation in Play Off Matches, the Club finishing in the next eligible position shall take part in the Play Off Matches. In each division at Step 5, the Play Off Matches shall be played so that the highest placed of the eligible Clubs plays against the lowest placed of the eligible Clubs and

the other two eligible Clubs play each other. The ties will be played on a single match basis with the home Club being the Club with the best points per match ratio in the Regular Season. If there are only three eligible Clubs, then the highest placed eligible Club shall receive a bye and play the winner of the other Play Off Match, and the winner of that match will be promoted. Clubs finishing below 7th position will not be eligible to take part in Play Off Matches.

Step 5 and Step 6

2023/24 Season

The Clubs in bottom place in each of the sixteen divisions at Step 5 at the end of the Regular Season will be relegated and placed in a feeder pool and placed in the most geographically appropriate division at Step 6 for the following Playing Season.

These Clubs will be replaced by (i) the Clubs finishing in 1st position at the end of the Regular Season in each of the two divisions operated by the South West Peninsula League; (ii) the Clubs finishing in 1st position at the end of the Regular Season in each of the remaining fifteen divisions at Step 6; and (iii) a further fifteen Clubs determined by a series of Play Off Matches within those remaining fifteen divisions (i.e. not including the two divisions operated by the South West Peninsula League). Where a Club finishes in 1st position but does not meet the criteria for promotion to the next Step, the Club finishing in 2nd position shall be promoted and the Club finishing in 3rd position (and so on) shall be the Club in the next eligible position to take part in the Play Off Matches. Where a Club finishes in a Play Off Position but does not meet the Criteria for participation in Play Off Matches, the Club finishing in the next eligible position shall take part in the Play Off Matches. In each division at Step 6, the Play Off Matches shall be played so that the highest placed of the eligible Clubs plays against the lowest placed and the other two Clubs play each other. The ties will be played on a single match basis with the home Club being the Club with the best points per game ratio in the Regular Season. If there are only three eligible Clubs then the highest placed shall receive a bye to the second match where it will play the winner of the other Play Off Match and the winner of that match will be promoted. Clubs finishing below 7th position will not be eligible to take part in Play Off Matches.

The promoted Clubs will be placed in a feeder pool and placed in the most geographically appropriate division at Step 5 for the following Playing Season.

2024/25 Season onwards

The Clubs in the bottom two places in each of the sixteen divisions at Step 5 at the end of the Regular Season will be relegated and placed in a feeder pool and placed in the most geographically appropriate division at Step 6 for the following Playing Season.

These Clubs will be replaced by (i) the Clubs finishing in 1st position at the end of the Regular Season in each of the two divisions operated by the South West Peninsula League; (ii) the Clubs finishing in 1st position at the end of the Regular Season in each of the remaining fifteen divisions at Step 6; and (iii) a further fifteen Clubs determined by a series of Play Off Matches within those remaining fifteen divisions (i.e. not including the two divisions operated by the South West Peninsula League). Where a Club finishes in 1st position but does not meet the criteria for promotion to the next Step, the Club finishing in 2nd position shall be promoted and the Club finishing in 3rd position (and so on) shall be the Club in the next eligible position to take part in the Play Off Matches. Where a Club finishes in a Play Off Position but does not meet the Criteria for participation in Play Off Matches, the Club finishing in the next eligible position shall take part in the Play Off Matches. In each division at Step 6, the Play Off Matches shall be played so that the highest placed of the eligible Clubs plays against the lowest placed and the other two Clubs play each other. The ties will be played on a single match basis with the home Club being the Club with the best points per game ratio in the Regular Season. If there are only three eligible Clubs then the highest placed shall receive a bye to the second match where it will play the winner of the other Play Off Match and the winner of that match will be promoted. Clubs finishing below 7th position will not be eligible to take part in Play Off Matches.

The promoted Clubs will be placed in a feeder pool and placed in the most geographically appropriate division

Step 6 and relegation

At the end of the Regular Season the Clubs in the bottom three positions of each of the seventeen Step 6 divisions will be liable to relegation. The final number of Clubs to be relegated will be confirmed once promotion candidates from Feeder Leagues and any vacancies are known. If reprieves are required the Clubs third from bottom will be ranked on a points per match basis (then goal difference, then goals scored if required) - the Club(s) with the best points per match will be reprieved. If all third from bottom Clubs are reprieved, and a further reprieve(s) is required, the same process will apply for Clubs in second from bottom (and so on).

- 5.3 At Steps 2-5 the Club finishing in last place in the table at the end of the Regular Season will be relegated and not reprieved.
- 5.4 At Steps 1 to 6, if a Club becomes eligible to take part in a Play Off Match and refuses to take part in that match or if a Club qualifies for promotion and refuses to be promoted then that Club shall be relegated from the division it last played in and shall play the following Playing Season in the division at the next Step level below. If the refusal/ineligibility applies to a Club currently operating at Step 6, the Club will be removed from the NLS and placed in the appropriate Regional NLS Feeder League, provided there is an eligible Club at Feeder League level to replace them.
- 5.5 Where a vacancy occurs within the NLS the following procedures will apply:
 - 5.5.1 (a) Where a Club notifies its decision to resign from its League at the end of the Playing Season, then a vacancy is created on the date the notification of that decision is formally recorded by that League. Such resignation can only be withdrawn by the end of that Playing Season with the consent of the Board of that League.
 - (b) In all cases, that Club is treated as a relegated Club. The final table of that division is not affected.
 - (c) In cases where the vacancy is created after the end of the Playing Season but before the League's AGM, the vacancy will be filled in accordance with Regulation 5.5.2 below.
 - 5.5.2 (a) Where a vacancy occurs at Step 1 and Step 2 following the completion of a Playing Season the best ranked Club in a relegation position is reprieved.
 - (b) Where a vacancy arises at Step 3 to 6 following the completion of a Playing Season it shall be dealt with at the sole discretion of the Committee.
 - (c) Where a vacancy occurs at Step 3 and 4 after the allocations for the following season have been published and prior to the holding of the League's AGM. The vacancy created shall be dealt with at the sole discretion of the Committee in order to minimise disruption.
 - (d) Where a vacancy occurs after the date of a League AGM then a League is not able to replace the Club(s) concerned for the following Playing Season.

Prior to the end of a Playing Season

- 5.5.3 (a) In cases where the vacancy is created prior to the end of the Playing Season, at Steps 1 and 2 the vacancy will be filled by the best ranked Club in a relegation position at the end of the Regular Season, eligible of being reprieved in that same division. In the event of there being more vacancies than Clubs eligible to be reprieved, such vacancy or vacancies will be filled by Clubs eligible to be reprieved in the Competition's other division(s) on a points per match ratio. At Steps 3 to 6, the vacancies shall be filled at the sole discretion of the Committee.
- (b) Where, prior to the end of the Playing Season, a Club notifies its decision to resign from its League with immediate effect or where a Club is removed from the League for any reason, then the playing record of that Club will be expunged and a vacancy is created on the date the resignation or removal is formally recorded by that League.

- (c) In all such cases that Club is treated as a relegated Club and the vacancy will be filled in accordance with 5.5.3(a) above.

- 5.6 Only internal changes to the constitution of a League are allowed following the holding of a League's Annual General Meeting.
- 5.7 Clubs are not allowed to enter into a ground share agreement in order to gain promotion or to retain membership at a particular Step where the Club has failed to attain or maintain the relevant Grade.
- 5.8 Ground grading requirements will be in accordance with the Rules.

Each Playing Season, a Club participating at Step 1 to Step 6 must attain the following ground grading by 31 March:

STEP	GRADE
Step 1	Grade 1
Step 2	Grade 2
Step 3	Grade 3
Step 4	Grade 4
Step 5	Grade 5
Step 6	Grade 6

Where a Club fails to attain the relevant grade by 31 March in a Playing Season, it will not be eligible for promotion or to participate in any Play Off Match in that Playing Season and will be relegated to the Step immediately below at the end of the Playing Season (save for where that Club also fails to meet the ground grading criteria applicable for the Step immediately below, in which case the Committee shall decide (at its sole discretion) where to place the Club for the following Playing Season).

Clubs promoted from Feeder Leagues must install floodlights in working order by 30th September following promotion. Failure to do this will result in a sanction being imposed at the discretion of the League of which the Club is a member. If by 31st March in the year following promotion the floodlights are still not installed then the Club will be a relegated Club and be dealt with accordingly.

- 5.9 If a Club is relegated for not achieving the required Grade for the Step at which it is playing (regardless of whether the Club finishes in a relegation position or not), it will not be eligible for promotion again until it has attained the required Grade for the Step to which it wishes to be promoted. The Club must have that Grade at 31st March in the year in which it seeks promotion.
- 5.10 Where a Club resigns from a League that Club will not be eligible for promotion for at least one Playing Season following the Season in which it resigned. Regulation 5.9 shall also apply if, in the Playing Season during which the Club resigns, that Club failed to attain the required Grade for the Step at which it was playing.
- 5.11 In the event of any question arising regarding the interpretation of these Regulations it will be decided by The Association in its sole discretion.

6. THE MOVEMENT OF CLUBS WITHIN THE NLS OTHER THAN BY PROMOTION OR RELEGATION

- 6.1 Movement of a Club from participation in one League to another is not permitted other than by promotion and relegation or otherwise as set out in these Regulations or League Rules save with the approval of the Committee.

It may be necessary from time to time to move Clubs laterally at the same Step. Each year the Committee (or sub-committee thereof) will consider whether any lateral movements may be necessary at each Step and the final decision shall rest with the Committee / sub-committee. Only a Club subject to lateral movement from one League to another may appeal that decision pursuant to Regulation 8.2(b).

6.2 Any Club wishing to move from one League to another must make an application in writing to the Committee on or before 31st March in each year to be effective for the following Playing Season. In the event of such application being successful the League from which the Club is moving shall not levy a financial penalty on that Club.

6.3 (i) If a Club (whether a Members' Club or a Company) is wound up, liquidated, or is removed from its League or withdraws from football competition ('the Former Club'), and a new Club ('the New Club') is established which wishes to be placed within the NLS, it will be allowed to make an application only to join a League/ division at Step 5 of the NLS unless the Former Club was in either Step 4 or Step 5 when the event which caused it to cease its membership occurred in which case it must re-join the NLS at a minimum of two Steps below the level at which it was at the time the event occurred, or withdrew from football competition, whichever is lower. Where the Former Club was a member of Premier League or EFL then the Committee shall at its absolute discretion determine in which League the New Club shall be placed for the following Playing Season and will set out at its complete discretion the requirements to be met by the New Club.

In order for consideration to be given to the placement in the NLS of the New Club in the following Playing Season, an initial application must be received by the Committee by 1st March or within twenty-one days of the Former Club being wound up, liquidated, resigning or being removed from its League or withdrawing from football competition, if such date is later than 1st March.

The full application accompanied by all necessary documents including evidence of security of tenure having been granted to the New Club and affiliation to a County Football Association must be received by 31st March or within twenty-one days of the Former Club being wound up, liquidated, resigning or being removed from its League or withdrawing from football competition, if such date is later than 1st March. The application shall be copied to the League of which membership is being requested. The application will be determined by the Committee.

In considering any application, the Committee will set out at its sole discretion the requirements to be met by the New Club.

In the event of more than one application being received within twenty-one days of the Former Club being wound up, liquidated, resigning or being removed from its League or withdrawing from football competition, the Committee will consider at its discretion which application will be considered in accordance with this Regulation.

(ii) If a Club is removed from its League and wishes to remain in the NLS it shall apply to the Committee within five working days of it receiving written notification of its removal from its League. The Committee will consider such application and will place the Club in what it considers at its sole discretion to be the most appropriate League/division for the following Playing Season.

6.4 If a Club (whether a Members' Club or a Company) ceases to be a member of its league and that Club (that is not a New Club as defined at 6.3 above) wishes to be placed within the NLS for the immediately following Playing Season, then unless otherwise determined by the Committee, it may be allowed to make an application to join a League/division below the most recent League/division of which the Club was a member.

In order for consideration to be given to the placement in the NLS by the Club in the immediately following Playing Season, an initial application must be received by the Committee in accordance with the procedures set out at 6.3 above. The application shall be copied to the League of which membership is being requested. The application will be determined by the Committee at its absolute discretion.

In considering any application, the Committee will set out at its sole discretion the requirements to be met by the Club in determining whether to approve the application.

- 6.5 If two or more Clubs (“the Merging Clubs”) are proposing a transaction or series of transactions that result in the merging or consolidation (“the Proposed Merger”) of those Clubs into one Club (“the Merged Club”) then a formal application to do so must be received by the Committee and the league(s) of which the Merging Clubs are members by 31st December to be valid for the following Playing Season.

A Deed of Agreement, which shall be legally binding on all parties must be submitted to The Association by 31st March in the year immediately following receipt of the application. The Committee shall determine at its absolute discretion where the Merged Club is to be included in the NLS for the following Playing Season subject to the provisions of item 6.5.5 below.

A Deed of Agreement, which shall be legally binding on all parties must be submitted to The Association by 31st March in the year immediately following receipt of the application. The Committee shall determine at its absolute discretion where the Merged Club is to be included in the NLS for the following Playing Season subject to the provisions of item 6.5.5 below.

In arriving at its decision the Committee may apply the following minimum criteria:

- 6.5.1 The requirements of Standardised Rule 2.9 for the current Playing Season must be met by each of the Merging Clubs. If one or more of the Merging Clubs is subject to an insolvency event then Standardised Rule 2.9.2 shall be applied to such club(s), otherwise Standardised Rule 2.9.1 shall be applied;
- 6.5.2 The proposed playing name of the Merged Club must be acceptable to the Committee; and
- 6.5.3 The Merged Club must have security of tenure to a ground that meets the relevant ground grading requirements;
- 6.5.4 Any other criteria that the Committee may from time to time deem to be appropriate;
- 6.5.5 The Merged Club will ordinarily be placed at the lower of the Steps at which the Merging Clubs ended the Playing Season in which the application is made. For the purposes of this Regulation, if one of the Merging Clubs has finished that Playing Season in a relegation place, then they will be deemed to have ended the Playing Season at the Step to which they would have been relegated without the Proposed Merger proceeding.

Any decision regarding whether a proposed transaction or series of transactions falls to be considered under this Regulation shall be determined by the Committee at its absolute discretion.

7. PLACEMENT OF A CLUB INTO A LEAGUE

- 7.1 Usually a club can only enter the NLS at Step 6 via a Feeder League. However a League may seek approval from the Committee to receive a club or team not currently in membership of a League within the NLS provided that there is: (a) exceptional circumstances, (b) a vacancy within its constitution, (c) the club meets the entry criteria and (d) promotion and relegation issues have been satisfied. Such request must be received from the league by no later than 1st February. Any decision shall only be capable of Appeal to The Association by the affected League.
- 7.2 Reserve teams, including a team from a club or Club which is not considered by the Committee to be sufficiently separate from another club or Club, will not be permitted to compete above Step 6 in the NLS. There must be a minimum of two Steps between a first and reserve team. This does not apply at Steps 6 and Feeder League level. No two teams from the same Club can play at the same Step.
- 7.3 Teams from Higher Education or Further Education establishments are not permitted to compete above Step 5. This does not prevent any such establishment forming a Club which complies with all entry criteria and which is separate from the establishment itself.
- 7.4 Where a Club moves from one League to another, for whatever reason, the League from which it is being moved must provide the League to which the Club is being moved with a certificate confirming that the Club being moved does not owe any money or other property of any nature to the League from which it is being moved. The Club being moved cannot compete in its new League until such certification has been provided and the onus will be on the Club being moved to ensure that it

has cleared all indebtedness to its previous League.

8. PROCEDURES FOR THE DETERMINATION OF ANY MATTER, DISPUTE OR DIFFERENCE BY THE COMMITTEE

8.1 The Committee may adopt such procedures for the determination of any matter, dispute or difference as it considers appropriate and expedient, having regard to the aims and objectives set out at Regulation 2. The Committee may require the attendance at a meeting or the written observations of any League or Club, as it considers appropriate to assist its determination.

8.2 (a) Any dispute or difference between a League and a Club relating to promotion and relegation issues, lateral movement and/or other eligibility criteria must be referred for determination to the Committee; such determination shall be final and binding subject only to Arbitration in accordance with Rule K.

(b) Subject to Regulation 6.1 above, any decision of the Committee shall be subject to a right of appeal to an Appeal Board. The decision of that Appeal Board shall be final and binding on all parties.

All referrals of appeals shall be conducted in accordance with the Appeal Regulations save for (i) appeals in relation to Ground Grading decisions where the procedures are outlined in Regulation 8.2(c) below and (ii) appeals in relation to decisions made pursuant to Regulations

6.1 and 6.2 above where the procedures are outlined in Regulation 8.2(d) below.

(c) Procedures for Ground Grading Appeals

(i) The ratification of the Ground Grading decision must be sent in writing within 14 days of the final decision date, currently 31st March.

(ii) Appeals in relation to Ground Grading Appeals must be submitted to The Association's Judicial Services Department within seven days from the date of the written decision outlining the Grounds of Appeal, with a copy to The Association's National League System Department.

(iii) Unless both parties agree that a hearing should be conducted on the papers, the Committee will appear before an Appeal Board with the Appellant to respond to the application and there is no requirement to make a formal response in writing.

(iv) In all cases the Committee will submit any documentation including the Ground Grading report that was considered by the Committee in relation to the Ground Grading decision, (which the appellant would already have received).

(v) Dates would be set annually in advance by the Judicial Services Department for the hearing of Ground Grading appeals and details of the dates would be notified to all Clubs in the correspondence from the Committee notifying the decision of the Ground Grading assessment.

(d) Procedures for appeals against decisions made pursuant to Regulation 6.1 and 6.2.

(i) Such appeals must be submitted to The Association's Judicial Services Department within seven days from the date of the written decision outlining the Grounds of Appeal, with a copy to The Association's National League System Department.

(ii) The Committee's response to the appeal shall be submitted to The Association's Judicial Services Department within seven days of the date the Club's appeal was submitted, with a copy to The Association's National League System Department.

(iii) In all cases the Committee will submit any documentation considered by the Committee in relation to the relevant decision (which the appellant would already have received) with its response.

(iv) The Committee will appear before an Appeal Board with the Appellant for determination of the appeal.

- (v) Dates would be set annually in advance by the Judicial Services Department for the hearing of such appeals and details of the dates would be notified to the Club in the correspondence from the Committee notifying them of the relevant decision.

8.3 The Committee may, at its discretion, delegate the resolution of any matter, dispute or difference arising under these Regulations to anybody it considers to be appropriate (including a sub-committee or commission which may include members of council not on the Committee or a body constituted by a County Football Association).

9. CRITERIA FOR THE PARTICIPATION IN PLAY-OFF MATCHES

In order to qualify for Play Off Matches, a Club must comply with:

- Security of Tenure – see Standardised Rule 2.3.2
- Solvency – see Standardised Rule 13.B.2
- Ground Share requirements, i.e. not ground share in order to gain promotion – see 5.7 of these Regulations
- Ground Grading – see 5.8 of these regulations and the relevant criteria document

10. ARBITRATION

The fact of participation in the NLS and signifying agreement to be bound by the Regulations shall constitute an agreement between each League and Club to refer to Arbitration any challenge in law arising out of, or in relation to, the Regulations in accordance with the provisions of FA Rule K.

11. LICENSING SYSTEM

A Club shall be required to hold a Licence to be a member of a Competition at Steps 1 to 4 of the NLS.

- (a) The Association shall through the appropriate Committee operate a Licensing System to apply to all Clubs competing at Steps 1 to 4 of the National League System (“NLS”). A Club is required to hold a Licence to be a member of a Competition at Steps 1 to 4 of the NLS. The Licensing System to be applied is as shown at an Appendix to the Standardised Rules.
- (b) Each Competition at Steps 1 to 4 of the NLS shall be responsible for the operation, assessment and granting of the Licence in respect of its Clubs through the Standardised Rules as approved by a Committee of The Association. A Competition at Steps 1 to 4 shall take all reasonable and practical steps to co-operate with The Association in the application of the Licence.
- (c) In the event that a Competition fails to apply the Licensing System set out in the Standardised Rules to the satisfaction of The Association, then The Association shall have the powers of the Board of that Competition as set out in the Standardised Rules to apply such Licensing System. In addition, The Association may, if necessary, bring an action against the Competition for Misconduct under the Rules of The Association.

12. PRECEDENCE

In the case of conflict between the Regulations for the Operation of the NLS and the Rules, the Regulations take precedence:

LEAGUES/DIVISIONS AT STEPS 5 AND 6 OF THE NLS (SEASON 2023-24)

STEP 5	STEP 6
<p>Combined Counties League Premier Div North Combined Counties League Premier Div South Eastern Counties League Premier Div Essex Senior League Hellenic League Premier Div Midland League Premier Div North West Counties League Premier Div Northern League Div 1 Northern Counties East League Premier Div Southern Counties East League Premier Div Spartan South Midlands League Premier Div Southern Combination Football League Premier Div United Counties League Premier Div North United Counties League Premier Div South Wessex League Premier Div Western League Premier Div</p>	<p>Combined Counties League Div 1 Eastern Counties League Div 1 North Eastern Counties League Div 1 South Hellenic League Div 1 Midland League Div 1 Northern Counties East Div 1 North West Counties League Div 1 North North West Counties League Div 1 South Northern League Div 2 South West Peninsula League Premier Div East South West Peninsula League Premier Div West Spartan South Midlands League Div 1 Southern Combination Football League Div 1 Southern Counties East League Div 1 United Counties League Div 1 Wessex League Div 1 Western League Div 1</p>

APPENDIX A

Regional NLS Feeder League Regulations

1. League Structure

- 1.1 The Leagues currently operating as Feeder Leagues are set out at the end of the Appendix.
- 1.2 At Feeder League level the maximum number of Clubs in each division shall be determined by the Sanctioning Authority taking into account all relevant factors. In any case, this shall not be more than 18 Clubs. The minimum amount of Clubs should be 14.
- 1.3 Any league wishing to become a Feeder League must apply to the FA Leagues Committee by 31st December in the relevant year in such form and /or providing such information as shall be required by the Committee from time to time. The decision as to whether or not a league should be admitted as a Feeder League shall be made by the Committee.

2. Rules and Regulations for Promotion and Relegation

- 2.1 All Feeder League Clubs seeking promotion to Step 6 must make an application using the prescribed form direct to The Association, copied to their existing League, by 31st December in the relevant year. In order to be considered for promotion Clubs must finish in 1st position in their Feeder League. If the Club finishing in 1st position does not wish to be promoted or fails to meet the entry criteria then the Club finishing in 2nd position will be eligible for promotion. If the Club in 2nd position does not seek promotion or fails to meet the entry criteria then Clubs down to 5th position may be considered for promotion provided that they meet the appropriate entry criteria. Clubs finishing below 5th position may not be considered for promotion and only one Club may be considered for promotion from each League. Each application must be accompanied by the agreed application fee, as determined by the Committee, which is non-refundable.
- 2.2 Clubs competing in a Feeder League must comply fully with the minimum requirements of Grade 8. To be considered for promotion to Step 6, Clubs must meet the requirements of Grade 7 and attain Grade 6 by 31st March in the year following promotion. Clubs can be promoted from Feeder Leagues to Step 6 without floodlights, provided that that all other requirements of Grade 7 are met by 31st March in the Playing Season in which the Club wishes to gain promotion and that the Club has the following in place:-
 - Planning permission granted for floodlights.
 - That by 30th September following promotion that floodlights are installed and in working order.
 - A development / business plan
 - Quotations / estimates for the work to be carried out.
 - Funding applications submitted, if required.

Failure to install floodlights in working order by 30th September following promotion will result in a sanction being imposed at the discretion of the League of which the Club is a member. If by 31st March in the year following promotion the floodlights are still not installed then the Club will be a relegated Club and be dealt with accordingly.

3. Placement of a Club in a League

- 3.1 The matter of draft placements for Clubs in Feeder Leagues is for the League in conjunction with its Sanctioning Authority. Once drafted, proposed placements are to be submitted to the Committee for ratification by an appropriate date as prescribed by the Committee from time to time. This is save for Clubs being allocated to Feeder Leagues having been relegated from Step 6, which is a matter for the Committee.
- 3.2 Reserve and 'A' teams may participate in Feeder Leagues. Clubs should note the provision concerning

Reserve teams at Step 6 under Regulation 7.2 in the 'National League System Regulations'.

4. Movement of a Club between Leagues

- 4.1 Movement of a Club from participation in one League to another is not permitted other than by promotion and relegation or otherwise as set out in League Rules save with the approval of the Committee.

It may be necessary from time to time to move Clubs laterally at the same Step. Each year the Committee (or sub-committee thereof) will consider whether any lateral movements may be necessary at each Step and the final decision shall rest with the Committee/sub-committee. Only a Club subject to lateral movement from one League to another may appeal that decision pursuant to Regulation 5.2(b).

- 4.2 Any Club wishing to move from one League to another must make an application in writing to the Committee on or before 31st March in each year to be effective for the following Playing Season. In the event of such application being successful, the League from which the Club is moving shall not levy a financial penalty on that Club.

5. Procedures for the determination of any matter, dispute or difference by the Committee

- 5.1 The Committee may adopt such procedures for the determination of any matter, dispute or difference as it considers appropriate and expedient, having regard to the aims and objectives set out in Regulation 2. The Committee may require the attendance at a meeting or the written observations of any League or Club, as it considers appropriate to assist its determination.

- 5.2 (a) Any dispute or difference between a League and a Club relating to promotion and relegation issues, lateral movement and/or other eligibility criteria must be referred for determination to the Committee; such determination shall be final and binding subject only to Arbitration in accordance with Rule K.

- (b) Subject to Regulation 4.1 above, any decision of the Committee shall be subject to a right of appeal to an Appeal Board. The decision of that Appeal Board shall be final and binding on all parties.

All referrals of appeals shall be conducted in accordance with the Appeal Regulations save for

(i) appeals in relation to Ground Grading decisions where the procedures are outlined in Regulation 5.2(c) below and (ii) appeals in relation to decisions made pursuant to Regulations

4.1 and 4.2 above where the procedures are outlined in Regulation 5.2(d) below.

- (c) Procedures for Ground Grading Appeals

- (i) The ratification of the Ground Grading decision must be sent in writing within 14 days of the final decision date, currently 31st March.

- (ii) Appeals in relation to Ground Grading Appeals must be submitted to The Association's Judicial Services Department within seven days from the date of the written decision outlining the Grounds of Appeal, with a copy to The Association's National League System Department.

- (iii) The Committee will appear before an Appeal Board with the Appellant to respond to the application and there is no requirement to make a formal response in writing.

- (iv) In all cases the Committee will submit any documentation including the Ground Grading report that was considered by the Committee in relation to the Ground Grading decision, (which the appellant would already have received).

- (v) Dates would be set annually in advance by the Judicial Services Department for the hearing of Ground Grading appeals and details of the dates would be notified to all Clubs in the correspondence from the Committee notifying the decision of the Ground Grading assessment.

- (d) Procedures for appeals against decisions made pursuant to Regulation 4.1 and 4.2
- (i) Such appeals must be submitted to The Association's Judicial Services Department within seven days from the date of the written decision outlining the Grounds of Appeal, with a copy to The Association's National League System Department.
 - (ii) The Committee's response to the appeal shall be submitted to The Association's Judicial Services Department within seven days of the date the Club's appeal was submitted, with a copy to The Association's National League System Department.
 - (iii) In all cases the Committee will submit any documentation considered by the Committee in relation to the relevant decision (which the appellant would already have received) with its response.
 - (iv) The Committee will appear before an Appeal Board with the Appellant for determination of the appeal.
 - (v) Dates would be set annually in advance by the Judicial Services Department for the hearing of such appeals and details of the dates would be notified to the Club in the correspondence from the Committee notifying them of the relevant decision.

5.3 The Committee may, at its discretion, delegate the resolution of any matter, dispute or difference arising under these Regulations to anybody it considers to be appropriate (including a sub-committee or commission which may include members of council not on the Committee or a body constituted by a County Football Association).

Leagues with Regional NLS Feeder League status - 2023-24 season:

Anglian Combination Premier Div	Nottinghamshire Senior League Senior Div
Bedfordshire County League Premier Div	Oxfordshire Senior League Premier Div
Cambridgeshire County League Premier Div	Peterborough & District League Premier Div
Central Midlands League Div North	Salop Leisure Football League Premier Div
Central Midlands League Div South	Sheffield & Hallamshire County Senior League Premier Div
Cheshire League Premier Div	Somerset County League Premier Div
Devon League Premier Div	Southern Combination Div Two
East Devon League Premier Div	Spartan South Midlands League Div 2
West Dorset Premier League	St Piran Football League Premier Div
Essex & Suffolk Border League Premier Div	East St Piran Football League Premier West Div
Essex Olympian League Premier Div	Staffordshire County Senior League Premier Div
Gloucestershire County League Premier Div	Suffolk & Ipswich League Senior Div
Hampshire Premier League Senior Div	Surrey Elite Intermediate League Intermediate Div
Herts Senior County League Premier Div	Thames Valley Premier League Premier Div
Humber Premier League Premier Div	Wearside League
Kent County League Premier Div	West Cheshire League Div 1
Leicestershire Senior League Premier Div	West Lancashire League Premier Div
Lincolnshire Football League Premier Div	West Midlands (Regional) League Div 1
Liverpool County Premier League Premier Div	West Yorkshire League Premier Div
Manchester Football League Premier Div	Wiltshire Football League Premier Div
Mid Sussex Football League Premier Div	York Football League Premier Div
Middlesex County League Premier Div	Yorkshire Football League
Midland League Div 2	
Northamptonshire Combination Premier Div	
Northern Football Alliance Premier Div	
North Riding Football League Premier Div	

APPENDIX H

EMBARGO

Embargo means a ban on a Club signing, re-signing, exercising an option to sign, extending a contract, converting a loan into a permanent transfer, converting a short term loan into a long term loan, loaning or seeking in any way to register a player whether on a contractual or non-contractual basis or as an amateur, trainee, academy, work experience or schoolboy associate other than within any of the Embargo Terms and Exemptions hereinafter contained.

Embargoed Club means any Club subject to an Embargo

Embargo Terms and Exemptions

1. Prior to the start of the season an Embargoed Club will be permitted to sign up to 16 players. The complement of registrations must comprise entirely non-contract players save that it may include players under existing written contract, or players listed on the retained list at the end of the previous season where an option has been exercised prior to the implementation of the embargo.
2. In the event of the playing squad of any Embargoed Club falling below 16 registered players of whatever status then any of its then existing registered players who is the subject of a short term loan agreement may have that agreement renewed/extended up to the maximum permitted period of 93days.
3. In the event of any Embargoed Club having more than 16 registered players then subject to the exceptions hereinafter contained no short term loans may be renewed or extended.
4. In the event of any Embargoed Club having its playing squad fall below 16 registered players and where none of the registered players are on short term loans then the Embargoed Club shall be entitled to sign and register a sufficient number of non-contract players to bring the total of its squad up to 16.
5. An Embargoed Club shall in any event not be entitled to change the status of any of its registered players without the prior permission of the Board nor shall it be entitled to engage any new player under the permitted exemptions, on terms better than those of any player whose departure gave rise to the right to sign any other player.
6. An Embargoed Club shall not be permitted to improve the existing terms of any its registered players.
7. In the event of an Embargoed Club having a squad of 16 or less players, of whatever status, satisfying the Competition that any of those players have a long term injury (for this purpose a long term injury shall mean an injury supported by satisfactory medical evidence which may either be a medical certificate from the players own Doctor or a letter signed by either a State Registered Physiotherapist or a Member of the Chartered Institute of Physiotherapists stating that the player or players will be unavailable for selection for a period of not less than 14 days) then it shall be entitled to sign a replacement player or players as the case may be on a non contract basis but subject to the provisions of Clause 5 hereof and for a period not to exceed the certification of the long term injury or injuries. A new player registered under this clause must not be nominated on the Team Sheet for any match at the same time as the player he has been

signed to replace, and must not be engaged on more favourable terms than the player he has been signed to replace.

8. Where the number of eligible players falls below 11, or 11 excluding a goalkeeper, due to suspensions, a Club may make application to the Board to sign non-contract player(s) to ensure a team of 11, including a goalkeeper, can be fielded.
9. In the event of an Embargoed Club having no fit goalkeeper (again as evidenced by medical certificates) then it shall be entitled to register a goalkeeper for an initial maximum period of 28 days. A goalkeeper registered under this clause must not be nominated on the Team Sheet for any match at the same time as the goalkeeper he has been signed to replace, and must not be engaged on more favourable terms than the goalkeeper he has been signed to replace.
10. In any event if an Embargoed Club's squad falls below 16 because of exceptional circumstances then it shall have the right to make a written application to the Board of the Competition for its consent to sign sufficient players to bring the number of its squad up to 16 and the Board acting in the interest of the integrity of the Competition shall have the right at its absolute discretion to permit the Embargoed Club to sign sufficient players on non-contract or short term loans to bring the number of its playing squad up to 16 fit players applying the criteria set out in the Exemptions above.
11. Any event being a breach of any Competition Rule (including but not limited to the late delivery of a FRI form) which may give rise to the imposition of an Embargo, shall give the Board the right to impose that Embargo with immediate effect. The Board will in any event procure that a written request for a personal hearing in respect of such a decision will be heard within 7 days of receipt of the request from the Club, notwithstanding the Club's immediate right of Appeal in accordance with Rule 17.4. Pending any such request for a personal hearing, or any subsequent appeal to The Football Association, the Embargo will remain in place.
12. In the event of an Embargo being imposed pursuant to any breaches of the FRI regulations then the Embargo will not be lifted until 7 days after full compliance by the Embargoed Club with the FRI regulations in force from time to time
13. In the event of any Club failing to comply fully with any agreement with HMRC, whether formal or informal, or the terms of any CVA then apart from any other obligations and penalties within these Rules and Regulations it shall be obliged to inform the Competition forthwith of such failure or contravention and the defaulting Club shall be placed under an immediate embargo. If the Club fails to advise the Competition upon becoming aware of such an event then it shall be subject to such penalty as the Board may impose in its entire discretion including but not limited to deduction of points, fines, suspension and expulsion.]

APPENDIX J

STANDING ORDERS

1. REGULATIONS FOR THE CONDUCT OF BUSINESS

1.1 At meetings of the Board.

The Board shall meet every month during the playing season in London or at such place and time as they may determine.

Appointment of sub-committees as soon as practicable after the annual general meeting each year the Board shall meet and elect:

Members to form an Emergency Committee to deal with matters arising of an urgent nature between each meeting of the Board which cannot wait for determination at the next Board Meeting.

Members to form an Appeals Committee to hear appeals from players, clubs and officials in accordance with League Rule 13(a) or the football players contract under which players are registered with the Football Association.

Any other committee which the Board consider desirable to elect.

In all cases nominees for each committee shall be nominated and seconded by a member of the - Board but no member shall be able to propose or second him or herself. Voting shall be by a show of hands unless the number of nominees exceeds the number of vacancies in which case a poll shall be taken where voting shall be on paper with each member of the Board given the number of votes equal to the number of vacancies but he or she is not obliged to use all those votes. After a count of the votes the successful nominees shall be ascertained by ascertaining the exact number of votes cast for each nominee and the number equivalent to the number of vacancies attracting the highest votes shall be so elected. In the event of equality of votes then a second poll shall be taken in respect of those candidates alone. On that second poll each person voting shall have a number of votes equivalent to the number of vacancies and may use all or some of those votes accordingly. The person or persons attracting the highest number of votes shall be so elected.

1.1.3 Proposals at Board meetings:

1.1.3.1 Any member wishing to put a formal proposal to the Board shall notify the Company Secretary of the terms of his proposal, together with the name of the member of the Board who is prepared to second the proposal at least seven days before the scheduled date of the meeting at which it is intended to put the proposal and the Company Secretary shall thereupon notify all members of the Board of such intention together with the name of the proposer and the name of the seconder.

1.1.3.2 At the meeting scheduled at the appropriate time on the agenda for the meeting the chairman of the meeting shall call the proposer to speak to the proposal for

a maximum of five minutes and shall then call on the seconder to speak to second the proposal for a maximum of three minutes. Thereupon the chairman of the meeting shall ask if any member wishes to oppose the proposal in which case the person so opposing shall be permitted four minutes to address the meeting and at any time after the first speaker in opposition has finished any member may ask that the proposal be put.

1.1.3.3 On the question being put the chairman of the meeting shall call for a vote by a show of hands and the proposal shall be won or lost by a simple majority. The chairman of the meeting shall be able to vote on the proposal. In the event of equality of votes the chairman of the meeting shall have a second and casting vote which he shall cast so as to maintain the status quo so far as it can be maintained.

1.1.4 Emergency Proposals - No proposals shall be permitted to be put to a Board meeting if the above procedure has not been followed unless all members present and voting at the meeting shall agree unanimously to suspend the above standing order and permit the proposal to be considered in which case the above procedure shall be followed save that the requirement for seven days notice shall be waived.

1.1.5 All members of Board shall at all times respect the Chair and shall at all times speak to the Chair.

1.1.6 The Company Secretary or other appointed person shall keep a detailed minute of all matters considered by the Board.

1.1.7 The Rules of Debate shall apply to all meetings of the Board and any sub-committee.

1.2 At general meetings

1.2.1.1 In the event of a General meeting being called in accordance with the Articles of the Company by the Members of the Company the Secretary shall convene such meeting by notice in writing to all Members setting out the purpose for the meeting giving not less than 21 days notice of the meeting.

1.2.1.2 At the meeting called for the purpose the chairman of the meeting shall commence the meeting at the time appointed and call upon the Company Secretary to read the notice convening the meeting and shall thereafter call upon the proposer of the motion for which the meeting has been called to address the meeting for no longer than ten minutes and thereafter shall allow a seconder to address the meeting for no longer than five minutes.

1.2.1.3 After the proposer and seconder have addressed the meeting the chairman of the meeting shall thereupon call on a speaker in opposition to the motion who shall be permitted to address the meeting for no more than five minutes and the chairman of the meeting shall thereafter call upon speakers for and against the motion alternately unless there appear to be no speakers wishing to speak

either for or against the motion in which case successive speakers may be taken to speaking for or against the motion.

1.2.1.4 At any time after the proposer and seconder have spoken any Member with voting power in accordance with the Articles shall be entitled to submit that the proposal be put to the meeting and if on a show of hands there is a clear majority to that effect then the chairman of the meeting may order that the proposal be put.

1.2.1.5 Voting shall be in accordance with the Articles

1.2.2 The annual general meeting shall be called in accordance with the Articles of the Company.

1.2.3 The Rules of Debate shall apply to all General Meetings.

2. RULES OF DEBATE

2.1 A member of the Board of Directors or Representative at the annual general meeting shall stand when speaking and shall address the chair, and his speech must be relevant to the issue. The question of relevance shall be decided by the chairman of the meeting. If two or more members shall rise to speak at the same time, the chairman of the meeting shall decide to whom priority shall be given.

2.2 Whenever the chairman of the meeting rises during a debate, any Member then speaking, or rising to speak, shall sit down and remain silent.

2.3 A Member shall not speak more than once on the same motion, amendment, or point of order, except by leave of the meeting, obtained without discussion subject, however, to the right of reply to the mover of the original motion. If an amendment is carried it becomes the substantive motion, and the mover of the original motion. If an amendment is carried it becomes the substantive motion, and the mover of such amendment shall be entitled to a reply in the event of a further amendment being proposed.

2.4 A motion or amendment once made and seconded shall not be altered or withdrawn without the consent of the meeting without discussion.

2.5 Every motion not on the agenda, and every amendment shall, if required, be submitted in writing, and shall be seconded before it is discussed or put to the vote.

2.6 An amendment shall be either:
to leave out words;
to insert words; or
to omit words in order to insert others.

- 2.7 No Member shall be permitted to move or second more than two amendments upon any motion.
- 2.8 Whenever an amendment has been moved and seconded, no second or subsequent amendment shall be moved until the preceding one has been disposed of
- 2.9 If an amendment be carried it shall become a substantive motion,
- 2.10 A proposed resolution which has been discussed and negated shall not be again considered until after the lapse of three calendar months.
- 2.11 The following motions of order (which need not be in writing) may be moved and seconded, but shall be put to the vote without discussion:
To adjourn the meeting or debate.
To proceed to the next business.
That the question be now put.
That a member be no longer heard.
- 2.12 In the event of a disorder the chairman of the meeting may, at his sole discretion, quit the Chair, and announce the adjournment of the meeting; and by that announcement the meeting will stand adjourned accordingly.
- 2.13 The decision of the chairman of any meeting, upon any point of order, shall be final.

APPENDIX K

KICKS FROM THE PENALTY MARK

1. The referee shall choose the goal, at which all of kicks shall be taken.
2. The referee tosses a coin, and the team whose captain wins the toss decides whether to take the first or second kick.
3. The referee will record the names of the players who have taken the kicks from the penalty mark, in order to ensure that the provisions of article 7, below, are adhered to.
4. (a) Subject to the terms of the following paragraphs (c) and (d) both teams shall take five kicks.
4. (b) The Kicks shall be taken alternately.
4. (c) If, before both teams have taken five kicks, one has scored more goals than the other could, even if it were to complete its five kicks that taking of kicks shall cease.
4. (d) If, after both teams have taken five kicks, both have scored the same number of goals, or have not scored any goals, the taking of kicks shall continue, in the same order, until such time as both have taken an equal number of kicks (not necessarily five more kicks) and one has scored a goal more than the other.
5. The team which scores the greater number of goals, whether the number of kicks taken is in accordance with the terms of the foregoing paragraph 4(a), 4(c) or 4(d), shall qualify for the next round of the Competition, or shall be declared winner of the Competition, as the case may be.
- 6.(a) With the exception referred to in the following paragraph (b), only the players who are on the field of play at the end of the match, which shall mean at the end of extra time in so far as a match in which extra time is authorised is concerned, and any who, having left the field temporarily, with or without the referee's permission, are not on the field of play at that time, shall take part in the taking of the kicks.
- 6.(b) Provided that his team has not already made use of the maximum number of substitutes permitted by the Rules of the Competition under which the match was played, a goalkeeper who sustains an injury during the taking of the kicks and who, because of the injury, is unable to continue as goalkeeper, may be replaced by a substitute.
7. Each kick shall be taken by a different player, and not until all eligible players of any team, including the goalkeeper or the named substitute by whom he was

replaced in terms of paragraph 6(b) as the case may be, have each taken a kick may a player of the same team take a second kick.

8. Subject to the terms of paragraph 6, any player who is eligible may change places with his goalkeeper at any time during the taking of the kicks.

9. (a) Other than the player taking the kicks from the penalty mark and the two goalkeepers, all players shall remain within the centre circle whilst the taking of kicks is in progress.

9. (b) The goalkeeper who is a colleague of the kicker shall take up position within the field of play, outside the penalty area at which the kicks are being taken, behind the line which runs parallel with the goal line and at least ten yards from the penalty mark.

10. Unless stated to the contrary in the foregoing paragraphs 1 to 8, the Laws of the Game, and the International Board decisions relating thereto, shall, in so far as they can, apply at the taking of the kicks. N.B. in the event of the light failing before the end of the taking of kicks from the penalty mark, the result shall be decided by the toss of a coin.

Appendix L

Competitions that have Temporary Transfers Agreements for Season 2019/2020

Combined Counties League

Eastern Counties League

Essex Senior League

Hellenic League

Isthmian League

Midland Football Alliance

National League

North West Counties League

Northern League

Northern Counties East League

Northern Premier League

Southern Combination League

Southern Counties East League

Southern Football League

Spartan South Midlands Football League

Sussex County League

United Counties League

Wessex League

Western League

APPENDIX M
FEE TARIFF

FEES TARIFF

Rule	Subject Matter	Amount (£) plus VAT
2.5	Grading	250
3.1	Application for membership	250
3.1	Grading	250
3.2	Membership	500
3.2	Annual Subscription	1000
6.1.1	Registration Forms	5
6.4.1	Emergency Registration Form	20
13.A.7	Sporting sanctions appeal	2000
16.1	Appeal to Board	100
16.4	Appeal to The FA	100
16.5	Appeal by Player	100
16.6	Appeal by Club	100
16.1	Arbitration	500

APPENDIX N
FINES TARIFF

FINES TARIFF - STEPS 3 AND 4 LEAGUES

Rule	Offence	Recommended	
		Minimum Fine (£)	Maximum Fine (£)
2.2	Failure to return Form D questionnaire	50	250
2.7	Failure to notify change in Memorandum and Articles within 14 days	50	200
2.7	Failure to submit The FA Owner' and Directors' Test forms	Board decision	Board decision
2.8	Failure to notify change of incorporation	Board decision	Board decision
2.13	Failure to publish legal name and ownership	50	200
2.15	Failure to notify occurrence on an Insolvency Event	200	1000
2.20	Failing to attend any General Meeting	125	500
2.25	Failure to comply with The FA Licencing System	Board decision	Board decision
3.2	Failure to pay Annual Subscription by the due date	100	500
4.5	Failure to pay amount due within 28 days	50 + 10%	200 + 10%
4.8	Failing to attend to business of the League	25	100
6.1.2	Submitting registration form in excess of five days after player's signature	25	100
6.1.2	Failing to notify change of player's status	25	100
6.4.1	Falsifying a Competition form	100	500
6.4.1	Failure to register 16 players prior to start of the season	100	250
6.8	(i) Failure to use a board for substitutions in a match	50	200
6.8	(ii) Named substitute not registered but not taking part	25	100
6.9	Playing ineligible Player	100	500
7	Any offence regarding kit colour, colours or numbers	50	200
7.5	Captain not wearing armband	50	100
7.6	Failure to wear official sleeve logos in a match	50	200
8.4	Failure to play County Cup match midweek	100	400
8.6/8.24	Late kick off	25 + £2 per min	50 + £2 per min
8.9	(i) Playing in competition without permission	75	300
8.9	(ii) Failure to notify result to the League of matches played in other Competitions	25	100
8.11	Failure to keep ground and amenities in good working order	100	500
8.12	Failure to have mobile phone and email operational at all times	50	200
8.13	Failure to notify details of match to visiting Club and Match Officials	25	100
8.14	Failure to provide acceptable match programme	75	300
8.14	Failure to provide programme information to opponents when playing away	75	300
8.15/14.2	Failure to carry out inspection procedure in accordance with 14.2	50	200
8.16	Failure to notify cancellation or rearrangement to Match Officials	25	100
8.18	Failure to have a defibrillator available at all home games	100	500
8.19	Failure to permit access to field of play 60 minutes prior to KO	50	250
8.2	Failure to notify League of a Promotional Day event	50	250
8.21	Late Team Sheet	25	100
8.21	Incomplete Team Sheet	25	100
8.22	Altering Team Sheet after exchange (except for Player injured in warm up)	25	100

8.22	Medical Practitioner not named on team sheet	25	100
8.23	Failure to be ready to enter the field of play 5 minutes prior to KO	25	100
8.24	Failure to start with Eleven Players	100	500
8.24	Failure to play full strength team	50	500
8.25-8.30	Technical Area Offences	25	150
8.32-8.40	Failure to adhere to Match Streaming regulations	100	500
8.35	Failure to send result form within 3 days	25	100
8.36-8.39	An abandoned game	Board decision	Board decision
8.41	Failure to provide details of match immediately following end of match	25	100
8.42	Failure to notify postponement or abandonment	50	200
8.43	Failure to fulfil fixture	500	2000
8.43	Failure to agree new date of postponed match in time set	50	200
10.14	Failure to submit accounts within nine months of accounting reference	50	250
14.3	Causing Abandonment - No Match Official cover	Board decision	Board decision
14.7	Failure to pay Match Officials on day of match in dressing room	50	200
14.9	Failure to play with Match balls required by The League	50	200
15	Failure to give notice of resignation by due date	1000	5000
18	Failure to return trophy by due date	50	250
18	Failure to return trophy engraved	50	250
18	Failure to return trophy in good condition	50	250
24.1	Failure to implement Players' insurance	250	1000
24.2	Failure to implement Public Liability insurance	250	1000
25	Failure to have medical personnel as stated	Board decision	Board decision
33	Failure to comply with Commercial Agreement	100	500
34	Failure of occupants of the technical area to wear corporate bench kit	100	500
35	Failure to allow filming at ground	250	1000
37	Failure to allow the inspection of books, accounts and financial records	250	100
40	Failure to comply with Financial Report Initiative	250	100

APPENDIX P

RULES OF THE ISTHMIAN CUP COMPETITIONS

1. NAME OF CUP

Each Cup Competition shall be named by the Board and shall be known as such name as shall be required by any sponsor and approved by the Board of Directors of the League ("the Board"). With effect from the commencement of the 2015-2016 Playing Season the League Cup shall be known as the Alan Turvey Trophy.

2. CUP OWNERSHIP

The Cup presented to the winner of each Competition shall be the property of the League. When the winning Club has been ascertained, the League shall deliver the Cup to such Club which shall be responsible for its return to the League on or before the first day in March in the ensuing year in good order and condition. Should the Cup be lost, destroyed or damaged by fire or any other cause whilst under the care or custody of the Club the latter shall refund to the League the amount of its current insured value or the cost of thorough repair in addition to any other penalty which the League may impose.

3. MEDALS

In addition to the Cup, the League shall present 20 medals to playing staff and Officials of both Clubs in the Final and to the Match Officials appointed to the Final. When a player taking part is ordered to leave the field of play for misconduct, the medal to which he may be entitled may be withheld at the discretion of the Board.

4. CONTROL OF COMPETITION:

- 4.1 The ownership organisation control and management of the Competition and any rights associated with it of any nature shall be vested entirely and exclusively in the League.
- 4.2 The Board shall have the power to make delete and amend regulations for the organisation control and management of the Competition as it, from time to time, deems expedient ("the Competition Rules") subject only to sanction by The Association.
- 4.3 All Clubs participating in the Competition shall be bound by and comply with the Competition Rules.
- 4.4 The Board shall have the power to appoint a committee to exercise all powers of the Board in relation to the Competition and to make decisions on all matters arising out of or in relation to the organisation control and management of the Competition (including as to eligibility and qualification) which shall be deemed decisions of the Board and shall be final and binding on all participants in the Competition.
- 4.5 A Club participating in the Competition shall have only such rights in relation to the Competition (and any match in the Competition) as are expressly granted to the Club under the Competition Rules or by the Board in writing.
- 4.6 In relation to each match in the Competition, the Board shall itself be exclusively entitled to, or otherwise to authorise or grant to others, rights of access to and attendance at the ground of the home Club for the purposes of transmitting or filming or otherwise recording on or by any media, any audio and or visual materials depicting or describing all or any parts of the match.
- 4.7 The Board shall be exclusively entitled, either by itself or to authorise others, to use sell or otherwise exploit all commercial and other marketing rights associated with the Competition including, without limitation, fixture lists copyright, sponsorship, supply or rights, licences or other commercial arrangements.
- 4.8 Clubs competing in each Competition shall be bound and or comply with the terms of all contracts entered into by the League from time to time in relation to all commercial contracts in relation to the Competition.

- 4.9 Each Club undertakes indemnifying to keep indemnified the League and its Officers, Directors employees and authorised representatives from and against any claims for direct or consequential loss or damage by any party caused or otherwise attributable to any failure or any breach by the Club fully to perform or observe its obligations and responsibilities under these provisions.

Nothing in the above shall be construed or interpreted so as to prevent or restrict Clubs, subject to applicable FA or other Rules or Regulations or decisions of the League from entering into commercial arrangements in relation to matches in the Competition which do not in any way conflict with the contracts entered into by the League and duties of Clubs as set out herein.

- 4.10 The League shall make provision for payments to Clubs as it shall from time to time consider appropriate.

5. ELIGIBLE CLUBS:

- 5.1 Participation in each Competition shall be open to such Clubs as the Board shall determine having regard as follows:

5.1.1 The League Cup Competition - It shall not be compulsory for all Clubs competing in the League to play in this Competition.

5.1.2 The Youth Cup - Shall usually be restricted to Member Clubs of the League but entry shall not be compulsory.

5.1.3 Women's Cup - Entry to the Competition shall not be compulsory and shall usually be restricted to Member Clubs of the League which themselves run a Women's Club who play in a League sanctioned by The Association or an Affiliated Association.

5.1.4 Development Cup – Shall usually be restricted to Members of the Development League, but entry shall not be compulsory.

- 5.2 The Board may reject the application of any Club to participate in any Competition at its entire discretion.

- 5.3 A Club which has been allowed to participate in any Competition may not assign or otherwise transfer the ability/right to participate without the prior written approval of the Board.

- 5.4 If a Club is removed from the League in which it is playing once it has been accepted into a Competition the Board has the right to remove the Club from the Competition.

6. ENTRY DATE

A Club wishing to participate in each Competition shall complete and return an entry form together with the prescribed entry fee to be received by the League on or before 1st August in the season in which such Club proposes to compete in the Competition. The Board may extend this date in its entire discretion.

7. ORGANISATION OF THE COMPETITION

- 7.1 The format of each Competition shall be as determined by the Board in its sole discretion.

- 7.2 Each Competition shall be on a single match basis and the draw for each round shall be made by the Board or such persons nominated by the Board in such manner authorised by the Board.

- 7.3 Determining match winners in all rounds:

7.3.1 League Cup - In all rounds prior to the Final, if any match results in a draw after 90 minutes play, the team winning the tie shall be decided by the taking of kicks from the penalty mark, in accordance with the International Board decision. In the final, if any match results in a draw after 90 minutes play, 30 minutes extra time shall be played. In the event of a draw after extra time, the team winning the tie shall be decided by the taking of kicks from the penalty mark, in accordance with the International Board decision.

7.3.2 Women's Cup, Youth Cup and Development Cup – if any match results in a draw after 90 minutes play, the team winning the tie shall be decided by the taking of kicks from the penalty mark, in accordance with the International Board decision.

7.4 In the event of a match being abandoned before the completion of 90 minutes with neither Club being at fault, the game shall be played on the same ground on a date to be fixed by the Board; if extra time has not been commenced or if the match has been abandoned during extra time with neither Club at fault the game shall be played on the ground of the Club drawn away in the original match on a date to be fixed by the Board. Matches abandoned due to the fault of Clubs shall be dealt with by the Board.

7.5 The matches in each Competition shall be played on such dates as are determined by the League.

8. INDIVIDUAL PROVISIONS

Except as provided in the Competition Rules, the Rules of the League shall apply where appropriate.

9. GATE RECEIPTS:

9.1 In each Competition, in all rounds prior to the Final, the gate receipts will be shared equally between the two competing Clubs after the deduction of reasonable match expenses.

9.2 In the Final of each Competition, one quarter of the net receipts of each match shall be paid to the League, the remaining three quarters to be divided equally between the competing Clubs. Where a match has been postponed through causes over which neither Club has control the expenses shall be paid out of the receipts of the second match. In cases where the receipts are not sufficient to cover the entire expenses of the match, the loss shall be shared equally by the two competing Clubs.

9.3 A full statement of match receipts must be forwarded to the visiting Club and for the Final, to the League and settlement made within fourteen days of the date of the relevant match. Failure to comply with this Rule shall incur a fine not exceeding £100.

9.4 "Match expenses" means reasonable expenses reasonably incurred by the home Club and the reasonable travel costs reasonably incurred by the visiting Club.

9.5 If floodlights are used at any time during a match the home Club may charge up to £100 to match expenses.

9.6 The minimum charge for admission to all matches will usually be the minimum which the home Club would charge for its home League matches in accordance with the appropriate League Rule except where the home Club is drawn against a Club from a higher division in which case the minimum charge for the division of the away Club shall apply. This rule may be varied with the consent of the Board.

10. PROVISION CONCERNING PLAYERS:

10.1 Each team participating in a match shall represent the full available strength of each competing Club.

10.2 A player shall not play for more than one Club in the Competition in the same season. In the event of a loan player playing for the Club to which he is loaned without the permission of the loaning Club then the Club to which he has been loaned will be charged with playing an ineligible player and the Board will decide whether or not that Player can play for the loaning Club in the Competition subsequently.

10.3 A player who has been suspended according to the disciplinary procedures under the Rules of The Association may play in a postponed, drawn or replayed match after the term of his suspension has expired.

10.4 A substitute who does not play in the match is entitled to play for another Club in the Competition in the same season.

10.5 A "registered player" is a player who has registered for the Club in accordance with the League Rules or in the case of the Women's Cup, the Rules of the League in which the Club play.

10.6 In the Youth Cup, only those players who have not reached the age of eighteen years before the thirty first day of August of the current season are eligible to take part.

- 10.7 Substitutions – All Competition Matches a Club at its discretion may use five substitute Players from the five nominated on the official Team Sheet handed to the Referee before the match in accordance with League Rule 8.20.

11. TEMPORARY (LOAN) TRANSFERS:

- 11.1 A player on a temporary (loan) transfer is ineligible to compete in each Competition unless permission to do so is given by the lending Club in writing and a copy received by the Member Club if the appropriate permission is received by the Company (including by facsimile) by four (4) hours preceding the scheduled kick off time of such match. A registered Trainee or a player who is registered on a Scholarship may play for another Club, subject to written permission being given by the Club that he is registered and providing that such permission is received by the Club by 12 Noon on the day prior to the date fixed for playing the match. The League will not give permission for players on loan to play against the lending Club.
- 11.2 A player recalled, at any time prior to the date of the match, to his original Club from temporary (loan) transfer in accordance with the terms of the loan agreement may represent his original Club providing he has not played in the Competition for the loan Club. Such player may only play in postponed and replayed matches if he had been recalled in time for the first match and had not played in the Competition for another Club.

12. DISQUALIFICATION

In addition to any other action or penalty, the Board shall have the power to disqualify any competing Club or Player for any competing Club(s) which it determines to have breached the Rules of the League or the Competition Rules particularly in relation to the eligibility of the Player.

13. PROVISIONS CONCERNING MATCH OFFICIALS

- 13.1 In the League Cup, Match Officials shall be appointed by The Association. In the Youth Cup, Women's Cup and Veterans Cup, Match Officials shall be appointed by the League. Neither past nor present members of either of the contending Clubs in a match shall be eligible.
- 13.2 The Fees to be paid to Match Officials not appointed by The Association shall be determined by the Board. In the Final of all Competitions no fee shall be paid but the Officials appointed shall be presented with a memento and shall receive travelling expenses.

14. PROVISIONS CONCERNING PROTESTS:

- 14.1 All issues relating to the interpretation of the Competition Rules shall be referred to the Board whose decision shall be final subject only to any appeal to The Association in accordance with League Rules.
- 14.2 Where a Club wishes to protest that there has been a breach of the Competition Rules, such protest must be made in writing and must contain the particulars of the grounds upon which it is made. The protest must be received by the League accompanied by a fee of £125 within two days of the match to which it relates (Sundays not included). The fee may be forfeited to the League in the event of the protest being sustained.

The Board shall have the power to investigate any matters whether or not a protest is received in accordance with this rule.

- 14.3 The Board may make such orders as it considers appropriate in relation to any issue or protest referred to it. The Board may make such orders as it considers appropriate as to the costs incurred by the parties or the League.
- 14.4 Any protest relating to the ground, goal posts or bars or other appurtenances of the game shall not be considered by the Board unless an objection has been lodged with the match Referee and the home Club at least one hour before the official time of kick-off. The Referee shall require the home Club to correct the cause of the objection, if this is possible, without unduly delaying the progress of the match.
- 14.5 Where an objection has been lodged with the Referee and the home Club, as above, a protest must be made to the League and neither objection nor protest may be withdrawn except by leave of the Board.

- 14.6 The League shall send a copy of any protest to the Club protested against which shall lodge a defence to the protest with particulars of the defence within two days of receipt of the protest.
- 14.7 Members of the Board directly connected with a Club concerned in a protest shall not have any involvement in the consideration of the matter.
- 14.8 A Club or Player or any person connected with the management of the Club may be summoned to attend at a hearing of a protest. A Club may be represented by one or more persons. A Barrister or Solicitor may represent a Club only with the prior written consent of the Board. Any persons summoned to attend a hearing of a protest must attend personally and shall not be legally represented except with the prior consent of the Board.
- 15. All communications in relation to each Competition shall be addressed to the League through the CEO who shall conduct the correspondence of the Competition.

Appendix Q

The Licensing System

This Licensing System has been compiled by the National League System Policy Body and approved by The FA Council for the mandatory use of all Competitions at Steps 1 to 4 (inclusive) of the National League System and should be read in conjunction with the Standardised Rules (“the Rules”) and The FA’s Sanction and Control of Competitions Regulations.

DEFINITIONS

Unless otherwise stated, definitions are as stated in the Rules.

“The FA” or “The Association” means The Football Association Limited

“Competition” – means a league at Steps 1-4 of the National League System

“Licence” means the annual licence required to be held by a Club who wishes to be a member of a Competition, which may be either an Unconditional Licence or a Conditional Licence.

“Licence Criteria” – as stated in Annex 1, each of which is a Criterion

“Conditional Licence” – a Licence with conditions attached to be met by a Club within a period determined by the Competition in which the Club holding the Licence is allocated by the Leagues Committee. Such period is not to exceed 1 March in the Membership Year to which the Licence relates. Save in exceptional circumstances, a Conditional Licence cannot be granted to a Club for successive Membership Years in respect of the same Criterion.

“Unconditional Licence” – a Licence without any conditions attached

1. GENERAL PROVISIONS AND APPLICATION OF THE LICENCE

- 1.1 The Association operates a Licensing System for Clubs at Steps 1 to 4 of the National League System. The Association has delegated to each Competition the operation, determination and monitoring of the Licence as set out in this Licensing System (“the delegated powers”). The Association retains a right to apply the operation, determination and monitoring of the Licence as set out in Section 2 below. The Competition may in accordance with the Rules delegate its responsibilities under this Licensing System to a Sub Committee or similar body.
- 1.2 A Club must hold a Licence to be a member of a Competition.
- 1.3 A Licence is granted for a Membership Year. In each Membership Year the Competition must monitor the compliance of each Club in relation to the Licence Criteria unless the Licence has been withdrawn by the Competition or has been or is to be surrendered by a Club.
- 1.4 If at any time during a Membership Year the Competition becomes aware that a Club no longer fulfils any of the Licensing Criteria then the Competition shall review that Club’s Licence in relation to the non-fulfilment such that a Licence may be withdrawn, suspended or have conditions imposed or varied or have financial penalties imposed upon it.
- 1.5 A Club must give written notification to the Competition of which it is a member of any breach of any Licence Criterion within 5 working days of the breach occurring.
- 1.6 If a Club’s Licence is suspended then that Club cannot participate in the Competition from that date until the expiry of seven days from the day the default is remedied, unless otherwise agreed by the Competition. If the Competition refuse or withdraw a Licence then that Club cannot participate in the Competition.
- 1.7 A Club that does not hold a Licence to be a member of a Competition may apply to The Association to be placed elsewhere within the National League System in accordance with National League System Regulations but shall not be automatically entitled to such a place.

2. ROLE OF THE ASSOCIATION

- 2.1 At any time The Association can make representations in writing to the Competition with regard to the Licence of a Club and the Competition shall respond in writing within 5 working days of receipt of the representation.

- 2.2 The Association has the right to apply at any time the delegated powers where in the reasonable opinion of The Association the Competition has failed to do so or has failed to do so adequately and the procedure set out in paragraph 2.3 has been followed. This right includes determining any sanctions for non-compliance by a Club with the Licence Criteria. In the event that The Association exercises the delegated powers then they shall be applied by The Association's Chief Regulatory Officer or any officer acting on a delegated authority.
- 2.3 The procedure to be adopted in the event that The Association wish to apply delegated powers as provided for in paragraph 2.2 is that The Association's Chief Regulatory Officer or any officer acting on a delegated authority shall give written notice to the Competition setting out the matter in respect of which it wishes to apply delegated powers, the decision it wishes to apply and the full reasons for this. The Competition shall reply in writing within five working days of receipt of The Association's written notice, or 3 May following the submission of the application if earlier, setting out its responses to the proposal including the Competition's agreement or otherwise to The Association's notice. If agreed then the decision required by The Association shall be applied by the Competition and shall be treated as a decision of the Competition. If not agreed then The Association may, after considering the responses of the Competition, confirm its decision to exercise delegated powers to the Club and the Competition in writing. In the event that The Association has applied the delegated powers then the decision of the Competition shall be set aside and the decision of The Association shall apply subject to an appeal by the Club and or the Competition as set out in Section 7.

3. LICENSING PROCESS AND TIMETABLE

- 3.1 Each Club is required to apply for a Licence using the application form. The application form is to be received by the Competition by 14 March in respect of the Membership Year immediately following. A Club shall be assessed by the Competition in accordance with the Licensing Criteria in order to be granted a Licence.
- 3.2 The Competition will conclude the assessment process by 21 April of the Membership Year and notify The Association in writing of its licensing decisions by that date in a form reasonably determined by The Association.
- 3.3 The Competition must advise each of its member Clubs of its licensing decision in writing on or before the 5 May following the submission of an application, other than for a Club to which The Association has exercised the delegated powers in accordance with paragraph 2.3.
- 3.4 The Competition shall advise The Association in writing of any subsequent decision in relation to any Licence during a Membership Year. Such notification to be transmitted to The Association within five working days of the date of the decision of the Competition.
- 3.5 The Competition may request the attendance of a Club at a meeting to consider the assessment of that Club in relation to the Licence or request any further information it deems appropriate. Such attendance, once requested, shall be mandatory and shall be made by an Officer of the relevant Club.

4. LICENCE CRITERIA

- 4.1 The Licence Criteria are as set out in Annex 1. Each Licence Criterion is to be met for a Club to be granted an Unconditional Licence. A Conditional Licence may be issued as stated in the Licence Criteria.

5. TRANSFER OF A LICENCE

- 5.1 If a Club wishes to transfer its Licence from one entity to another then it may only do so with the written consent of the Competition and The Association. The requirements to be met for the transfer of a Licence are set out in Rule 2.9.

6. MOVEMENT OF CLUBS

- 6.1 In the event that a Club moves from one Competition to another then the Licence will be retained by the Club and must be applied by the Competition of which that Club becomes a member. The Competition which receives a Club by such transfer may review that Club's Licence at any time and take such action as may have been available on the original application.

- 6.2 (Step 1 only) A Club relegated from the English Football League shall be subject to assessment for a Licence by the Competition on becoming a member of the National League in a timescale determined by the Competition and such relegated Club shall fully co-operate with such assessment in a timely manner. Such a Club must not be refused a Licence in its first Membership Year although any conditions for the grant of the Licence must be satisfied by no later than 1 March following the application.
- 6.3 (Step 4 only) A Club promoted to the Competition from Step 5 of the National League System shall be subject to assessment for the Licence by the Competition on becoming a member of the Competition. The timescale for assessment against the Licence Criteria shall be determined by the Competition and such a Club shall fully co-operate with the assessment in a timely manner. Such a Club must not be refused a Licence in its first Membership Year although any conditions for the grant of the Licence must be satisfied by no later than 31 March in that Membership Year. The Competition shall notify a Club of the decision in relation to a Licence in writing and notify The Association at the same time.

7. APPEALS

- 7.1 All decisions of the Competition in relation to a Licence shall be subject to appeal only by the Club which submitted an application form for that Licence. The appeal shall be determined in accordance with The FA's Appeal Regulations save that any such appeal must be lodged in writing within 5 working days of the date of notification of the decision to be appealed against and any appeal hearing must be held within 14 days of the appeal being lodged with The Association.
- 7.2 All decisions of The Association where it applies the delegated powers in accordance with Section 2 shall be subject to appeal only by the Competition and the Club which submitted an application form for a Licence. The appeal shall be determined in accordance with The FA's Appeal Regulations save that it must be lodged in writing within 5 working days of the date of notification of the final decision of The Association to apply delegated powers and any appeal hearing must be held within 14 days of the appeal being lodged with The Association.

8. RULES AND FA RULES

- 8.1 The application of the Licence Criteria and processes shall not restrict the application of the Rules and FA Rules in any way. Any information provided under the licensing processes may be used by the Competition and or The Association in the application of the Rules and FA Rules respectively.

9. MISCONDUCT

- 9.1 Any Club and or Club Official that knowingly provides information to the Competition in relation to the Club's Licence that is found to be false in any particular then that Club and or Club Official may be charged with Misconduct under the Rules or FA Rules.

LICENCE CRITERIA

ANNEX 1

1. LEGAL

- 1.1 Confirmation of the legal entity that is the Club
- 1.1.1. By 14 March in a Membership Year a Club must confirm to the Competition its company name and number (if incorporated) and a list of all individuals with a Significant Interest in the Club or the name of the nominee in whose name the membership of the Company is vested (if an unincorporated association) as at the 1 March immediately preceding.
- 1.1.2. The Criteria will be met where the details provided by a Club complies and accords with information already provided to the Competition.
- 1.1.3. If a Club fails to provide the information or if the information provided does not comply and accord to that held by the Competition then the Club must explain any differences within a timescale set by the Competition. If the explanation provided by the Club does not satisfy the Competition then the Competition may refuse the Licence, issue a Conditional Licence and or penalise the Club at its discretion.
- 1.2 The Rules or Articles of Association of a Club are required to meet the provisions of Rules 12.1 to 12.4 of The Association.

1.2.1 The criteria shall be met where the Club's articles or Rules meet the requirements of FA Rules 12.1 to 12.4. The Association shall by 14 March in a Membership Year provide the Competition with a written confirmation as to any Club of which it is aware whose articles or Rules do not satisfy the requirements of Rule 12.1 to 12.4 of The Association.

1.2.2 In cases where non-compliance is identified then a Conditional Licence may be granted such that the Club must amend its articles or Rules within 60 days of being instructed to do so by the Competition. The Club must provide evidence of the changes to the Competition and to The Association for consideration. If the changes are not made and evidenced to the satisfaction of The Association within the 60 day period then the Club's Licence may be suspended by the Competition with immediate effect until such time as the provisions of FA Rule 12.1 to 12.4 have been met.

2. OWNERSHIP AND CONTROL

2.1 Confirmation of ownership and control

2.1.1 By 14 March in a Membership Year a Club must provide written confirmation of its ownership and control as at the 1 March immediately preceding together with supporting documentation to evidence the same.

2.1.2 If a Club fails to provide the confirmation by the due date then the Licence may be refused or issued subject to conditions.

2.2 Publication of ownership

2.2.1 By 14 March in a Membership Year a Club must provide the Competition with evidence of compliance with Rule 2.13 at the 1 March immediately preceding. Evidence may include copies of pages from the Club's website and copies of the Club's matchday programme.

2.2.2 If a Club fails to provide the confirmation and or the evidence required or has not met the requirements of Rule 2.13 at 1 March immediately preceding then the Club may be issued with a Conditional Licence such that it is directed by the Competition to satisfy Rule 2.13 within 30 days. The failure to comply with this direction so may result in a penalty that may include the suspension of the Licence.

2.3 Change of control – National League only

2.3.1 Where a change of control of a Club has occurred in a Membership Year then it must have been assessed by the Competition in accordance with Rule 2.14. Compliance with Rule 2.14 shall be deemed to meet the criteria.

2.3.2 If through any means the Competition becomes aware that a change of control has occurred at a Club in the Membership Year that it has not assessed in accordance with Rule 2.14 then in addition to the powers of the Competition set out at Rule 2.14 the Competition may refuse a Licence, attach conditions to a Licence and / or apply a penalty at the discretion of the Competition.

3 INTEGRITY

3.1 Owners' and Directors' Test

3.1.1 By 14 March in a Membership Year a Club must confirm to the Competition that the Club has met the reporting requirements of The Association's Owners' and Directors' Test Regulations as at 1 March immediately preceding in a Membership Year.

3.1.2 If at 1 March the Competition has received a Notice issued by The Association in accordance with the Owners' and Directors' Test Regulations and the Club's membership of the Competition has been suspended at that date then the Licence may be refused.

3.2 Interests in more than one Club

3.2.1 By 14 March in a Membership Year a Club must provide a written confirmation in a form determined by the Competition that it satisfies the requirements of Rule 5 as at the 1 March immediately preceding.

3.2.2 In the event that the written confirmation is not provided by the due date then the Club must be subject to a penalty determined by the Competition that may include a fine, Embargo, suspension, refusal of the Licence or the granting of a Conditional Licence.

3.2.3 If at any time during a Membership Year the Competition become aware of a matter to be considered under Rule 5 via the written confirmation provided by the Club or by any other means such that in the opinion of the Competition the breach brings or is likely to bring into question the integrity of the Competition then that Club's Licence may be refused, suspended, withdrawn or a Conditional Licence may be issued.

3.3 Management of a Club

3.3.1 If the Competition has determined that as at 1 March in a Membership Year a Club is in breach of Rule 2.11 and or 2.18 such that the Club is to be expelled or excluded from the Competition in accordance with the Rules then the Licence may be refused or a Conditional Licence may be issued.

4 FINANCE

4.1 Annual financial statements

4.1.1 By 14 March in a Membership Year a Club must provide to the Competition a copy of its full annual financial statements for the period of its most recent complete financial year.

4.1.2 The annual financial statements are to be prepared in accordance with applicable legal and regulatory requirements, the rules of the Club, Rule I1.3 or I1.4 of The Association as appropriate and are to be evidenced as having been approved on behalf of the Club by its Board of Directors or Committee and circulated to its members/shareholders.

4.1.3 The Association shall by 14 March in a Membership Year provide the Competition with a written confirmation as to any Club of which it is aware whose annual financial statements for the period of its most recent complete financial year do not satisfy the requirements of Rule I1.3 or I1.4 of The Association.

4.1.4 Where the annual financial statements are not provided to the Competition by the due date or do not satisfy the requirements at paragraph 4.1.2 above then the Licence may be refused or a Conditional Licence issued. The Club may also be subject to a penalty determined by the Competition.

4.2 Filing of annual financial statements – Club companies only

4.2.1 In the case of a Club that is a corporate body (or similar), then that Club must by 14 March in a Membership Year confirm to the Competition that the annual accounts for its latest complete financial year are not overdue for filing at 1 March immediately preceding with regulatory bodies such as the Registrar of Companies at Companies House (or similar).

4.2.2 Where the Competition becomes aware by any means that the annual accounts were overdue for filing at 1 March then the Club must be subject to a penalty determined by the Competition that may include licence refusal or the issuing of a Conditional Licence.

4.3 Football Creditors

4.3.1 By 14 March in a Membership Year a Club must provide a written confirmation in a form requested by the Competition that it is not in default of amounts owed by the Club at the 1 March immediately preceding in respect of Football Creditors. The confirmation must also include any on-going proceedings against the Club in relation to Football Creditors. The Club must provide details of any such proceedings whether through football procedures recognised by the Competition or legal procedures, such as a winding up petition.

4.3.2 This Criterion shall be met where the Competition has assessed a Club and found it to comply with the provisions of Rule 11. The date of assessment shall be 1 March in a Membership Year. Where a Club has reported or the Competition has become aware by any means that a Club has defaulted on payments to Football Creditors then in addition to the powers set out at Rule 11 then the Competition may refuse the Licence, issue a Conditional Licence or suspend the Licence pending the supply of any further information requested by the Competition and for a period as the Competition shall determine.

4.4 PAYE and VAT

4.4.1 A Club must be assessed under the Financial Reporting Initiative in respect of PAYE and VAT. The assessment of a Club and the application of the requirements of the Financial Reporting Initiative to a Club shall be deemed to be compliance with the criteria.

4.5 Evidence of Funding – Step 1 and 2 only

A Club must be compliant with the requirements of Appendix E Budget Monitoring Scheme and Permitted Loans in relation to the Membership Year.

4.6 Insolvency Event

4.6.1 By 14 March in a Membership Year a Club must confirm to the Competition in writing whether or not it is subject to an Insolvency Event as at the 1 March immediately preceding. If a Club is so subject to an Insolvency Event then the Club may be subject to assessment by the Competition in accordance with the requirements of Rule 13.B. In addition to the requirements at Rule 13.B the Competition may refuse the licence, withdraw a Licence or issue a Conditional Licence.

4.6.2 Irrespective of the content of paragraph 4.6.1, a Club subject to Insolvency Events (e), (f) , (g) or (h) as defined in the Rules is not entitled to hold a Licence and must not be permitted to participate in the Competition from the date of the Insolvency Event. A Licence shall automatically lapse should a Club become subject to Insolvency Events (e), (f), (g) or (h) as defined in the Rules.

5 **GROUNDINGS AND SECURITY OF TENURE**

5.1 At 31 March in a Membership Year a Club must have satisfied the provisions of Rules 2.1, 2.2, 2.3, 2.5 and 2.6.

5.2 Compliance with Rules 2.1, 2.2, 2.3, 2.5 and 2.6 shall be deemed to meet the Criteria.

5.3 A Club that fails to meet the requirements of Rules 2.1, 2.2, 2.3, 2.5 and 2.6 at 31 March may be refused a Licence.

6 REPORTING OF CHANGES

6.1 A Club is required to advise the Competition in writing of any changes to the application of any of the Licence Criteria to its Licence at any time which might directly or indirectly affect the application of the Licence Criteria. The written notification is to be received by the Competition within three working days of the change occurring.

6.2 If the Competition becomes aware of a change at a Club by any means then the Competition must consider any such change in relation to the application of the Licence Criteria to the Club.

6.3 If a Club fails to advise the Competition of such a change then it may be subject to a penalty determined by the Competition, including and not limited to suspension or withdrawal of the Club's Licence, Embargo or financial penalty or a points deduction.

APPENDIX R

REGULATION FOR APPEAL TO THE LEAGUE

Commencement of Appeal

1. An appeal shall be commenced by sending a notice of appeal ("**the Notice**") to the League Secretary and a copy of the Notice to the intended Respondent.
- 1.2 The Notice shall be sent within the necessary number of days provided for by the matter causing the appeal.
- 1.3 The Notice must:
 - (i) identify the matter being appealed;
 - (ii) set out the ground(s) of appeal;
 - (iii) set out in detail the facts upon which the appeal is based;
 - (iv) be accompanied by statements of any witnesses it is intended to bring to the hearing or whose evidence is to be accepted in writing;
 - (v) be accompanied by any fee prescribed by the relevant Rules, Regulations or contract. Where an appeal is lodged by fax or email, the fee must be received not later than the third day following the day of despatch of the fax or email including both the day of despatch and receipt.
- 1.4 Once the Notice has been submitted then no further evidence may be submitted by the Appellant and any application for leave to present further evidence must be made at the hearing.
- 1.5 Once an appeal has been commenced, it shall not be withdrawn except by leave of the League, with such order for costs as the League may consider appropriate.

Appeal Proceedings

- 2.1 An Appeal Board shall be convened and proceed as set out below:
- 2.2 Reference to a party or parties means:
 - (i) the person lodging the appeal ("**the Appellant**");
 - (ii) the Club, Player or other party against whom the appeal is made (the "**Respondent**").

- 2.3 The Respondent shall serve a written reply to the Notice (“**the Reply**”) on the Appellant and the League within the time limit prescribed by the relevant provision governing the appeal or as decided by the League where there is no time limit set.
- 2.4 The Appeal Board shall only hear further evidence where it has given leave and an application for leave to present further evidence must be made in writing at least 24 hours before the date and time set for the hearing of the appeal and must be served either personally or by fax or email on the League and any party.
- 2.5 The Respondent shall nominate an individual or individuals to represent it before the Appeal Board.
- 2.6 The parties shall be entitled to make oral submissions to the Appeal Board.
- 2.7 The Chairman of an Appeal Board may upon the application of a party or otherwise give any instructions considered necessary for the property conduct of the proceedings, included but not limited to:
 - 2.7.1 Extending or abridging any time limits;
 - 2.7.2 Amending or dispensing with any procedural steps set out in these Regulations.
 - 2.7.3 Ordering parties to attend a preliminary hearing.
 - 2.7.4 Ordering a party to provide written submissions.

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 5 working days before the hearing set for the Appeal which shall comprise the following (or their equivalent):
 - 2.9.1 The letter or any other document against which the Appeal has been made.
 - 2.9.2 The Notice.
 - 2.9.3 The Reply.
 - 2.9.4 Any documents or other evidence referred to in any of the items 2.9.1-2.9.3 above.
 - 2.9.5 Any new evidence for which leave has been given to present.
 - 2.9.6 All witness statements.

- 2.10 Appeal hearing 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 further 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 further evidence. The following procedure 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 further evidence to be presented by the Appellant;
 - 2.10.3 The Respondent to address the Appeal Board summarising its case.
 - 2.10.4 Any further evidence to be presented by the Respondent.
 - 2.10.5 Each party to be able to put questions to any witness giving evidence.
 - 2.10.6 The Appeal Board may put questions to the parties and any witness giving 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.

Appeal Board Decisions

- 3.1 A decision, order, requirement or instruction of the Appeal Board shall (save where made under these Regulations 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 capable of appeal to the Football Association in accordance with the Regulations for Football Association Appeal.

- 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; where appropriate, remit the matter for further hearing.
 - 3.3.3 Order that any appeal fee be forfeited or returned as it considers appropriate.
 - 3.3.4 Make such further order or other orders it considers appropriate generally or for the purpose of giving effect to the decision.

Costs

- 3.4 Any costs incurred in bringing or responding to an appeal shall be borne by the party incurring the costs. Any costs incurred in relation to the Appeal Board including travel room hire and refreshments may be ordered by the Appeal Board to be paid by the party considered appropriate by the Appeal Board.

Announcement of Decision:

- 3.5 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.

Written Decision:

- 3.6 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 appealed against and the grounds of appeal.
 - 3.6.2 Whether or not the Appeal is allowed.
 - 3.6.3 The order (s) of the Appeal Board.
 - 3.6.4 The Appeal Board shall, upon the request of the Appellant or Respondent (such request to be received by the League Secretary within five days of the date of the announcement of the Decision) give written reasons for the decision.

APPENDIX S

GUIDE NOTES FOR PITCH INSPECTIONS

RECOMMENDED PROCEDURE FOR THE GUIDANCE OF CLUBS AND REFEREES IN DETERMINING THE SUITABILITY OF GROUNDS IN ADVERSE WEATHER CONDITIONS

Each Club must take every precaution to ensure that its ground is in a fit playing condition.

When the regional weather conditions are known to be extreme (e.g. prolonged severe frost, clear water logging or heavy snow) then the game can be postponed at the discretion of the League following consultation with the appropriate League Secretary / Officer, League Rules will apply; this is not an issue for the match day Referee. Should a Competition decide to agree to an early postponement under such circumstances there will be no requirement for a pitch inspection.

In all other circumstances and subject to the time and travelling distance, the match Referee should be called in to make a decision. In the event of the match Referee being unable to carry out the inspection, the Home Club must select an alternative Referee listed within the National List of Contributory Referees.

Should it not be possible to identify an appropriate Match Official, the Appointing Authority (the Football Association) will determine a suitable person to carry out the inspection.

If a specific League Rule exists where the timing of a pitch inspection is stated, this will apply but is a League issue only.

Prior to reaching a decision the Referee who is making the inspection must:

- Consult with the match Referee prior to the inspection
- Consult with the match Referee during / after the inspection to mutually agree on a decision prior to notifying the Home Club Secretary or Club Chairman and the appropriate League Secretary (or Chairman if the Secretary is not available).

Prior to reaching a decision the Referee who is making the inspection should consider the following:

- Whether or not the ground (playing area) is dangerous (e.g. ice / frost)
- Whether or not that the spectator standing areas are dangerous (e.g. ice / frost)
- Whether or not conditions are or could turn farcical

- The views of the Home Club Groundsman in terms of local knowledge and draining capabilities in the event of standing water
- The existing condition of the playing surface in conjunction with the prevailing weather conditions as previously confirmed with the local weather authority
- Be seen to be active! Adhere to deadlines, keep all informed; especially the away Team Manager if he is on route and can be contactable (home club will have the Secretary's mobile number); or if the away Club are in a hotel locally. If they are within a reasonable time/distance from the ground it is only courtesy that you await their arrival
- Inspect thoroughly! A professional approach must be adopted when carrying out an inspection. It is not acceptable just to take a cursory look at the field of play in normal dress (i.e. Suit / Blazer etc.). Sports kit should be worn, along with appropriate footwear (i.e. football boots). All areas of the pitch should be inspected. A ball should be used to determine whether the surface is playable (for movement and bounce), if appropriate, playing staff may be able to assist you in this practical session.
- Fog creates its' own problems. Use perspectives from ground level and the back of a stand – check forecast (remember that there is a responsibility to paying spectators)
- When dealing with such elements as frost or ice – remember that the highest temperature of the day is usually around mid-day. Get a forecast if necessary of the projected temperature for the time when the match is due to conclude
- The manpower available to the Home Club to carry out any necessary work to make the ground playable
- The time the visiting Club are due to commence their journey
- Liaise with Managers BUT the decision as to whether the match is played is yours

If after consultation with the match Referee, the ground is declared fit and the away Clubs instructed to travel, then only in exceptional circumstances should the match Referee reverse the decision.

If an early inspection has not been carried out and the match Referee arrives at the ground to find the playing conditions in doubt due to unexpected deterioration in the weather, he should first consider as many of the above points before committing himself to a decision.

In the event of a pitch inspection being carried out by a Referee other than the match Referee, a fee of half the Referee's fee may be offered, plus travel expenses, paid by the Home Club. If the appointed Match Officials have reported to the ground they are entitled to their expenses plus half their match fee if the match is not played.

APPENDIX T

RULES OF THE BENEVOLENT FUND

1. The purpose of the Fund is to provide assistance to present and former players, match officials, Club Officials, Officers of The Isthmian Football League Limited ("the Company") or others who have rendered service to the Isthmian League ("the League") or to the immediate family of such persons, in cases of need.
2. The Fund shall be managed by the Board of Directors of the Company ("the Board") whose decision on all matters concerning the Fund shall be final. The Trustees of the Fund shall be two Directors of the Company for the time being and shall be appointed by the Board.
3. Monies for the Fund shall be raised from subscriptions, levies and donations from Clubs and outside bodies and in such other manner as shall be decided by the Board from time to time provided that the Fund shall not undertake any permanent trading activities in raising funds for its primary charitable objects.
4. Monies not invested shall be lodged in a Bank Account in a UK Clearing Bank and all cheques shall be signed by any two Trustees for the time being.
5. Applications for assistance shall be made to the Trustees specifying the reasons for the application with supporting medical reports, if appropriate. All forms must be signed by the Chairman and Secretary of the Club which the applicant was last connected or signed by three members of the Board prepared to support the application. Applicants may be asked to attend before the Board or before a sub-Committee formed for that purpose.
6. Grants shall be by way of a lump sum, periodical payments or in such other manner as the Board shall decide.
7. All costs of administering the Fund shall be borne out of the Fund.
8. The Company shall prepare an annual account for auditing and such audited account, together with an annual report shall be circulated to all Clubs annually.
9. The Fund may be dissolved at any time by the Board if in their view, the objects of the Fund, as set out in Rule 1 herein, are either no longer necessary or no longer attainable or if the League shall be dissolved; in each such case the investments of the Fund shall be called in and converted to ready money and the monies then forming the Fund shall be donated to such registered charity or charities as the Board shall decide with similar objects to the Fund.

APPENDIX U
FA CHILD PROTECTION POLICY STATEMENT

1. Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.
2. The Football Association recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is determined to meet its obligation to ensure that those clubs and organisations providing football opportunities for children and young people do so to the highest possible standard of care. .
3. These procedures apply to anyone in football whether in a paid or voluntary capacity. For example, volunteers in clubs, referees, club officials, helpers on club tours, football coaches and medical staff
4. The Football Association will consider, having taken advice, whether anyone who has a previous criminal conviction or caution for offences related to the abuse of children or young people, violence or any sexual offences, should be excluded from working with children and young people. This position is reinforced by U.K legislation and guidance.

Appendix V
FA KIT AND ADVERTISING REGULATIONS

Please click on this link to be direct to the FA Kit Regulations: -

[Kit and Advertising Regulations \(thefa.com\)](http://thefa.com/Kit-and-Advertising-Regulations)

PLAIN BADGE
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AND LANYARDS
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01322 288627



info@darenthprint.co.uk



www.darenthprint.co.uk

Unit 32 Mulberry Court, Bourne Industrial Park, Bourne Road, Crayford, Kent, DA1 4BF

