

- A request made in less than this period of time will only be considered by the Board in exceptional circumstances and granted at their discretion.
- 8.19 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.
- 8.20 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.
- 8.21 The home Club is responsible for publishing a full match programme acceptable to the Board for each of its Competition matches, which must include an advertisement for the Competition sponsor(s) where directed by the Board. A team sheet will not be considered sufficient to comply with this Rule. It is not mandatory to produce a programme for matches in Division Two or the Reserve Section. The visiting Club must send in writing to the home Club details of the proposed team they plan to field together with their Club history and up-to-date pen pictures of their current players registered with the Competition for the season 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 each match day programme shall be sent by the home Club to the Competition (Registration) Secretary within 3 days of the match with the relevant match report form. 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.
- 8.22.1 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. This Competition, however, will only accept 8 persons in accordance with the FA ground grading criteria.
- 8.22.2 Only one person at a time has the authority to convey tactical instructions to the players during the match. This person shall be the team manager or the team coach. He is allowed to move to the edge of the technical area to issue instructions to his team but then must return to his position on the bench immediately after giving these instructions.
- 8.22.3 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.
- 8.22.4 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.
- 8.22.5 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, but must then return to the trainer's bench.
- 8.22.6 This Rule does not apply in this Competition.
- 9. PLAYERS' AGENTS**
- 9.1 A Players' 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 Players' 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 Club shall be entitled to 10% of the total number of tickets available or a minimum of 600, whichever is the greater, subject to any stipulation by the relevant safety authority affecting these figures. 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 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.
- 10.4 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.
- 10.5 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.
- 10.6 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.
- 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 of Directors may decide.
- 12. RESULT/REPORT FORMS**
- Each Club shall submit the fully completed copy of the appropriate match result forms by first class post to the Appointing Authority (Registration Secretary) in an envelope showing a post mark within 3 days of the match. When a Club considers that the Referee has discharged his duties incompletely and awards a mark of 50 or less, a detailed report must be sent to the Appointing Authority (Referees Secretary) within three days of the match by first class post. Clubs in default of any provision of the Rule will be subject to a fine for each offence in accordance with the Fines Tariff.
- 13. CHAMPION, RELEGATION**
- 13.1 Three points will be awarded for a win at home or away and one point for a drawn match at home or away.
- 13.2 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:
- 13.2.1 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.
- 13.2.2 In the event of the goal difference being equal the highest placed Club shall be the Club which has scored the most goals;
- 13.2.3 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.
- 13.2.4 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.
- 13.2.5 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.