

The following Rules have been compiled for the use of Competitions and are mandatory for all Competitions outside the National League System and at Step 7 and below.

Competitions seeking sanction should draft their Rules in general conformity with this Code, putting them in the correctly numbered Rule and showing the Standard Headings.

It should be noted that in many cases Rules are so printed because they are alternatives. For instance *shall/shall not* or, more elaborately, in Rule 8(B) where any of differing procedures may be adopted. In such cases the procedure to apply should be retained and the others omitted. In all cases where a line is shown the necessary name, address, number or wording to complete the Rule must be inserted.

Rules of the North Lancashire & District Football League
Season 2011-2012

NOMENCLATURE & CONSTITUTION

1 (A) This Competition shall be designated The North Lancashire & District Football League and known as the Baines Bagguley North Lancashire & District Football League and shall consist of not less than eight properly constituted clubs, but not more than Seventy Teams, approved by the sanctioning authority. Each club must be a member or an associate member of the Lancashire Football Association.

Their names and particulars shall be returned to the Lancashire Football Association annually by the appointed date on Form "D".

The players shall be non-contracted.

The organizations and their grounds and Headquarters shall be situate North of Preston and within a radius of 26 miles of Lancaster Town Hall.

No team shall be permitted to play in more than one Cup Competition outside the League competitions, unless instructed by their County Association, such competition to be notified to the League on Form "A" prior to the commencement of the season.

Clubs so entered in any Cup or Shield Competitions outside the League must give at least fourteen days notice of their engagement to the Fixture Secretary. Any Club failing to comply shall be liable to be dealt with in a manner that the Management Committee deem appropriate.

The Club must report the result of the match to the Fixture Secretary in accordance with Rule 11.

(B) This competition shall apply annually for sanction to the Lancashire Football Association and the constituent teams of Member Clubs may be grouped in Divisions. Each Division shall contain such number of teams as shall be determined at the AGM.

ENTRY FEE, SUBSCRIPTION, DEPOSIT, INSURANCE

2 (A) Applications by New Clubs for admission to this Competition, or the entry of an additional team, must be made in writing to the League Secretary no later than 30th April. This must be accompanied by an Entry Fee of £5 per team, along with the forthcoming season's subscriptions, both of which shall be returned in the event of non-election. The applicants must forward their applications disclosing details of the ground, changing facilities to be used and finances.

The Management Committee shall inspect the facilities of any Club applying for membership or re-election and if such facilities are regarded as acceptable then the Management Committee shall submit the application for membership or re-election to the AGM.

Any club which has made an application to join the League or any club applying for re-election must attend the Annual General Meeting and failure to do so will result in the application for membership or re-election not being put before the meeting.

All applications for re-election to the Competition shall be received at least 28 days prior to the date for the AGM.

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

When Rule 12(B) is applied or a team seeks a transfer or is compulsorily transferred to another division no Entry fee shall be payable.

Clubs wishing to make application for membership of any other League must give notice in writing to the Hon. Secretary of the North Lancashire League Management Committee prior to making such application.

(B) The Annual subscription fee of £120 per Team shall be invoiced to each club and will include the League and Cup entry fees. It shall be paid by 1st August. The Management Committee shall be permitted to take such actions as they think fit for the failure to pay such subscriptions by 1st August and such action may include a fine.

(C) Each new Club/Team shall by 1st August pay a deposit of £50 which shall be returnable to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee.

(D) (i) A Club shall not participate in this Competition until the Entry Fee, Annual Subscription

and Deposit have been paid. .

(ii) If any Club whose subscriptions Entry Fee, Annual Subscription and, if appropriate, Deposit have not been paid by 1st September then the Management Committee shall call a Special General meeting in accordance with Rule 19 requesting the exclusion of the Club from the Competition in accordance with Rule 17.

(E) Clubs must advise the Secretary by July 1st each year of its County Football Affiliation Association number (s) for the forthcoming Season, failing which they shall be fined. Clubs must advise the Secretary in writing, or on the prescribed forms, of details of its Headquarters, playing colours, Officers, member of its committee and any other information required by the Competition, these forms to be presented no later than the Annual General Meeting of the Competition. A club whose forms are not forthcoming by the Annual General Meeting will be fined and given 7 days to forward the forms to the League Secretary. Failure to provide the information within the 7 days will result in the Club being dealt with as the Management Committee deem fit, including the exclusion of the Club from the Competition and on recommendation of exclusion the Management Committee shall call a Special General Meeting in accordance with Rule 19 requesting exclusion of the Club under Rule 17.

(F) Each Team will receive Two Rule Books free and subsequent copies may be obtained from the League Secretary, at a charge to be determined by the Management Committee.

(G) It is compulsory for each Club to insure its players and staff against Injury or Accident. Proof of insurance to be submitted to the League Secretary by the September Open Meeting. Failing this the Club will be dealt with at the discretion of the Management Committee, which includes the right to withdraw the Clubs fixtures.

(H) The League shall affect such insurance as is necessary to cover the Officers of the League, Committee Members and Life Members of the League when they are carrying out their official duties of the League.

OFFICERS

3 The Officers of the Competition shall be the President, Chairman, Vice-Chairman, Treasurer, Secretary, Registration Secretary, Fixtures Secretary, and Referee's Appointment Officer to be elected annually at the Annual General Meeting. (NB Auditors are not Officers). These shall not in any way be Officers or officials of the member clubs.

Honoraria may be granted to the Hon. Secretary, Hon. Treasurer, Hon. Registration Secretary, Hon. Fixtures Secretary each year for their services, the amount to be decided by the Management Committee and taken to the AGM for ratification.

MANAGEMENT, NOMINATION, ELECTION

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

All participants shall abide by the Football Association Regulations for safeguarding children as determined by the Association from time to time.

No more than two members from the same club shall be allowed on the Management Committee.

No person may act as both Treasurer and Secretary without the written approval of the Lancashire Football Association.

(B) Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two Member clubs, not later than 14th May each year. Names of candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting.

(C) The Management Committee shall meet as often as is necessary to deal with business as it arises, and at least quarterly.

On receiving a requisition signed by two-thirds of the Members of the Management Committee the Secretary shall convene a meeting of the Committee

(D) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.

(E) All correspondence received from Clubs must be conducted through their nominated Officers.

(F) Should any vacancy arise during the year the Management Committee shall have the power to elect a successor until an EGM or the next AGM whichever is the sooner.
Should any Member of the Management Committee be absent from three consecutive Management Committee Meetings without an acceptable apology, then they shall cease to be a member of the Management Committee.

(G) A person may be elected to the Management Committee who is a registered referee with the North Lancashire and District Football League providing the person is not an Officer, Official or Executive Member of the Referees' Society of which the person is a member. No person shall be elected onto the Management Committee who is an Officer of another League.

POWERS OF MANAGEMENT

5 (A) The Management Committee may appoint such other sub-committees as they may consider necessary and may delegate such of their powers as they deem necessary to such committees. The decisions of all such committees shall be reported to the Management Committee for ratification. The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of the Football Association or affiliated Association.

(B) Subject to the permission of the Lancashire Football Association having been obtained the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each club (including any club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season.

(C) Each member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented or where there may be a conflict of interest. (This shall apply to the procedure of any sub-committee). Honorary Life Members shall also be entitled to attend and vote at all meetings and shall have such rights and privileges as the Management Committee shall from time to time prescribe.

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

(D) The Management Committee shall have powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules.

With the exception of Rules 5 (I), 6 (H), 10 (A), 11 and 19, for all breaches of Rule a formal written charge must be issued. The respondent shall be given seven days from the date of notice to reply to the charge and given the opportunity to:

- (i) Accept or deny the charge
- (ii) Submit in writing a case for mitigation, or
- (iii) Put their case before the Management Committee.

All breaches of the Laws of the Game, Rules and Regulations of The Football Association shall be dealt with in accordance with F.A. Rules by the appropriate Association. With the exception of playing in Step 7 of the Football Pyramid and the Women's Premier League, the maximum fine permitted for any breach of a competition rule is £250 and, when setting the fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstance.

(E) All decisions of the Management Committee shall be binding subject to the right to appeal in accordance with Rule 16.

Decisions of the Management Committee must be notified in writing to those concerned within 14 days.

(F) Five members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and Three Members shall constitute a quorum for the transaction of business by any sub-committee of the Competition.

(G) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.

(H) A club having failed to comply with an order or instruction of the Management Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to be fined or otherwise penalized at the discretion of the Management Committee.

(I) All fines and charges shall be paid within 14 days of the date of posting of the written notification. Any Club failing to do so will be fined a maximum of £50. Further failure to pay the fine including the additional sum within 14 days will result in fixtures being withdrawn until such time as the outstanding payments are settled.

(J) This Rule is not used by our League.

(K) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General or Special General Meeting called to decide the constitution and the commencement of the Competition season.

(L) The business of the Competition as determined by the Management Committee may be transacted by electronic mail or facsimile.

(M) No participant under the age of 18 can be fined.

ANNUAL GENERAL MEETING

6. (A) The Annual General Meeting which any Management Committee Member may Chair shall be held on the last Monday in June in each year. At this meeting the following business shall be transacted provided that at least half of the Members are present and entitled to vote:-
- (i) To receive and confirm the Minutes of the preceding Annual General Meeting.
 - (ii) To consider any business arising there from.
 - (iii) To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
 - (iv) Election of Clubs to fill vacancies (as recommended by the Management Committee).
 - (v) Constitution of the Competition for ensuing season.
 - (vi) Election of Officers and Management Committee.
 - (vii) Appointment of Auditors.
 - (viii) Alteration of Rules, if any (of which notice has been given).
 - (ix) Fix the date for the commencement and conclusion of the season and kick-off times applicable to the Competitions.
 - (x) Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.
- (B) A copy of the duly audited Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least fourteen days prior to the meeting, and to the Lancashire Football Association.
- (C) A signed copy of the duly audited Balance Sheet and Statement of Accounts shall be sent to the Lancashire Football Association within fourteen days of its adoption by the Annual General Meeting.
- (D) (i) Each Member Club shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Not less than Fourteen days' notice shall be given of any Meeting.
(ii) No Club shall be allowed to take part in the proceedings of the meeting unless clear on the books of the League on May 31st.
- (E) Clubs who have withdrawn their Membership of the Competition during the season being concluded or who are not continuing Membership shall be entitled to attend but shall vote only on matters relating to the season being concluded.
This provision will not apply to Clubs expelled in accordance with Rule 17.
- (F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least half of the delegates qualified to vote or the Chairman so decides.
- (G) No individual shall be entitled to vote on behalf of more than one Member Club.

(H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason shall be liable to a fine not exceeding £50 and/or dealt with as the Management Committee deem appropriate.

(I) Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting, providing in doing so it does not give that club two votes.

AGREEMENT TO BE SIGNED

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

"We, A, _____ of _____ (Chairman) and
B _____ of _____ (Secretary) of the
_____ Football Club have been provided with a copy of the Rules and Regulations of the North Lancashire and District League Competition and do hereby agree for and on behalf of the said Club to, if elected or accepted into Membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16.

Any alteration of the Chairman and /or Secretary on the above Agreement must be notified to the County Football Association(s) to which the Club is affiliated and to the Secretary of the Competition.

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

QUALIFICATION OF PLAYERS

8. (A) Contract players, as defined in Football Association Rules, are NOT permitted in this Competition.
It is the responsibility of each Club to ensure that any Player signing a registration form for that Club has, where necessary, the required international Transfer Certificate. Clearance is required for any Player aged 12 and over crossing borders including Wales, Scotland and Ireland.
- (B) (i) A registered playing member of a Club is one who has fully, correctly, legibly and in block letters completed a Registration Form, in ink, that has been sanctioned by the Lancashire Football Association and provided by the League. A Player will only have been accepted as a registered player with the competition by the Registration Secretary for the League by the issue of a receipt for the Registration Form to the Club Secretary. The player shall not be validly registered until the Secretary of the Club has that acknowledgement from the Registration Secretary, except where an emergency registration under 8B (ii) takes place.
(ii) In an emergency Clubs wishing to register a player prior to him playing the following day must have presented the fully completed form to the Registration Secretary by 7pm on the day before the match, excluding Saturday and Sunday. It is then the responsibility of that Club to confirm with the Registration Secretary that he is registered to play. The Club may then play the player in future matches unless informed otherwise by the Registration Secretary, but must ensure the registration receipt is received by the Club within 7 days of the player's registration.
- (C) After 1st January each season no player may play for any club in this competition who has played in any more senior competition during the current season unless the player(s) has played at least six (6) matches in the season for the club in this competition.
- (D) A player having taken part in matches for any Club affiliated to any County Football Association shall not be allowed to join, be transferred to, or sign for a Club in the Competition without first proving to the officials of the intended Club that the player has discharged all reasonable financial liabilities to the previous Club or Clubs, and a Club official may not accept such player's signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played.

If the player is registered with a Club in the Competition that Club must notify the Registration Secretary in writing giving full details of the players' financial obligations. Immediately the player

settles the financial obligation in full that Club must notify the Registration Secretary in writing within 3 days of the final settlement. If a Club fails to do so it may be dealt with as the Management Committee deem appropriate.

Note: The intention of this rule is to ensure that players discharge their responsibilities to Clubs who may have paid fines /administration charges on their behalf, in respect of the current season or season just ended. Similarly, clubs are expected to report to their County Association, at the end of each season, players who have failed to reimburse them for such monies paid on their behalf.

(E) A Club shall be provided with 20 Registration Forms for each Team it has at the Annual General Meeting, extra forms will be available from the Registration Secretary at the price of 50 pence each

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

In the event of a player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the player shall be registered. The Registrations Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

(G) It shall be a breach of Rule for a player to:-

(i) Play for more than one Club in the Competition in the same season without first being transferred.

(ii) Having signed for one Club in the Competition, sign for another Club in the Competition in that season except for the purpose of a transfer.

(iii) Submit a signed registration form for registration that the player had wilfully neglected to accurately or fully complete.

(iv) Knowingly play in any game without being named on the official record sheet.

(H) (i) The Management Committee shall have power to accept the registration of any player.

(ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any player, except those under 18 years of age, at their discretion who has been charged and found guilty of registration irregularities (subject to Rule 16).

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

Undesirable conduct shall mean an incident of repeated 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.

(iv) Any application for re-instatement of registration must be made, in writing, by the player, together with a letter of support from the Secretary of his Club (if applicable), to the Management Committee Secretary. Any application by an Official of a Club or any other person whose participation in the Competition has been withdrawn by the Management Committee for re-instatement must be made, in writing, and in the case of an Official of any Club with the written support of the Club concerned. The Management Committee will reserve the right to re-instate the player or otherwise. The Management Committee will only re-instate a such applying party when it considers the time appropriate, and that party has appeared in person before the Management Committee if requested so to do by the Management Committee. Reinstatements are subject to any County F.A. suspensions being completed.

(Note: Action under Clause (iii) shall not be taken against a player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute and will in any case be subject to an Appeal to the Football Association.)

(For the purpose of this Rule, bringing the competition into disrepute can only be considered where the player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in a period of two years or less from the date of the first offence).

(I) Subject to The Football Association Rules dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form to the Registrations Secretary accompanied by a fee of £5. Such transfer shall be referred by the Registrations Secretary to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Registrations Secretary and to the player concerned within seven days of receipt of the transfer form. Upon receipt of the Club's consent, or upon its failure to give written objection within seven days, the Registrations Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date or Seven days after receipt of such transfer.

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

decision.

Transfer forms will not be accepted by the Registration Secretary after 7pm on a Friday, and on a Saturday and Sunday.

(J) (i) No Transfer can take place from March 1st without the consent of the Management Committee.

(ii) No member club may register a player with the League before 1st July for the forthcoming season.

(iii) No registration of a Player shall be accepted from 1st January who has been registered in any other League during the current season.

(K) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.

(L) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the Registration Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee Meetings or at other times mutually arranged. Clubs must have a minimum of seven players registered per Team by August 1st in order to fulfil a fixture and fourteen players registered per Team by August 15th otherwise the Management Committee will take such action as deemed fit.

Registrations are valid for one season only.

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

(M) A player shall not be eligible to play for a team in any special championship, promotion or relegation deciding match (as specified in Rule 12(A) unless the player has played two games for that team in this Competition in the current season.

(N) A recognised first team member is one who has played six matches from 1st November for a first team in this competition. A recognised first team player cannot then play for its club's third team during the course of the season.

Not more than Three recognised playing members of a first team shall be eligible to play in a Second Team and not more than three recognised playing members of a second team shall be eligible to play in a third team at any one and the same time unless sanctioned by the Management Committee. A player once he has completed 15 Reserve team matches either as a player or Substitute (having taken part in a match) shall be classed as a Reserve team player for the remainder of the season irrespective of however many first team appearances he makes. A player once he has completed 15 third team matches either as a player or substitute having taken part in a match shall be classed as a third team player for the remainder of the season irrespective of how many second team appearances he makes subject to the above mentioned rule that if a player has at any time become a recognised first team player he cannot then play for the third team during the course of the season.

(O) (i) Any team playing an unregistered or otherwise ineligible player or players shall have the points gained in the match deducted from its total and may be fined and/or otherwise dealt with at the discretion of the Management Committee.

(ii) In addition the team shall have three points deducted from its total at the discretion of the Management Committee and may be dealt with in any further manner which is thought to be fit.

(iii) The Management Committee may, at its discretion, award points available in the match to the opponents, subject to the match not being ordered to be replayed.

(P) To play open age football the player must have achieved the age of 16.

CLUB COLOURS, CLUB NAME

9 (A) Every club must register its name and the colour of its shirts, shorts and stockings with the Secretary at the Annual General Meeting or on the prescribed form, who shall decide as to their suitability. Goalkeepers must wear colours, which distinguish them from other players and the referee. Thermal shorts, if visible, must be the same colour as the player's shorts.

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

If, in the opinion of the Referee, two Clubs have the same or similar colours, the AWAY team shall make the change. Any team not having a change of colours or delaying the kick-off by not having a change, or otherwise breaking this Rule, shall be fined.

The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or stockings as they think fit.

Shirts must be numbered.

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

A club shall not have any sponsorship without the prior consent of the Management Committee.

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

10. (A) The Annual General Meeting shall determine the commencing and concluding dates for the ensuing season which shall be in accordance with Football Association Rules. No Club shall be compelled to play after the concluding date.

The Fixture Secretary will arrange fixtures and stipulate when they will commence. Dates can only be changed with the consent of the Management Committee, who shall also have power to make alterations.

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

Clubs must take all reasonable precautions to keep their grounds in a playable condition. All matches shall be played on pitches deemed suitable by the Management Committee, which can, where approved by the Management Committee, be an artificial surface of FIFA approved standard. If through any fault of the home team a match has to be replayed, the Management Committee shall have power to order the venue to be changed.

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

All matches shall have a duration of 90 minutes unless otherwise ruled by the Management Committee but no match will be recognised that is less than 60 minutes in duration.

The times of kick-off shall be fixed at the Annual General Meeting. Any Club failing to commence at the appointed time may be fined or otherwise dealt with as the Management Committee may determine.

Kick-off times for all Saturday matches will be 2pm and in the case of evening matches 6.30pm unless otherwise instructed by the Fixture Secretary.

Referees must order matches to commence at the appointed time and must report all late starts to the Competition, informing an official of the responsible Club(s) of his intention. The responsible club must also report to the Fixture Secretary within 3 days.

A fine may be imposed if the reasons for the late start are not considered satisfactory.

It is the responsibility of the Home Club to ensure the dressing-rooms, pitch markings, nets and other facilities are in order at least 30 minutes prior to kick-off.

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

(C) Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to The Football Association and all relevant County Association Cup Competitions. All other matches must be

considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Fixtures Secretary. In the case of a revised fixture date, the Clubs must be given by the Competition 5 clear days notice of the match (unless otherwise mutually agreed).

(D) The Secretary of the home Club must give notice in writing of full particulars of the location of and access to the ground and time of kick-off to the match officials and the Secretary of the opposing Club at least 3 days prior to the playing of the match **only if the information is different from that issued in the handbook and from the information from the Fixture Secretary in his notification to the Clubs.**

(E) In the event of a Club playing in any match with less than eleven players they may be fined for each missing player. A minimum of seven players will constitute a team for a Competition match.

(F) Home and away matches shall be played. In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine, deduct points from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses incurred by the opponents or otherwise deal with them except the award of goals. Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.

In the case of a club with a proven history of their ground being continually unavailable for fixtures or if any other grounds considered unplayable/unavailable for a League match then the club will, at the discretion of the Management Committee, play their home fixture on their opponents ground or such a ground as the League deem appropriate – even at short notice. The club would then be responsible for payment of the referee, erecting goal-nets, corner posts and be responsible for the Team sheet book.

Any Club with more than one team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence: - First Team, Reserve Team, Third Team. Clubs in breach of this requirement shall be fined a sum not exceeding £50 or otherwise dealt with by the Management Committee.

Any Club unable to fulfil a fixture must, without delay, give notice to the Fixture Secretary, the Competition Referees Appointments Officer and the Secretary of the opposing Club. Any Club failing to comply shall be dealt with by the Management Committee who may inflict a fine.

After 1st January a Reserve Team or third team cannot cancel a fixture unless three or more players are required for the First Team or reserve team or by prior arrangement with the Fixture Secretary. A team cancelling its fixture under this provision must inform the Fixture Secretary as soon as possible prior to the match day. A club cancelling on a match day will be dealt with as the Management Committee deem fit.

In the event of matches being postponed through weather or other circumstances over which the clubs have no control, the matter shall at once be reported to the Fixture Secretary, who shall determine when next the teams meet. Any Club failing to comply shall be dealt with by the Management Committee who may inflict any penalty it may deem suitable.

The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams. Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand. In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one team or its Club member(s) they shall be empowered to award the points for the match to the opponents. In cases where a match has been abandoned owing to the conduct of both teams or their Club members, the Management Committee shall rule all points for the match as void. No fine(s) can be applied by the Management Committee for an abandoned match. Such action is subject to any disciplinary action taken by the appropriate Affiliated Association

(G) A Club may at its discretion and in accordance with the Laws of the Game use up to 3 substitute players in any match in this Competition who may be selected from three players. The referee shall be informed of the names of the substitutes not later than 10 minutes before the start of the match.

A substitute shall not, at any time, act as a linesman, or vice versa.

A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.

Substitutes listed on the Official Match Report Sheet sent by the Home Club Secretary to the Registration Secretary will be deemed to have taken part in the game unless the box marked "Not used" "(X)" has been completed by the match referee.

It shall be the responsibility of the Club Officials for both the Home and Away Clubs to make sure that the Referee for the game has endorsed the Official Match Report Sheet to this effect.

(H) The half time interval shall be of ten minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the referee.

(I) Rule 10 (I) is unused by our League.

(J) Clubs must be affiliated to a County Association prior to taking part in any "Friendly" matches.

(K) Clubs shall place their players and ground at the disposal of the League for representative matches.

(L) All Clubs are compelled to have a First Aid Kit and it be available at ALL matches. All Clubs/Teams in the League shall endeavour to have a qualified First Aider or persons approved by the Management Committee to carry out treatment of sick or injured players present at every match.

(M) Any Club wishing to Video any game in which it plays must obtain permission from the Secretary of this League prior to commencement of the said match.

REPORTING RESULTS

11 (A) The home club for any Fixture must make available an official match report sheet supplied by the League which must be completed, legibly, in capital letters in ink prior to the game by the home club and the away club as to the full names of all players and substitutes taking part in accordance with the numbers worn by those players, and the names of Assistant Referees. The home club must also insert the "League division or Cup competition" it is playing in, in the space provided on the team sheet.

It shall be the duty of the home club to ensure that prior to the game the official match report sheet has been presented to the opposing club for completion at least 20 minutes prior to the kick-off time, having first been completed by the home team. The home club shall then be responsible for handing the official match report sheet to the referee at least 10 minutes prior to the kick-off.

The referee shall retain it until the fixture has been completed then he shall complete on the official match report sheet details of misconduct, accidents and substitutes used/unused (as in accordance with Rule 10 (G) as appropriate, sign the sheet and return it to the home club.

Both Teams must insert onto the match report sheet the names of any goalscorers.

The secretary of the home club shall then forward the team sheet to the Registration Secretary to be received by him no later than Noon, four days after the fixture (excluding Sunday).

Each Club on completion of a fixture shall complete an official referee assessment form supplied by the League. Such completed and signed form shall be forwarded to the Referee Assessment Officer for the League and received by him no later than 5pm, four days after completion of the fixture (excluding Sunday).

(B) All results and goal scorers for both teams shall be notified to the Fixture Secretary on a Saturday before 5.15pm and for night games before 9.15pm on the completion of the fixture by the Home Club Secretary.

(C) Rule 11 (C) is unused in our League.

(D) Any failure to comply with this rule shall be dealt with by the Management Committee. If the fixed penalty exceeds £20 the Club must be charged as detailed in Rule 5 (D).

DETERMINING CHAMPIONSHIP

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

In the event of two or more teams being equal on points team rankings shall be decided in any one or more of the following ways: -

(1) goal difference, then

- (2) most wins, then
- (3) goals scored, then
- (4) deciding match(es) played under conditions determined by the Management Committee.

(B) (i) A promotion and relegation system shall apply in respect of all the Senior Divisions. The bottom two clubs in all but the lowest division must be relegated to a lower division for the following season. If a team or teams have been withdrawn or expelled from any division of the league after the constitution of the divisions have been fixed, such a team or teams shall be deemed to be relegated in place of the actual bottom or next to bottom teams at the end of the season.

Clubs from other leagues applying to join this league can, at the discretion of the Management Committee, fill any vacancies in the higher divisions.

Any Reserve team or third team applying to join this league must join the lowest division.

Further vacancies in the higher divisions to be filled by promoting clubs from the lower divisions on merit, based on the previous season's results.

- (ii) No club shall have more than one team in any Division at one and the same time. A club, which has a First Team and a Reserve Team playing in this League, must play its Reserve Team in a lower Division than its First Team. In the event of its First Team being relegated onto the same Division, which its Reserve Team is playing, that Reserve Team must also be relegated to the next Division below even if it is eligible for promotion. A Club having a third team in this Competition must play that team in a lower division than its reserve and its first teams.

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

(D) UNUSED

(E) All Clubs in the membership of the League must enter and participate in at least one cup competition organized by the League.

(F) UNUSED

MATCH OFFICIALS

13 (A) The Management Committee shall, subject to availability, appoint Referees for all matches. Appointed Referees shall be registered with the Lancashire Football Association or an Association affiliated to the Football Association. The Management Committee advise all Referees to join their local Referees' Society.

(B) In the absence of an Official Referee then the two clubs must agree on one such person becoming an official referee for the time being. If the Clubs cannot agree on the choice of referee, then the rival captains must toss a coin for choice. A referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered referee.

Failure to then play the game will make both clubs liable to a fine and/or reduction in points.

(C) Each club to be responsible for the appointment of one Assistant Referee. Any club not providing an Assistant Referee to be fined a minimum of £5. An assistant referee provided by a Club must wear the high visibility jacket as supplied by the League and failure to do so may incur a fine.

A substitute named on the team sheet, or a substituted player, shall not be used to act as an Assistant Referee.

(D) The match referee shall have power to decide as to the fitness of the ground in all matches. If a ground is thought to be unfit for play, the Club shall have it examined by the match referee, and in the event of him/her being unable to attend, then by another Registered Referee.

The Home Club must inform the Fixture Secretary at the earliest possible time of any cancellation of a fixture. Fixtures cannot be cancelled by the club's official groundsman (who is registered with the League) but he must meet in order of preference the match referee or another official referee recognized by the Competition (as the Match Referees Deputy) in order to consider the fitness of the ground.

(E) Match fees shall be £20 in all Divisions of the League, with travelling expenses of 25p per mile

by private motor vehicle or such expenses actually incurred by public transport.
Match fees to be paid prior to the commencement of the match by the Home club.

(F) In the event of no match being played the referee shall be paid half fee and travelling expenses as stated above. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the officials if they attend the ground, their full fee and expenses.

(G) Referees desirous of cancelling their appointments must notify the Fixture Secretary, in writing, no later than three days previous to the match.

The Management Committee will deal with a Referee not keeping his/her engagement, and failing to give a satisfactory explanation as to his/her non-appearance, and may be reported to the Association with which he or she is registered.

(H) Each Club shall, in a manner prescribed from time to time by the Football Association, award marks to the Referee for each match and the name of the referee and the marks awarded shall be submitted to the Competition on the prescribed form provided. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine.

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

(J) UNUSED

(K) UNUSED

(L) UNUSED

(M) (i) A referee must report to an official of the Home Club at least 30 minutes prior to the kick-off of the match.

(ii) The referee shall inspect the players' equipment and prevent any player who is wearing anything considered to be dangerous from playing.

(N) All clubs shall endeavor to provide, if possible, hot water for washing facilities and secure separate dressing accommodation for the Referee. The home team must provide some kind of refreshments for the Referee and its visitors, including a drink for the referee at half-time.

(O) Referees must report all cases of misconduct to the Lancashire Football Association or relevant County Association within three days (excluding Sunday) and report to the Registration Secretary on the Team Sheet the action taken.

Clubs who have players dealt with by the Lancashire Football Association or relevant County Association must report the decision affecting the players to the League Registration Secretary without delay.

CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

14. (A) After 31st December in the current Season a Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by May 31st or may be liable to a fine together with the payment of the Competition subscription for the following season. Any Club with a Reserve Team withdrawing a Team from the League must withdraw its Reserve Team first. Any Club with a third team must resign its third team first.

(B) A Club shall not be allowed to withdraw any or all of its teams from the Competition after the Annual General Meeting for the following Season.

(i) Any Club infringing this Rule after the fixtures have commenced shall be liable to a fine not exceeding £50 per team and shall also be liable for its share of any call which may be made under Rule 5 (B)

(ii) Any Club infringing this Rule and not disbanding before the fixtures have commenced shall be liable to a fine not exceeding £50 per team and shall also be liable for its share of any call which may be made under Rule 5 (B)

(iii) Any Club infringing this Rule and disbanding before the fixtures have commenced cannot be fined but will be liable for their financial commitments prior to disbanding.

(C) The membership for the coming season having been decided at a Special General Meeting held for

that purpose or at the Annual General meeting held not later than 30th June the Competition shall have the right, irrespective of other provisions in this Rule, to refuse to permit a Club to withdraw its team(s) in order to join another Competition and may hold the Club to its engagements.

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

In the event that any such obligation remains un-discharged after a period of twenty-one (21) days then such obligation shall be met by the then current Club Members, excluding those under the statutory school leaving age. Until a Member's pro rata obligation is discharged in full the Member shall not be allowed to participate in the Competition, which may apply to the Club's Parent County Association for a suspension order.

If the debt remains unpaid after eighty-four (84) days the Competition may apply to the Club's parent County Association for the debt to be recovered in accordance with the FA Football Debt Recovery System. Once the matter has been passed to the Club's parent County Association the debt can only be cleared by payment to that County Association.

PROTESTS AND COMPLAINTS

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

(ii) Objections relevant to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match. Any Club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this Rule and shall be dealt with by the Management Committee.

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

(C) Any dispute occurring between Clubs in the Competition shall be referred for determination by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.

(D) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum of £5. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.

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

(i) All parties must have received 7 days notice of the Hearing should they be instructed to attend.

(ii) Should a Club elect to state its case in person then they should forward a deposit of £5 and indicate such when forwarding the written response.

(F) No Barrister or Solicitor shall be allowed to represent any Club, unless he be the Secretary of the Club concerned and his name appears in the official list of Secretaries or in the Rule Book.

BOARD OF APPEAL

16. Within 14 days of the posting of written notification of any decision of the Management Committee or the Competition a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the Lancashire Football Association, including a fee of £35 for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned. No appeal can be lodged against a decision taken at an Annual General

Meeting or Special General Meeting unless this is on the grounds of unconstitutional conduct.

EXCLUSION OF CLUBS. OR TEAMS
MISCONDUCT, CLUBS, OFFICIALS, PLAYERS

17. (A) At the Annual General Meeting, or Special General Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership upon a majority of (more than) two-thirds of the votes cast. Voting on this point shall be conducted by ballot.
- (B) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable upon a majority of (more than) two-thirds of the votes cast. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.
- (C) Any official or member of a Club proved guilty of either misconduct, other than field offences, or of inducing or attempting to induce a player or players of another Club in the Competition to join them shall be liable to expulsion or such penalty as a General Meeting or Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (A) and (B) of this Rule.
- (D) Any Club or Team failing to complete its fixtures in any season shall (unless the conditions are beyond their control, or the accredited delegates present at the Annual General Meeting or a Special General Meeting decide otherwise by a majority of two-thirds of the votes cast) be debarred from membership the following season.

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

18. (A) If a Competition is discontinued for any reason a Trophy or any other presentation shall be returned to the Donor, if the conditions attached to it so provide, or, if not, dealt with as the sanctioning Association may decide.
- (B) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-
- “We A _____ and B _____, the Chairman and Secretary of _____ FC, members of and representing the Club, having been declared winners of _____ Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy as defined in Rule
- 18(B). If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair.”
- This rule will not apply whilst the competition awards new trophies each season**
- (C) the close of each Competition awards may be made to the winners and runners-up if the funds of the Competition permit.
- (D) Clubs holding trophies will be notified by March 1st to return same to the address given by the League Secretary in a clean condition and any Club failing to carry out this instruction will be dealt with in a manner deemed appropriate by the Management Committee.
- This rule is deleted whilst the competition awards new trophies each season**

SPECIAL GENERAL MEETINGS

- 19 (A) Upon receiving a requisition by two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting.
- The Management Committee may call a Special General Meeting at any time.
- At least Seven days notice shall be given of either meeting under this rule, together with an agenda of the business to be transacted at such meeting.

Each Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only, as will members of the Management Committee.

All amendments of rules can only be implemented once approved by the appropriate sanctioning authority.

(B) (i) A meeting of the Club representatives shall be held in September in each season. All Clubs must attend this meeting, at which they will be required to produce a current copy of their Insurance policies.

(ii) A meeting or meetings each season shall be held between the Management Committee and all registered referees in the competition. All registered referees shall attend the meeting(s) and sanctions may be imposed on those referees not in attendance.

(C) In the event of an Extraordinary General Meeting notice of the proposed alterations or additions emanating from the Management Committee or Clubs shall be lodged, in writing, to the League Secretary 14 days previous to the date of the meeting, and he shall forward copies of the proposed alterations or additions to the Clubs not less than 7 days previous to the date of the meeting.

(D) Officers and Management Committee members shall be entitled to attend all these meetings and have power to vote providing in doing so it does not give that Club two votes.

(E) All clubs must attend these meetings otherwise they will be dealt with as the Management Committee deems appropriate.

ALTERATION TO RULES

20. Alterations, for which consent has been given by the sanctioning Association, shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season. Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by 1st May in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by 14th May and any amendments thereto shall be submitted to the Secretary by 21st May. The proposals and proposed amendments thereto shall be circulated to Clubs with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if a majority of those present and entitled to vote are in favour. A copy of the proposed alterations to Rules to be considered at the Annual General Meeting or Special General Meeting shall be submitted to the sanctioning Football Association at least fourteen days prior to the date of the meeting.

FINANCE

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

(B) The Management Committee shall approve all expenditure in excess of £250. Cheques shall be signed by two of the three Trustees who shall be appointed and consist of the Chairman, Secretary and Treasurer.

(C) The financial year of the Competition will end on 31 May.

(D) The books, or a certified balance sheet, of the Competition shall be prepared and shall be audited annually by some suitable person(s) who shall be appointed at the Annual General Meeting. The Auditors shall not be members of the Competition or a Club in the Competition and the fee payable shall be ascertained by the Management Committee prior to audit and agreed before the Audit is authorized.

(E) All monies to be made payable to the North Lancashire and District Football League, cheques and postal orders to be crossed "& Co".

Transfer fees to be sent direct to the League Registration Secretary.

(Mr. M Barnes, 15 Sulby Drive, Greaves, Lancaster, LA1 4UB) (Tel. 01524 848258)

ALL other monies direct to the League Treasurer.

(Mr. P Davies, 100 Broadway, Morecambe, LA4 5XY)

(Tel (m) 07850747692 : 01524 419800-Business)

(F) Clubs must keep all necessary books, giving full details of income and expenditure of all efforts and other documents relating thereto to be available for inspection in the event of a demand by the Management Committee. If any discrepancies or laxity be disclosed the League Auditor(s) shall report to the Secretary, who shall forthwith send a copy of such report to the Lancashire Football Association.