



## MEMBERSHIP RULES

In the event of any inconsistency between these Rules and the Memorandum and Articles of Association, the Memorandum and Articles shall prevail.

### 1. Eligibility of Membership

All Clubs, Leagues and Competitions having their headquarters within the County of Cambridge shall be eligible for membership subject to the approval of the Council. Clubs in counties adjoining Cambridgeshire may with the permission of their own County Association apply for entry to the Competition and Leagues of the Association so far as the Rules of the Leagues and Competitions allow.

### 2. Clubs etc to be Properly Constituted

- (a) Every Club, League and Competition, upon application for affiliation to the Association, and at any time thereafter when so required, shall satisfy the Council that it is properly constituted and plays football according to the Laws of the Game and the Rules, Regulations and Bye-laws of this Association.
- (b) All Clubs who are members of this Association must compete in one of the County Cup Competitions unless exempted by the Council.
- (c) Clubs who have teams that play on Saturday, Sunday and at Youth level must affiliate each section separately.

### 3. Public and Civil Liability Insurance

All affiliated Clubs with the following exceptions will be required to pay on or before 1 June the premium notified for cover to be effected under the Association's block policy:

- (a) Small sided Clubs
- (b) Clubs with social facilities who have appropriate existing cover (proof will be required)
- (c) Cambridge United FC, Cambridge City FC and Histon FC

### 4. Regulations as to a Club/League and Competition Finances and Returns

All the above Clubs affiliated to the Cambridgeshire Football Association are required to keep the following books:

1. Minute Book, containing a summary of the business transacted at all General and Committee Meetings, with a record of the election of members and officers. This book should be entered in immediately after each Meeting.
2. Receipt Book, with counterfoils showing amount received from each member and subscribed.
3. Cash Book, showing all the receipts and payments in connection with the Club, with dates. Receipts should be obtained for all payments where possible, and these must be kept with the Cash Book.
4. A copy of the accounts presented and approved at the Club's last Annual General Meeting must be sent to the Association not later than 1st September.  
A fine not exceeding £10 shall be imposed for failing to comply with this Regulation.  
An example of a simple statement of accounts acceptable to the Association can be obtained from the Chief Executive of this Association.

#### Clubs:

- a) shall maintain a Register of members, giving a record of all bona-fide Players of the Club.
- b) The Secretary of each affiliated Club shall forward by the 1<sup>st</sup> June each year to the Chief Executive of the Association the particulars required in Form A (Affiliation Form).
- c) The Council shall call in the books of Clubs each season to accord with the Rules of The Football Association. Unless a satisfactory explanation is received, Clubs failing to attend such a 'call in' shall be subject to a fine not exceeding £25 and/or suspension.



- d) If a Club fails to attend a 'call in' for the second time, they will be fined a sum not exceeding £50 and shall be suspended, until the fine and a satisfactory explanation is received by the Association.
- e) Clubs must have duly appointed officers (President, Chairman, Hon. Secretary and Hon. Treasurer) and a properly constituted Committee of members of the Club. Auditors should be appointed so that accounts can be examined at the end of each season.

## 5. Defunct Clubs

- (a) *Club (unincorporated association) going defunct with assets:-*
  - (i) Any surplus to go back to the registered Club Members at the time of closure and during the previous season unless the Club Rules or Constitution states to the contrary;
  - (ii) Members are considered to be current Registered Players, Officers, Management Committee and Members on Club's Register;
  - (iii) This would not apply to any Members who are under the statutory school leaving age.
- (b) *Club (unincorporated association) going defunct owing money to Leagues and Competitions:-*
  - (i) Club Members, as set out in (a) (ii) above, to be held responsible for the payment of an equal share of the debt, including new Members;
  - (ii) Only refers to football related debts i.e. League or Competition fees and Disciplinary fines. Any other debts would be considered to be civil matters;
  - (iii) Rules of Leagues and Competitions to require Clubs to pay a larger deposit on the day of election. Standard Code of Rules 2(c) to be amended accordingly.
  - (iv) A member's share of the debt can only be outstanding for the current season and one following season;
  - (v) Fees and fines cannot be double or be subject to further fines;
  - (vi) Any costs incurred by a County Association in recovering payment of a debt may be recovered from the League or Competition but must not be any larger than the current administration fee charged for field misconduct;
  - (vii) Any monies owed to a League or Competition must be notified to a County Association within a maximum period of three months of it becoming payable;
  - (viii) In youth Clubs the Members, as set out in (a)(ii) above, are responsible for the payment of an equal share of the debt, apart from Registered Players who are of compulsory school age within the meaning of the Education Acts applying in England, or who are over the school leaving age but are, for the time being, attending a school in full time education in an establishment of further education.

## 6. Alterations to these Rules

In the event of any alterations being considered necessary to these Membership Rules, Notice of the proposed alterations shall be sent in writing to the Chief Executive, with the name of the Proposer and Seconder on or before 15th April. Notice of such proposed alteration with any alterations proposed by the Council shall be sent to the Affiliated Clubs, Associations or Competitions with the Notice convening the Annual General Meeting. No alteration shall be made to any of the Membership Rules unless supported by at least 75% of those voting at the aforesaid Annual General Meeting.

## 7. Long Service Award

An Award will be made by the Council to persons serving as Secretary/Treasurer to a Club or Competition for 20 years. An award will be made to Referees completing 20 years' active service with the Cambridgeshire Football Association.

Awards may be made to other persons for meritorious service at the Council's discretion.



## 8. Time for, and Manner of Claims and Complaints

A claim or complaint by a Competition, Club or individual against another or against an Officer shall be made in writing and in duplicate within seven days of knowledge of the cause of the claim or complaint and shall be sent to the Chief Executive together with a fee of £25. The Council or Committee shall decide whether the fee shall be forfeited or returned in whole or in part, and by whom the costs of the claim or complaint shall be borne.

Upon the hearing of a claim or complaint, a member Club or Competition may be represented by one or more of its members. A Barrister or Solicitor may represent the Association, League, Competition or Club of which he is a member, only if he be the Chairman or Secretary.

## 9. Appeals

For Appeals against Decisions of County and other affiliated Associations, please refer to this Handbook.

## 10. Representatives Who May Not Attend

No Official of any other Club or Competition or a Referee shall sit as a member of a Committee or the Council during the hearing of an Appeal, protest, complaint or business in which such Club, Competition or Referee may be concerned.

## 11. Payment of Penalties

The settlement of all financial matters, including the payment of penalties imposed, must in all cases, unless otherwise ordered, be made within 14 days of receipt of notification.

## 12. Misconduct

In the event of any League, competition, club, director, player, official, referee or assistant referee ("the member") being proved to have been guilty of misconduct as defined by the Rules of The Football Association to the satisfaction of the Council or any committee, it shall be lawful to order the offending member

- (a) to be suspended from football management either permanently, sine die, or for a stated period;
- (b) to be fined (either with or without suspension);
- (c) to be censured;
- (d) to close a ground either permanently or for a stated period;
- (e) to pay all expenses of and incidental to a hearing either with or without any other penalty;
- (f) to be dealt with in such other manner as the Council or Committee may think fit.

In the event of the Council or the Committee deciding when a charge or allegation is made against a member that there is a prima facie case for investigation the member shall be furnished with a copy of such charges or allegation in writing and shall have the right to attend when the case is presented. The member shall have the right to hear all the evidence given in support of such charge or allegation, examining all the witnesses and further to call evidence to rebut such charge or allegation.

If a Referee is assaulted and desires to take civil proceedings against the assailant, the Referee should report it immediately to the Chief Executive of the County Football Association. Accompanying his official report should be a letter stating that he wishes to institute civil proceedings and at the same time ask the Council if it will approve a prosecution being made and whether they will give financial backing towards the same. The matter will then be referred to the County Association's Solicitor who will advise and take any necessary action in accordance with The Football Association's Memorandum relating to the proceedings in Courts of Law following Assaults upon Referees.

In addition to assisting a Referee who has reported an assault upon him by a player, following which proceedings in a Court of Law are contemplated, the Association shall without delay investigate the report and if the Chairman and Chief Executive of the Association or their nominees, are satisfied that a prima facie case can be made out against



the player, shall take such steps as are necessary to ensure that a Disciplinary Charge is brought against the player within 28 days of the date of the assault. Until the Disciplinary Committee has heard and adjudicated on the charge, the player shall not participate in any football activity.

A standard Administration Charge of £8 shall be imposed upon clubs for each misconduct offence recorded and dealt with by the Disciplinary Committee.

### **13. Club's Responsibility for Conduct of Members**

Every Club shall be held responsible to the Council for the action of its Players, officials, members and spectators and shall be required to take all precautions necessary to prevent spectators threatening or assaulting officials and Players during or at the conclusion of the match.

### **14. Decisions Published in the Press**

The Association shall be entitled to publish in the public press, or in any other manner it shall think fit, reports of its proceedings, acts and resolutions, whether the same shall or shall not reflect on the character or conduct of any club, official, player or spectator and every such club, official, player or spectator shall be deemed to have assented to such publication. The Press shall be allowed to attend all Council Meetings.

### **15. Entry to Grounds**

Members of the Council shall have the right of entry to all grounds and stands at all matches of clubs or Competitions affiliated to this Association on production of a card of membership which shall be issued each year.

### **16. Grounds Available for the Association**

Clubs being members of the Association having private grounds and changing facilities shall place the same at the disposal of the Association three times each season, if required.

### **17. Players at the Disposal of the Association**

17.1 Clubs affiliated to the Association shall place their non-contract Players at the disposal of the Association for County Matches and trials each season, if required. Any player who qualifies and is selected for a County side and for whatever reason fails to play, will not be allowed to play for his Club on the day of the County match or for 48 hours thereafter unless the County Team Manager has given permission. Additionally, when a player has been selected to play for, or attend as a reserve in a representative match, no Club affiliated to this Association shall permit the player to play for them during the 24 hours prior to the time of the kick-off of the representative match. Where two or more Players from the same team are selected for a County team, such teams shall be entitled to postpone the day's fixture.

17.2 Clubs postponing a fixture must notify the Competitions Secretary of their intention at least seven days before the date of the fixture. Failure to do so will result in the standard punishment with regard to late cancellation being implemented by the Association.

### **18. Qualification of County Players**

For inter-County matches the qualifications of non-contract Players shall be:

- (1) birth in Cambridgeshire, or
- (2) be a bona fide playing member of any Club affiliated to the Association.

No player shall be eligible if he has played for any other County Association in the current season.

### **19. Award of Badges, Caps**

A player shall be presented with a tie/medal after playing his/her first County Match. A player taking part in 10 County matches shall be presented with a Cap. A player who takes part in 25 or more County Matches will receive a special award.



## 20. Sanctioning of Association, Leagues, Competitions and Matches

- 20.1 Association, Leagues or other Combinations of Clubs, Players or officials, shall not be formed without the consent of The Football Association or of the affiliated Association or Associations concerned. All applications for formation of League and Competitions (other than Charity Competitions) in the area of this Association shall be made to the Chief Executive of this Association. Such applications, unless of a special or of an emergency nature, shall be lodged with the Chief Executive at least two months in advance of the date the Competition is planned to begin. Application for continuance must be made on Form 'D' annually. All Associations, Leagues or other Combinations of Clubs, Players or Officials shall observe the Rules and Regulations of The Football Association. Association or Clubs belonging to this Association shall not play against any Association or Club belonging to any other Association, League or Combination of Clubs to which such consent has not been given. Clubs being members of more than one Association shall be under the jurisdiction of the Association of which they first became members, except in matters arising in a match under the control of another Association.
- 20.2 A County Association must not close a ground of a Club of another County Association. The matter must be dealt with by a Joint Commission of the Association concerned.
- 20.3 Clubs entering a Competition of an Association to which they are not affiliated shall be under the control of that Association so far as the Rules of the Competitions are concerned. If in such matches, Clubs or Players are reported for offences against the Laws of the Game, or the Rules and Regulations of The Football Association, such offences shall be dealt with by a Commission of the Associations concerned unless otherwise mutually agreed.

## 21. Charity Association or Benefit Competitions and Charity Matches

- (a) Form 'E'
- Charity Associations or Benefit Competitions shall not be formed without the consent of The Football Association or of an affiliated Association. All applications for formation shall be made on Form 'E' in the Schedule annexed to these Rules and applications for continuance must be made on this Form annually.
- All Charity Association of Benefit Competitions shall observe the Rules and Regulations of The Football Association. Associations, Clubs or Players belonging to this or an affiliated Association shall not play or take part in any Charity Association or Benefit Competition to which consent has not been given.
- (b) Charity Matches
- Individual matches (not Competition matches) must be played, for Charity, or some similar object approved by the Association or an affiliated Association.
- Reasonable expenses not exceeding 20% which may be approved by the consenting Association on the application for consent, may be deducted from gross proceeds. The balance must be paid over within 14 days of the match being played, and at the same time a return of the sums received and paid together with the necessary receipts, must be sent to the Association which gave consent.
- A match arranged between two Clubs or teams in which a trophy, medals or other reward is given to the Club or Players is not a Competition within this Rule.
- The affiliation of all existing Competitions shall be made by 1st June, otherwise a fine of £20 will be imposed for such Competitions other than Youth Competitions, which will pay £10.

## 22. Match Regulations

- 22.1 Clubs, Players and Officials subject to the jurisdiction of The Football Association or an affiliated Association shall not be associated with or play with or against any Club which is not a member of The Football Association or some other recognised Association.
- Those who immediately prior to their association with unaffiliated football associations were under the jurisdiction of The Football Association or an affiliated Association, shall



not be eligible to participate in football under the jurisdiction of The Football Association without the consent of The Football Association.

No match between unaffiliated teams shall be played on grounds which are under the jurisdiction of Clubs which are registered with The Football Association or an affiliated Association. Registered Referees may not officiate at unaffiliated matches.

#### 22.2 Matches with Foreign Associates, Leagues and Clubs.

Associations, Leagues and Clubs, members of this Association wishing to play Associations, Leagues or Clubs of another Nationality, must apply to the Football Association for consent at least 14 days before the date of the intended match. The Football Association will inform the other Association concerned when consent has been given for matches applied for.

#### 23. Football on Sundays, Good Friday and Christmas Day

No Club, Player or Official, Referee or Assistant Referee shall be compelled to participate in football on Sundays, Good Friday or Christmas Day except that membership of or participation in Sunday football shall be taken as consent to play on Sundays, except when Christmas Day be on a Sunday.

#### 24. Scratch Teams

Except with consent of The Football Association, or of the appropriate parent Association, no match at which gate money is taken shall be played if either of the competing teams is a scratch team. Where consent is given for such a match the provisions of Rule 25(i) and 26(c) shall apply.

#### 25. Proceeds of Matches or Competitions

Clubs and Players shall not compete in any match or competition (including small side matches or Competitions) the proceeds of which are not devoted to a recognised Football Club or Football Association or some other object approved by this or by an affiliated Association.

#### 26. Small Side Competitions and Matches

All Secretaries of small side Competitions shall send to the Chief Executive a full list of Clubs competing together with the names and addresses of the Secretaries of such Clubs. Failure to do so will result in a Club or Competition being fined the sum of £5.

Small side matches and similar Competitions (not more than seven-a-side) may be arranged provided that:

- (i) the Competition has been sanctioned by The Football Association or the County Football Sanction and Control of Leagues and Competitions. Clubs seeking affiliation to a County Football Association in order to participate in a small side Competition must be charged an affiliation fee;
- (ii) in the case of single matches, charity competitions and one day Competitions, e.g. garden fetes, works sports days, they must be sanctioned by The Football Association or the County Football Association concerned in accordance with the requirements of the Regulations for the Sanction and Control of League and Competitions in so far as they are applicable. The sanctioning of such a match or competition in this case shall automatically afford to the Club or Competition the status of affiliated Players for the Club for which they play in the match or competition;
- (iii) the Rules governing the eligibility and conduct of the Players shall be under the control of the management committee of the sanctioned competition subject always to the overriding authority of The Football Association or the County Football Association concerned and shall in so far as is practicable be in conformity with the Rules and Regulations of The Football Association. In the case of individual matches the eligibility and conduct of the Players shall be the responsibility of the sanctioning body;
- (iv) the playing of matches arranged by private individuals for speculative purposes shall not be permitted.



- (v) for small side games played for charitable objectives a statement of account of the event shall be supplied to the sanctioning body concerned with 21 days. Where two affiliated Associations cover the same area, the permission must be obtained from the appropriate parent Association.

There shall be no close season for small side games.

The laws applicable to the playing of small side games shall be as printed in The Football Association Handbook and can also be obtained from the Chief Executive.

## **27. The Playing Season**

- (a) Council to Determine  
The Council of the Association shall determine annually the date on which the playing season shall commence and the season shall terminate no later than the following 1st June. Each League or Competition shall within the limit laid down by the Association determine the length of its own playing season.
- (b) The Close Season  
The Close Season shall be defined as the period between 1st June and 30th June inclusive. No matches other than those permitted and played in accordance with sub-paragraphs (i), (ii) and (iii) of paragraph (c) of this Rule may be played during the Close Season.
- (c) Matches which may be played in the Close Season  
No matches other than the following may be played during the Close Season.
  - (i) Small side matches as specified in Rule 25 and those organised in connection with works' clubs sports days on private grounds and at fetes and similar sports functions.
  - (ii) Matches between Army, Navy and Royal Air Force teams and teams of the Auxiliary Forces in Competition whilst in camp. Such Competitions shall be strictly confined to the units concerned and gate money shall not be taken.
  - (iii) Matches involving members of Boys Brigades, Scouts and kindred organisations in Competitions whilst in camp.
- (d) Matches which may be played prior to the commencement of the Season  
After 30th June and prior to the commencement of the Season matches may be played between teams of the same Club and between teams of different Club.
- (e) Eligibility of Players  
Players who have not previously been registered or reorganised playing members of Clubs; or who have not been engaged for the following season may play in matches after 1st July and prior to the commencement of the season.
- (f) Special Provision  
County Associations shall determine the dates on which County Cup Competitions shall be played.

## **28. Players without written Contracts**

- 28.1 A player who does not hold a written contract with his Club shall not be approached except during the period from 1st June to 30th June inclusive by any Club or person attempting to induce such Players to play for another Club or Clubs without at least seven days' notice in writing to the Secretary of the Club for which the player was last known to have played (subject to sub-paragraphs (i), (ii) and (iii) of this Rule) and the negotiation with the player must cease at the expiration of 21 days from the date of such Notice being given.

The Notice must be forwarded by registered post (recorded delivery) or a written acknowledgement otherwise obtained. A second Notice shall not be given by the same Club in respect of the same player during the current season.

When a player is concurrently a playing member of a Saturday Club and/or a Sunday Club and/or a Mid-Week Club the following procedure shall apply:

- (i) Formal Notice of approach by a Saturday Club need only be given to the Saturday Club of Clubs for which the player is a playing member.



- (ii) Formal Notice of approach by a Sunday Club need only be given to the Sunday Club or Clubs for which the player is a playing member.
- (iii) Formal Notice of approach by Mid-Week Club need only be given to the Mid-Week Club of Clubs for which the player is a playing member.

The approaching Club or person shall not give Notice of intention to approach more than one player of a Club at the same time and shall not give Notice of intention to approach another player of the same Club within 28 days of a prior Notice. Except with the written consent of the Club if the first approach is made by the player at least seven days' Notice of approach is necessary from the Club he wishes to join. This consent shall not be unreasonably withheld where circumstances of a special character exist e.g. change of residence or non-selection for any team of the Club for three consecutive weeks.

Any dispute as to whether a consent has been unreasonably withheld may be referred to The Football Association or the Affiliated Association as the case may be. In addition to any other penalty imposed for a breach of this Rule, the registration of the player shall be cancelled and he shall not be eligible to play for the offending Club except with the permission of the appropriate Association.

No player having taken part in matches for an affiliated Club shall be allowed to join another Club without first satisfying the Officials of his intended Club that he has discharged his reasonable financial and other liabilities to the Club or Clubs for which he is, or was a playing member.

A player approached between 1st May and 1st June inclusive shall not play for the Club making approach in competitive football in the then current season.

Clubs shall submit to The Football Association at the end of each playing season a list of Players without written contracts to whom payments have been made in excess of actual out-of-pocket expenses.

#### 28.2 Service Players

- (i) A player whilst serving in any branch of Her Majesty's Regular Forces may not hold a contract of employment with any Club under the jurisdiction of The Football Association or an Affiliated Association.
- (ii) Neither a Club nor any person shall attempt to induce any player of a Club or any branch of Her Majesty's Regular Forces to play for another Club during a current season without at least 14 days' notice – in the case of the Army to the Secretary of The Army Football Association, in the case of the Royal Navy direct to the Honorary Secretary of the Royal Navy Football Association and in the case of the Royal Air Force to his Commanding Officer. The Notice must be forwarded by registered post, or a written acknowledgment otherwise obtained. The rank of a service player must be stated in League or other Registration Forms, and service Players are required to inform Civilian Clubs of their rank.

### 29. Contract Players

A contract player can take an active part in a League match but he can only play for the one Club to whom he is contracted. This is also applicable to the relevant Cup Competitions of such Clubs.

### 30. Children in Teams - Permission from Schools

An outside Club or organisation should consult the Headteacher before selecting any child of school age to play for a team, and should accept the Headteacher's decision on these matters.

### 31. The Football Association Child Protection and Criminal Records Bureau

All Youth Clubs (Under 18) and Senior Clubs with teams at under 18 age group will have appointed a Club Welfare Officer who has attended The Football Association Child Protection Course and had their CRB check approved by The Football Association CRB Unit before their County affiliation or Club affiliation to a league is accepted for the season. This



person will then be responsible during the season for ensuring that all the Youth teams (Under 18) within the Club have:

- their Managers, Assistant Managers, Coaches and any other person who may come into direct contact with young players to have completed The Football Association CRB check approved by The Football Association CRB Unit.

Any Club or Team who have not completed these requirements will not be accepted into the County Football Association or any affiliated League for the season 2006/2007 and thereafter. All new Clubs and new Teams must have met all these requirements by the 31st December of each season.

All Youth Clubs (Under 18) and Senior Clubs with teams at under 18 age group will provide on their County Football Association Affiliation Form the details of the Club Designated Person and when required by the Cambridgeshire FA Child Protection Officer full details of all Managers, Assistant Managers, Coaches and any other person who may come into direct contact with young players proof that they are approved by The Football Association CRB Unit.

### **32. Colours**

The Colours of the Association shall be blue.

### **33. Precedence of Competitions and Appointments**

The F.A. Challenge Cup Competition, F.A. Premier League Matches, Football League matches, the F.A. Challenge Trophy, the F.A. Challenge Vase, Cambridgeshire F.A. Challenge Cup, Cambridgeshire County F.A. Cup Semi Finals and Finals, Panel Leagues, the F.A. Youth and F.A. County Youth Challenge Cups, Contributory Leagues and Supply Leagues (recognised divisions only) and all other Competitions of the F.A.

### **34. Handbook**

Each Club and League shall purchase one Association handbook whenever re-published. Subsidiary Competitions attached to Affiliated Leagues are exempt from this requirement. Each Competition (other than those subsidiary to an affiliated League) shall purchase one Handbook.

### **35. Changes in a Club's Secretary and/or Treasurer**

Clubs must notify the Association of any changes in their Secretary/Treasurer/Chairman and Club Welfare Officer. Failure to comply will incur a fine not exceeding £10.

### **36. F.A.'s Rules**

The Rules of The Football Association shall apply to all matters not provided for in these Rules.