



OFFICIAL HANDBOOK

SEASON 2019/2020

www.AldershotFA.com

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IMPORTANT NOTICE

The information contain in the Handbook are correct at the time of printing. Please refer to relevant Leagues' and other communications for updates and latest information. E. & O. E.

All addresses are in the County of Hampshire, unless otherwise stated.

**PLEASE PROTECT THE INFORMATION CONTAINED IN THIS
HANDBOOK FROM MISUSE**

IMPORTANT INFORMATION

CLUBS ARE WARNED THAT

THEY MUST NOT

- play matches with unaffiliated Clubs [FA Rule B4(a)]
- play a match in which one of the competing teams is a scratch team and in which gate money is taken except as provided by FA Rule B6
- play matches in "Close Season" except as provided for by FA Rule B8
- take part in Competitions (Cup, League or Small Sided Tournaments/ Leagues) without first ascertaining that sanction has been obtained from the Hampshire FA or the County Association in whose area the Competition operates

AND THAT

- the attention of Club Secretaries and Players is drawn to FA Rules C relating to Players; in particular Rule C2 dealing with "Notice of Approach" which is applicable in all cases and not merely to Clubs within the same County Association or Competition
- it is illegal to play matches or make a collection for charitable objects without first obtaining the sanction of the Hampshire FA.

ANNUAL GENERAL MEETING NOTICE

- **as advised at the previous Annual General Meeting**
- **it will be held on Thursday, 21 May 2020 at 8pm prompt**
- **it is mandatory that ALL CLUBS shall be represented and failure to do so will result in a fine of up to £20.00**

PRESIDENTS OF THE ASSOCIATION

since its formation on 9th August 1894

1. 1894 - 1898 Lt. General HRH Prince Arthur, Duke of Connaught & Strathern, KG KT KP KCB GCSI GCMG GCIE GCVO (HRH was promoted to Field Marshall in 1902)
2. 1898 - 1912 General Sir Reeves-Buller, VC GCB
3. 1912 - 1914 Lt. General Sir Douglas Haig, KCB KCLE KCVO
- 1914 - 1919 No Competitions held
4. 1919 - 1930 Alderman H. Ainger, JP CC
5. 1930 - 1939 W.E. Lowe Esq.
6. 1939 - 1950 D. Llewelyn Griffiths Esq.

(During the 1939 - 1945 Second World War, various ad-hoc Competitions were held and run by the President and the Honorary General Secretary W. Pitchford Esq. without a Council)
7. 1950 - 1963 E. Hunt Esq.
8. 1963 - 1972 J. Drew Esq., MBE JP
9. 1972 - 1981 Lt. Colonel G.E. Howells, OBE
10. 1981 - 1984 E.W. Perrin Esq.
11. 1984 - 1989 H.J. Scott Esq.
12. 1989 - 1992 E.W. Perrin Esq.
13. 1992 - 1997 D.W. Scott Esq.
14. 1997 - 2003 J. Sturges Esq.
15. 2003 - 2009 E.J. Spraggett Esq.
16. 2009 - T.K.T. Win Esq., JP

CHAIRMEN OF THE ASSOCIATION

since its formation on 9th August 1894

**Presidents, until 3rd July 1961 (1 to 7 inclusive),
were also the Chairmen of the Association**

1. 1894 - 1898 Lt. General HRH Prince Arthur, Duke of Connaught & Strathern, KG KT KP KCB GCSI GCMG GCIE GCVO (HRH was promoted to Field Marshall in 1902)
2. 1898 - 1912 General Sir Reeves-Buller, VC GCB
3. 1912 - 1914 Lt. General Sir Douglas Haig, KCB KCLE KCVO
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5. 1930 - 1939 W.E. Lowe Esq.
6. 1939 - 1950 D. Llewelyn Griffiths Esq.

(During the 1939 - 1945 Second World War, various ad-hoc Competitions were held and run by the President and the Honorary General Secretary W. Pitchford Esq. without a Council)
7. 1950 - 1961 E. Hunt Esq.
8. 1961 - 1967 R.A.C. Brooks Esq.
9. 1967 - 1972 R.J. Driver Esq.
10. 1972 - 1975 M. Varney Esq.
11. 1975 - 1978 Lt. Colonel G.E. Howells, OBE
12. 1978 - 1980 E.W. Perrin Esq.
13. 1980 - 1984 A.N. Rosekilly Esq.
14. 1984 - 1989 W.E. Alexander Esq.
15. 1989 - 1993 D. Draper Esq.
16. 1993 - 1997 J. Sturges Esq.
17. 1997 - 2001 Dr. G. Jones
18. 2001 - 2005 P.T.A. Whale Esq.
19. 2005 - 2009 T.K.T. Win Esq., JP
20. 2009 - 2016 J.D. Marchment Esq.
21. 2016 - M. Gardner Esq.

HONORARY GENERAL SECRETARIES OF THE ASSOCIATION

since 1926

- 1894 - 1926 No Records Available
1. 1926 - 1929 S.C. Bateman Esq.
 2. 1929 - 1934 E.H. Sercombe Esq.
 3. 1934 - 1946 W. Pitchford Esq.
(who together with President D. Llewelyn Griffiths Esq.
ran ad-hoc Competitions during the Second World War
Period without a Council)
 4. 1946 - 1954 A.E.G. Marsh Esq.
 5. 1954 - 1956 D. Clare Esq.
 6. 1956 - 1976 E.W. Perrin Esq.
 7. 1976 - 1979 Dr. I. Boswarvi
 8. 1979 - 1981 Colonel A.V. Tennuci
 9. 1981 - 1986 J.M. Strudwick Esq.
 10. 1986 - 1988 J.L. Hannah Esq.
 11. 1988 - 1991 R.C. Sherratt Esq.
 12. 1991 - 1994 Mrs. S.A. Rosekilly
 13. 1994 - 2003 E.J. Spraggett Esq.
 14. 2003 - 2005 B. Sheppard Esq.
 15. 2005 - 2009 K. Readman Esq.
 16. 2009 - 2015 P. Blakey Esq.
 17. 2015 - M. Castle Esq.

HONORARY TREASURERS OF THE ASSOCIATION

since 1926

1894 - 1926 No Records Available

1. 1926 - 1926 C.P. Maries Esq.
2. 1926 - 1933 A.J. Andrews Esq.
3. 1933 - 1935 C.P. Maries Esq.
4. 1935 - 1939 S.C. Childs Esq.
- 1939 - 1946 As detailed in Honorary General Secretary
5. 1946 - 1951 R.A.C. Brooks Esq.
6. 1951 - 1953 Major D. Box
7. 1953 - 1962 E.W. Perrin Esq.
8. 1962 - 1971 G. Dawson Esq.
9. 1971 - 1980 A.F.C. Hobbs Esq.
10. 1980 - 1983 H.R. Carr Esq.
11. 1983 - 1994 A.N. Rosekilly Esq.
12. 1994 - 2001 P.R. Sanders Esq.
13. 2001 - 2006 R.T. Pullen Esq.
14. 2006 - 2007 S. Racthford Esq.
15. 2007 - 2009 Mrs. M. Readman
16. 2009 - 2013 S. Yeomans Esq.
17. 2013 - 2016 E.J. Spraggett Esq.
18. 2016 - S. Yeomans Esq.

COUNCIL OF THE ASSOCIATION

Season 2019/2020

THE OFFICERS

(Figures in brackets represent the years of membership and in role, including current Season)

President	Mr. Thura K.T. Win, JP (11)	(24)
Immediate Past President	Mr. Eddie J. Spraggett (11)	(26)
Chairman	Mr. Mike Gardner (4)	(6)
Deputy Chairman	Mr. John D. Marchment (4)	(18)
Hon. General Secretary	Mr. Martin Castle (5)	(5)
Hon. Treasurer	Mr. Steve Yeomans (4)	(12)
Hon. Minutes Secretary	Mr. Adrian Brimicombe (5)	(8)

Life Vice-Presidents	Mr. Alan N. Rosekilly (26)	(42)
	Mr. Gerry Wykes (20)	(37)
	Mr. John Sturges (20)	(34)
	Mr. John Foggo (15)	(36)
	Mr. Colin M. Chandler (15)	(30)
	Mr. Richard Moss (14)	(35)
	Mr. Eddie J. Spraggett (11)	(26)
	Mr. Thura K.T. Win, JP (9)	(24)
	Mr. John D. Marchment (3)	(18)

Hampshire FA Council Members in the Area	Major W.T.E. 'Billy' Thomson (18)	(18)
	Mr. Steve Yeomans (7)	(12)
Aldershot & District Football League	Mr. Phil Blakey (4)	(15)
	Mr. Chris Douglass (1)	(5)
	Mr. Edd Hancock (3)	(3)
Aldershot & Camberley Sunday Football League	Mr. Mark O'Grady (3)	(3)
	Mr. Peter Clements (2)	(2)
	Mr. Tom Welburn (1)	(1)
Farnham & District Sunday League (Veterans)	Mr. Colin Barnett (2)	(2)
	Mr. Nigel Ashwood (1)	(1)
North East Hants Youth League (Development)	Mr. Nigel Welch (10)	(10)
	Mr. Paul Spooner (7)	(7)
	Mr. Malcolm Upward (1)	(5)
North East Hants Youth League (Competitive)	Mr. Mark Culverhouse (7)	(7)
	Mrs. Sue Mann (1)	(3)
	Mr. Phil Rush (3)	(10)

Walking Football	Mr Mick Quinn (2)	(2)
Women's Clubs in the area	Mr. Phil Blakey (3)	(15)
Member Clubs competing outside the DFA area Step 6 and above	Mr. Richard Whittington (10)	(10)
Member Clubs competing outside the DFA area Step 7	T.B.A.	
Aldershot Referees' Association	Mr. Jason Giddings (2)	(2)
Alton Referees' Association	T.B.A.	
Hart District Council	T.B.A.	
Rushmoor Borough Council	T.B.A.	
East Hants District Council	T.B.A.	
School FA	T.B.A.	
Training Co-ordinator	Mr. Reg Pullen (7)	(15)
Area Benevolent Officer	Mr. John D. Marchment (17)	(18)
Hon. Referees Appointment Secretary (Saturday)	Mr. Jason Giddings (1)	(2)
Hon. Referees Appointment Secretary (Sunday)	Mr. Paul Falzon (2)	(2)
Hon. Referees Appointment Secretaries (Youth)	T.B.A.	
Hon. Referees Appointment Secretary (Veterans)	Mr. Colin Barnett (1)	(2)
Army FA	Mr. Graham Brookland (12)	(12)

Local Area Referees Committee (LARC)	Mr. Phil Rush (1)	(10)
Co-opted Members	None	

DATES OF THE COUNCIL MEETINGS

- **Thursday, 26 September 2019**
- **Thursday, 16 January 2020**
- **Thursday, 9 April 2020**
- **Thursday, 21 May 2020 (AGM and Council Meeting)**

ALDERSHOT DIVISIONAL FA REPRESENTATIVES ON THE HAMPSHIRE FA STANDING COMMITTEES

FOOTBALL MANAGEMENT BOARD	Mr. John Marchment
MEMBERSHIP	Mr. Phil Rush Mr. Alan Rosekilly Mr. John Marchment
COMPETITIONS	Mr. Steve Yeomans (Chair)
CHARTER STANDARD	Mr. Mark Culverhouse
SAFEGUARDING	Mr. Peter Clements
REFEREES	Mr. Reg Pullen Mr. Mike Gardner
WOMENS & GIRLS	No representative
DISABILITY	Mr. Peter Clements
INCLUSION ADVISORY GROUP	Mr. Peter Clements

LOCAL AREA REFEREES' COMMITTEE ALDERSHOT AREA

Chairman	Mr. Alex Mathieson
Deputy Chairman	Mr. Phil Rush
Secretary	Mr. Tom Moisey
Aldershot RA Representative	Mr. Richard Honey
Alton RA Representative	Mr. Colin Cameron
Appointment Secretaries	Mr. Jason Giddings Mr. Paul Falzon Mr. Colin Barnett
Observer Co-ordinator	Mr. Brian LeBreton
Mentor Co-ordinator	Mr. Mike Gardner
Level T Co-ordinator	Mr. Reg Pullen
Support & Liaison Co-ord.	Mr. Tom Moisey
Referee Academy	Mr. Richard Honey

Meeting Dates	Wednesday, 14 August 2019 Wednesday, 13 November 2019 Wednesday, 05 February 2020 Wednesday, 22 April 2020
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RULES OF THE ASSOCIATION

(The **bold/underlined** texts denote changes from last Season's Handbook)

1A. TITLE

This Division of Hampshire FA shall be called the Aldershot Divisional Football Association (this DFA) and shall be affiliated to the Hampshire FA. This DFA shall observe the Rules and Regulations of The Football Association and those of the Hampshire FA, which shall be deemed as part of these Rules. All matches, within this **Divisional Football Association's** defined area, shall be played in accordance with the Laws of the Game as settled by the International Board.

1B. OBJECTS

The objectives of the DFA shall be

- to provide a link between local organisations, members of this DFA, and Hampshire FA;
- to provide support and advice where necessary for members of the DFA;
- to act as "eyes and ears" for Hampshire FA within the DFA;
- to provide and organise DFA challenge cup competitions.

2. AREA

The area of this DFA shall be within that portion of Hampshire as bounded by a line from the West Sussex border at Hill Brow <Grid Ref: SU788263>, (south-east of Liss) to, but not including, Old/New Alresford <SU600345>, thence to east of Hook <SU741542> and northwards along the River Whitewater to just east of Riseley on the Berkshire border <SU741634> in accordance with Hampshire FA Membership Rule 3.

3. MEMBERSHIP

- (i) All Clubs affiliated to the Hampshire FA, who have grounds or recognised Headquarters, within the area defined in Rule 2 shall be members of this DFA subject to the approval of the Council. In addition, all Clubs affiliated to any other County Association, but competing in a Sanctioned Competition under the jurisdiction of this DFA shall, subject to the approval of the **DFA** Council, be members. All such Clubs shall pay a membership fee as laid down in Rule 10.

In addition all Leagues sanctioned by Hampshire FA who operate within the area defined in Rule 2 shall be members of this DFA together with all members of the DFA Council.

- (ii) Clubs, Leagues and elected **DFA** Council Members may only be members of one Hampshire FA Divisional Association. In the event that a League has clubs from more than one Divisional **Football** Association, the League shall be a member of the Divisional **Football** Association that has the majority of its member clubs.
 - (iii) For the avoidance of any doubt a Member Club's Headquarters shall be the ground on which they play their home matches unless they have an official HQ i.e. Registered Club House.
- b. The DFA shall keep a register of all Clubs entitled to be members within its defined area.
 - c. Development competitions are the only exemptions to Rule 3(a)(i) above. For the avoidance of doubt development competitions are considered to be faith based competitions, a new competition that has not been in membership with a County FA or a competition where the majority of players do not play affiliated football elsewhere.

Development competitions are exempt from Divisional FA membership for a term of between one and three seasons to be considered by the **Hampshire** FA Membership Committee. When the development competition is established, membership of the Divisional FA will apply in accordance with Rule 3(a)(i) with the agreement of the **Hampshire** FA Membership Committee.
 - d. Each Sanctioned Competition within the DFA's area shall supply the Secretary with 5 copies of their handbook within 7 days of it being issued to Member Clubs.

4. OFFICERS

The Officers of this DFA shall be the President, the Chairman, the Deputy Chairman, the Secretary, the Treasurer, the Minutes Secretary and the Competitions Secretary(ies).

5. MANAGEMENT, NOMINATION & ELECTION

- a. This DFA shall be governed and its affairs managed by a Council consisting of:
 - (i) The Officers;
 - (ii) Life Vice Presidents;

- (iii) Training Co-ordinator;
- (iv) All members of the Hampshire FA **Board and Football Management Board and any Hampshire FA Life Vice Presidents or Honorary Life Members** who reside in the Division;
- (v) Up to three representatives from each sanctioned 11-a-side and Mini-Soccer Competition within the area who must be a member of that Competition;
- (vi) 1 representative from each Referees' Society within the area;
- (vii) 1 representative from Member Clubs competing in Competitions outside the area;
- (viii) 1 representative from Senior Clubs (step 6 and above) within the area;**
- (ix) 1 representative from Intermediate Clubs (Step 7) within the area;**
- (x) 1 representative from Women's Clubs within the area;
- (xi) 1 representative from Disability Clubs within the area;**
- (xii) 1 representative from Walking Football Clubs within the area;**
- (xiii) 1 representative from each Local Authority within the area;
- (xiv) 1 representative from appropriate Schools FA;
- (xv) 1 representative for each Small Sided Competition;
- (xvi) 1 Referees' Appointment Secretary for each Sanctioned Competition within the area;
- (xvii) 1 representative from the Army FA.

Such persons, if approved by **the DFA** Council, shall serve for a one-year term from the end of the Annual General Meeting in each year and shall be eligible for re-appointment. In addition, the **DFA** Council shall have the power to co-opt on a yearly basis and any co-opted member shall have full powers of membership. Elected representatives shall not be members of any other Hampshire FA Division nor be members of Clubs in membership with any other Hampshire FA Division.

- b. In addition to the above, the Council shall have the power to co-opt up to 5 other members, who may have specialist knowledge, to assist the

Council. All such co-opted members credentials shall be vetted by the full **DFA** Council and shall be subject to re-appointment annually.

- c. Any elected or nominated member of **the DFA** Council absenting themselves from 3 successive meetings and failing a satisfactory explanation in writing, shall be considered to have resigned and the Council shall have the power to fill any such vacancy that may occur during the year.
- d. The **DFA** Council shall have the power at their discretion to fill any office in this DFA that may become vacant and also any vacancy that may occur on a Committee during the year and appoint Sub-Committees as it sees fit.
- e. 7 members of the **DFA** Council will form a quorum for the transaction of business for this DFA and 3 members will form the quorum for the transaction of any business delegated to a **Committee and/or** Sub-Committee of this DFA.
- f. All correspondence shall be addressed to the Secretary of this DFA and not to any other individual unless so directed.

6. ELECTIONS

- a. The following will be elected annually at the Annual General Meeting:
The President; the Chairman; the Deputy Chairman; the Secretary; the Treasurer, Minutes Secretary and Competition Secretary(ies).
- b. Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers shall be nominated in writing by 2 members of this DFA to the Secretary not later than the March Council meeting in each year. Names of those nominated and their Nominees 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 following will be elected annually by the **DFA** Council in accordance with Hampshire FA Membership Rule 3:
 - (i) **Area Benevolent Officer (to be approved by the Hampshire FA Board of Directors);**
 - (ii) **Training Co-ordinator.**
- d. The **DFA** Council at its discretion may, from time to time, elect Life Vice Presidents. Those elected must have been members of this Council for at

least 15 years and fulfilled an active role in the business as deemed by the Officers of this DFA.

Life Vice-Presidents shall be entitled to receive notice of, attend and vote at all **DFA** Council and general meetings. Life Vice-Presidents shall have such rights and privileges as the **DFA** Council shall from time to time prescribe.

Life Vice-Presidents are eligible to be elected as Honorary Life Members at any time and may make application to the DFA Secretary in writing. Honorary Life Members would receive invites to all general meetings but would not receive invitations to **DFA** Council meetings or hold voting rights at **DFA** Council meetings.

Any Life Vice-President who has been elected an Honorary Life Member may revert back to the position at any time by advising the DFA Secretary in writing.

- e. The DFA Secretary shall send to the Member Clubs competing in Competitions outside of the area and to **Senior, Intermediate, Disability, Walking Football and Women's Clubs** a nomination form for the election of the Council representatives. Such nomination forms shall be submitted to the DFA Secretary by such date as the Officers shall prescribe each year and must be signed by the Chairman and Secretary of the Club nominating them. Any person nominated must be a member of the Club nominating them.
- f. If there is more than 1 candidate nominated for either of the categories, the DFA Secretary shall forthwith, after the time fixed for the close of nominations, send a voting paper containing the names of all those nominated in that category to each of the Clubs within that category. Completed voting papers must be returned to the DFA Secretary by such time as the Officers shall decide and shall be opened by such person or persons as the Officers shall decide. The prescribed number of candidates receiving the largest number of votes in each category shall be declared elected at the next Annual General Meeting.
- g. The Secretary shall send, at least 21 days prior to the Annual General Meeting, a nomination form to each body within the area entitled to have representative(s) on the **DFA** Council with a notice that the body desiring to nominate a candidate or candidates, for a position on the **DFA** Council must return the nomination form signed by the Chairman and Secretary within 7 days.

- h. The Secretary shall ensure that the dedicated member of the Hampshire FA Football Development Team is invited to all meetings of the DFA Council.
- i. The Secretary shall ensure that notice of and minutes of all meetings are forwarded to the Chief Executive **of the Hampshire FA** in accordance with usual circulation timescales.

7. GENERAL DUTIES, RESPONSIBILITIES AND POWERS OF THE DFA COUNCIL

- a. The **DFA** Council shall manage the affairs of the DFA and its decisions shall be final subject to the right of appeal to the Hampshire FA (See Rule 11).
- b. The **DFA** Council shall meet on a minimum of three dates fixed by them at their first meeting following the **Annual General Meeting**. The Officers shall have the power to call Special General Meetings as may be deemed necessary.
- c. The discussions, statements of members, evidence of witnesses and other matters brought before the **DFA** Council and Committees are deemed privileged and the **DFA** Council shall have the power to censure or suspend from the **DFA** Council any member proved to be guilty of breach of this Rule.
- d. Each member of the **DFA** Council shall be entitled to attend all **DFA** Council meetings and have 1 vote thereat but no member shall be allowed to vote on any matter directly appertaining to **himself or herself** or the Club or the Organisation they represent or where there may be a conflict of interest (this principle shall apply to the procedure of any Committee). In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.
- e. The Officers of this DFA shall have the power to cancel any meeting if they consider the business for such meeting to be insufficient, or for any other adequate reason.
- f. The **DFA** Council shall have the powers to apply, act upon and enforce the Rules of this DFA, including any matter not provided for by these Rules and in such events be guided in accordance with the Rules and Regulations of The Football Association and Hampshire FA.
- g. At the meeting prior to the Annual General Meeting, the **DFA** Council shall make their nominations to fill the Offices of President, Chairman, Deputy Chairman, Secretary, Treasurer and Minutes Secretary to be put forward to the Annual General Meeting together with any other nominations received.

- h. The **DFA** Council shall have the power to appoint Committees or Commissions as may be deemed necessary and may delegate all or any of its powers to such Committees or Commissions of the **DFA** Council and to deal with breaches of Football Regulations referred to them by the Hampshire FA and with all breaches of the Rules of this DFA.
- i. At the first meeting following the Annual General Meeting, the **DFA** Council shall:
- Complete the election of Officers and **DFA** Council Members in accordance with Rule 6
 - Appoint Committees in accordance with Rule 8
 - Appoint for each Sanctioned Competition within the area, a **DFA** Council Member (who shall not be an existing Officer/member of the league) to attend its Management Committee Meetings for the purpose of giving guidance and instruction
 - Appoint a Training Co-ordinator
 - Appoint an Area Benevolent Officer (to be approved by Hampshire FA Board of Directors.
- j. This DFA shall be responsible to the Hampshire FA for the adherence to the following:
- i) This DFA shall use its powers to control and conduct its own approved Cup Competitions and be responsible for ensuring that all Sanctioned Competitions and affiliated Clubs within its area conform to the Rules and Regulations of The Football Association and Hampshire FA.
 - ii) This DFA shall act in partnership with and actively assist Hampshire FA in its efforts to achieve the principal objectives and other aims set out in the current version of their **County Plan**.
- k. **The DFA shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. Any action taken by the Competition must be taken within 28 days of the Competition being notified.**

For all alleged breaches of a DFA Rule the DFA shall issue a formal written charge to the individual or organisation/body concerned. The individual or body/organisation charged shall be given seven days from the date of the notification of the charge to reply. In such reply an individual or body/organisation may:

- (i) **Accept the charge and submit in writing a case of mitigation for consideration by the DFA on the papers; or**
- (ii) **Accept the charge and notify that it wishes to put its case of mitigation at a hearing before the DFA; or**
- (iii) **Deny the charge and submit in writing supporting evidence for consideration by the DFA on the papers; or**
- (iv) **Deny the charge and notify that it wishes to put its case at a hearing before the DFA.**

Where the individual or organisation/body charged fails to respond within 7 days, the DFA shall determine the charge in such manner and upon such evidence as it considers appropriate.

Where required, hearings shall take place as soon as reasonably practicable following receipt of the reply of the individual or organisation/body as more fully set out above.

Having considered the reply of the individual or organisation/body (whether in writing or at a hearing), the DFA shall make its decision and, in the event that the charge is accepted or proven, decide on the appropriate penalty.

With the exception of Teams playing at Step 7 of the National League System or the FA Women's Super League and FA Women's Championship, the maximum fine permitted for any breach of a Rule is £250 and, when setting any fine, the DFA must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

No participant under the age of 18 can be fined.

All breaches of the Laws of the Game, or the Rules and Regulations of The FA shall be dealt with in accordance with FA Rules by the appropriate Association.

8. STANDING COMMITTEES

The following shall be Standing Committees of this DFA and elected annually by the **DFA** Council, excepting the Succession Planning Committee, whose 4 members of **the DFA** Council shall be appointed by the **Divisional Football Association Officers** and the divisional representative to the Hampshire FA **Selection Panel**:

- a. Cup Competitions Committee consisting of the DFA Officers, Cup Competitions Secretary (if not an Officer) and 2 members of **the DFA** Council (1 of whom shall be a representative of a Youth League – not applicable if the DFA does not run youth competitions).
- b. Finance Committee, consisting of the DFA Officers and 2 members of **DFA** Council (1 of whom shall be a representative of a Youth League).
- c. Rules Revision Committee consisting of the DFA Officers and 2 members of **DFA** Council (1 of whom shall be representatives of Youth Leagues).
- d. Football Development Committee, consisting of such representatives of the DFA Council, and any other member who need not be a member of the DFA Council, as the DFA shall prescribe appointed for the purpose of managing and delivering the DFA Development Plan and other relevant football development matters with support of the dedicated member of the Hampshire FA Football development Team.
- e. Succession Planning Committee consisting of the DFA Chairman, the DFA member appointed by the Hampshire FA Board of Directors to the County FA **Selection Panel** and 4 **additional** members of **the DFA** Council (1 of whom shall be a representative of Youth Leagues).
- f. Emergency Committee consisting of the DFA Officers, Competitions Secretary and 2 members of **the DFA** Council (1 of whom shall be a representative of a Youth League) with the power to deal with any matter which the Secretary may deem urgent or which may be referred to them by the **DFA** Council.
- g. The Divisional FA may nominate a representative to their Local Area Referees Committee on an annual basis in accordance with Hampshire FA Membership Rule 5 B2(a)(vii).

9. MEMBER CLUBS

- a. All Member Clubs, including Women's Clubs and Youth, shall satisfy the **DFA** Council that they are properly constituted and playing football according to the Laws of the Game and the Rules and Regulations of The Football Association. No Club shall be accepted into membership until they have paid their affiliation fee to the County Football Association and to obtain membership they must quote the number and date of the official receipt issued by the Secretary/Chief Executive of that County Association. Each Club shall keep a Members' Register, Cash Book, Minute Book and Players' Appearance Record and such records must be available for inspection to this DFA at all times.

- b. Clubs shall not allow matches to be played on their grounds in which the Clubs engaged are not in membership with this or some other recognised Association, unless previous consent of the **DFA Council and/or the Hampshire FA** has been obtained. Clubs whose grounds are used by other Clubs for matches of any kind shall notify the DFA Secretary of such arrangements when made or at least 7 days before the date of the match whenever possible. Affiliated Clubs, Officials, Players and Registered Referees shall not take part in any match in which an unaffiliated Club is playing or which has not been sanctioned by this DFA **and/or the Hampshire FA**.
- c. The Registered Secretary (or in his/her absence any other nominated Officer) of a Club is the only Official recognised by this DFA for the purpose of correspondence, which must be in their name. The Secretary of this DFA shall not be required to communicate with any other Official on Club matters. Official correspondence from this DFA requiring a reply must be acknowledged within 14 days of receipt (unless otherwise specified) and failure to do so will result in the Club being fined £10 and/or other such penalty as the Council may decide.
- d. All Member Clubs must, if required to do so, place their ground and facilities at the disposal of the **DFA Council** at least once per season.
- e. If the conduct of any Member **or member** Club in membership with this DFA is considered to be objectionable under its jurisdiction or in connection therewith, the **DFA Council** will have the full power to fine, suspend or expel such **member** Club or member from the DFA or deal with the matter as they may decide.
- f. The DFA, through the **DFA Council**, if and when required, shall be empowered to require the Member Clubs to contribute by subscription or otherwise, such sums of money to the funds of the DFA in order to defray any losses incurred in the running of the DFA affairs.
- g. 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 their membership of the DFA being withdrawn **and may result in an application of the Football Debt Recovery being applied through the Hampshire FA** until such time as the outstanding payments are settled.
- h. The business of the **Divisional Football Association** as determined by the **DFA Council** may be transacted by electronic mail or facsimile.

- i. All Member Clubs and Service Clubs competing in Competitions under the jurisdictions of this DFA shall place their players at the disposal of the **DFA** Council for all representative matches. A player selected to play for the DFA shall not play for his Club on the date of the match for which he/she was selected without prior permission of the **DFA** Council. Any player failing to comply with this Rule will be adjudged by the **DFA** Council **and charged in accordance with Rule 7**, and any Club or Official who may be deemed to have encouraged or instigated such a player to commit a breach of instruction or Rule shall be deemed of a similar breach.
- j. This DFA shall have the powers to select and use on any dates, the grounds of its Member Clubs that it deems fit for the playing of Representative Matches and the Semi-final and Final ties of its Cup Competitions and those of its Sanctioned Competitions.

10. MEMBERSHIP FEES

- a. On or before the 1st September in each year, each Club, through its Sanctioned Competition shall pay a membership fee to this DFA as per the following schedule of fees:
 - i) Clubs of Intermediate Status or above £20
 - ii) Clubs of Junior Status £15
 - iii) Clubs of Youth Status £2
 - iv) Additional teams of Intermediate Status and above – Not Applicable
 - v) Additional teams of Junior Status – Not Applicable
 - vi) Additional teams of Youth Status – Not Applicable
 - vii) Faith, **Walking Football and disability** Teams £5 (per team)

For the avoidance of doubt, Veterans and Women's teams shall count as Junior Status.

Each club affiliated to Hampshire FA but playing in a Sanctioned Competition outside this Division shall pay a membership fee to the DFA as per the schedule of fees in this Rule (10A).

- b. Adult teams playing in Sanctioned Small Sided Competitions shall pay a membership fee of £2. Youth teams playing in Sanctioned Small Sided Competitions shall pay a membership fee of £2.
- c. All Clubs affiliated to other County Football Associations, who are playing in a Sanctioned Competition with this Division, shall pay a membership fee to this DFA as per the following schedule of fees:
 - i) Clubs of Intermediate Status or above £20
 - ii) Clubs of Junior Status £15

- iii) Clubs of Youth Status £2
- iv) Additional teams of Intermediate Status and above – Not Applicable
- v) Additional teams of Junior Status – Not Applicable
- vi) Additional teams of Youth Status – Not Applicable
- vii) Faith, **Walking Football and disability** Teams £5 (per team)

For the avoidance of doubt, Veterans and Women's teams shall count as Junior Status.

- d. Any Club, which registers after the 1st September shall be fined £15.
- e. Member Clubs shall not be allowed to take part in any Sanctioned Competition until their membership fee has been paid. Sanctioned Competitions shall satisfy themselves that their Clubs are properly affiliated to the appropriate County Football Association.
- f. Hampshire FA affiliated Clubs playing in Sanctioned Competitions outside of this Division shall pay, within 14 days of notification, the following membership fee:
Senior Clubs (i.e. those playing in the Wessex League, its equivalent or higher) £20;
All other Adult Clubs £15 and Youth Clubs £2.

11. APPEALS

A Member Club, within 14 days from the date of written notification sent of any decision of the Council may appeal against such decision by lodging particulars, in duplicate, accompanied by a fee determined from time to time by the Hampshire FA, such appeal being addressed to the Secretary of the Hampshire FA for the adjudication of the Board of Appeal, whose decision shall be final and binding on all concerned. No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless it is on the grounds of unconstitutional conduct. In the event of the appeal being unsuccessful, the fee shall be forfeited or returned to the Club in whole or in part at the discretion of the Board of Appeal, who shall also decide by whom the costs of the appeal shall be borne.

A copy of the appeal must be sent to the Secretary of this DFA and the operation of the decision made by Council shall not be suspended pending the result of the appeal unless the Board of Appeal of the Hampshire FA, through its Officers, orders such suspension.

12. OWNERSHIP OF TROPHIES

- a. The Officers of this DFA shall be Trustees of all monies and property of this DFA. Association Cups or Trophies shall be competed for annually and shall not become the property of any Club. If a Competition is discontinued for any cause, the Cup or Trophy shall be returned to the Donor if the conditions attached to it so provide, or otherwise dealt with as the DFA may decide. At the close of each Competition awards shall be made to the winners and runners-up if the funds of this DFA permit.

The following agreement shall be signed on behalf of the winners of the Cup or Trophy:

"We A.....and B....., the Chairman and Secretary ofFC, members of and representing the Club, having been declared winners of the Cup or Trophy, and it having been delivered to us by this DFA, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to this DFA's Secretary on or before 28th February. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to this DFA the amount of its current value or the cost of its thorough repair."

- c. If the Cup or Trophy is returned, and in the opinion of this DFA is not in the same condition as it was presented, the Club shall be notified immediately and the Club shall be fined and be charged for its refurbishment and/or repair in total. A Club failing to return a Cup or Trophy on or before 28th February shall be fined the sum of £25 plus £1 per day after that date until returned to the DFA Secretary.

13. ANNUAL GENERAL MEETING

- a. The Annual General Meeting of this DFA shall be held no later than 15 June in any year. At this meeting, the following business shall be transacted:
 - i) To receive and confirm the Minutes of the preceding Annual General Meeting
 - ii) To consider any business arising therefrom
 - iii) Adoption of Standing Orders
 - iv) To received and adopt the Annual Report, Balance Sheet and Statement of Accounts
 - v) Election of Officers
 - vi) Appointment of Auditors/Accounts Verifier
 - vii) Alteration of Rules, if any (of which due notice has been given)
 - viii) Roll Call

- b. A copy of the Agenda, verified Balance Sheet and Proposed Alterations to Rules shall be forwarded to each Member Club and **and DFA** Council Member at least 14 days prior to the meeting.
- c. A signed copy of the verified Balance Sheet and Statement of Accounts shall be sent to the Hampshire FA within 14 days of its adoption by the Annual General Meeting.
- d. Each Member Club shall be empowered to send 2 delegates to an Annual General Meeting. Each Club shall be entitled to 1 vote only. Not less than 14 days notice shall be given of any meeting.
- e. Clubs who have withdrawn their membership of this DFA during the season being concluded or who are not continuing membership shall be entitled to attend, but shall vote only on matters relating to the season being concluded.
- f. All voting shall be conducted by a show of hands or voting cards unless a paper ballot is demanded by at least 50% of the delegates qualified to vote or the Chairman decides.
- g. No individual shall be entitled to cast more than 1 vote for each ballot.
- h. **DFA** Officers and Council members shall be entitled to attend and vote at an Annual General Meeting.
- i. Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given in writing may be fined up to a maximum of £20.

14. SPECIAL GENERAL MEETING

- a. Upon written application of 5 members of **the DFA** Council or 12 Member Clubs, stating reasons for same, the **DFA** Secretary shall call a Special General Meeting. At least seven days notice shall be given of any meeting under this Rule, together with an agenda of the business to be transacted at such meeting.
- b. Each Member Club shall be empowered to send two delegates to all Special General Meetings. Each Clubs shall be entitled to one vote only. Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.
- c. Proposed Alterations to the Rules to be considered at a Special General Meeting shall be circulated with the notice of the meeting and proposed amendments may be made and voted on at the meeting.

- d. With the exception of any change to Players' Qualifications, which will not take effect until the commencement of the following season, any alterations or additions decided upon shall become operative once the approval of the Hampshire FA has been given or after the Hampshire FA Annual General Meeting, whichever is sooner.
- e. Any continuing Member Club failing to be represented at the Special General Meeting without satisfactory reason being given in writing may be fined up to a maximum of £20.

15. ALTERATIONS TO RULES

- a. Alterations in the Rules of The Football Association and the Hampshire FA, so far as they affect this DFA shall be deemed to be incorporated in, and form part of, this DFA's Rules as and when they are approved at a meeting of such Football Association.
- b. Except as provided in clause (a) of this Rule, no alterations shall be made in the Rules of this DFA except at the Annual General Meeting or Special General Meeting called for the purpose.
- c. Notice of Proposed Alterations to Rules must reach the Secretary by the 1st January in each year. The proposals, together with any proposals by the **DFA** Council, shall be circulated to **the DFA** Council Members and Member Clubs and any amendments thereto must reach the Secretary by the 1st March in each year. A copy of the Proposed Alterations to the Rules shall be submitted to the Hampshire FA by 31st March for their approval before being presented to members of this DFA.
- d. No alterations shall be made to any Rule unless the majority of members present, and for the time being entitled to vote that are present in person vote in favour.
- e. Hampshire FA will consider any necessary changes to the Divisional FA Standard Code of Rules at its meeting of the Membership Committee held in April in each year and any changes will be communicated to the DFA Secretary by the Chief Executive or his appointed deputy by 1st May in any year.
- f. Rule changes, once approved at the Annual General Meeting or Special General Meeting and sanctioned by the Hampshire FA, will become effective from the first Council meeting held after the Annual General Meeting.

16. TRAVELLING EXPENSES

Travel and any other reasonable out of pocket expenditure incurred by **DFA** Council Members whilst engaged in the business of and/or representing this DFA may be reimbursed by this DFA. Claims shall be forwarded to the Treasurer for consideration.

17. SERVICE TO FOOTBALL AWARDS

Annually, subject to the availability of funds, this DFA may make awards to persons who have given at least 20 years service to local football. Nominations, together with full details, shall be forwarded via Member Organisations (Local Leagues) to this DFA's Secretary on or before 1st February each year. The **DFA** Officers or Sub-Committee will consider each recommendation and the awards will be made at the Annual General Meeting or other appropriate function.

18. RULES BINDING ON CLUBS & DFA COUNCIL MEMBERS

Each Member Club shall be deemed to have given its assent to the foregoing Rules and agrees to abide by the decisions of the **DFA** Council subject to Rule 11. All Member Clubs must abide by any issued by The Football Association Code of Conduct.

All DFA Officers/Council members shall ensure that they sign the designated Respect Code of Conduct each season in accordance with Hampshire FA Membership Rule 7(d).

19. STANDING ORDERS

The Standing Orders of this DFA will be based upon those adopted by the Hampshire FA, amended as necessary to meet the specific requirements of this DFA.

20. FINANCE

- a. The **DFA** Council shall determine with which bank or other financial institution the funds of this DFA will be lodged.
- b. All expenditure in excess of £1,000 shall be approved by the **DFA** Council. All Cheques shall be signed by at least 2 Officers nominated by the **DFA** Council.
- c. The financial year of this DFA will end on 31st March.

- d. The books of account or a certified balance sheet of this DFA shall be prepared and shall be audited/verified by some suitable person(s) who shall be appointed at the Annual General Meeting.

21. INSURANCE

The DFA shall hold Public Liability Insurance and Officers Indemnity Insurance in its own right.

22. THE FOOTBALL ASSOCIATION AND HAMPSHIRE FOOTBALL ASSOCIATION

Any matter not provided for in these Rules shall be dealt with in accordance with the Rules of The Football Association or Hampshire Football Association.

23. DISSOLUTION

- a. A resolution to dissolve the DFA shall only be proposed at a General Meeting with prior approval of Hampshire FA and shall be carried by the majority of at least three-quarters of the members present.
- b. The dissolution shall take effect from the date of the resolution and the Officers of the DFA shall be responsible for the winding up of the assets and liabilities of the DFA.
- c. Any surplus assets remaining after the discharge of the debts and liabilities of the DFA shall be transferred to Hampshire FA who shall determine how the assets shall be utilised for the benefit of the game.

24. SMOKING

At all meetings of this DFA there shall be a no-smoking policy in operation.

25. DATA PROTECTION ACT

Please note that in making application for Registration of the Club with this DFA, the personal information of the Secretary together with any other relevant information required for the purpose, for which consent on behalf of all will be presumed unless notified otherwise.

RULES OF CHALLENGE CUP COMPETITIONS

(The **bold/underlined** texts denote changes from last Season's Handbook)

1. MANAGEMENT AND CONTROL

The entire control of the above Cup Competitions shall be vested in the Council of this DFA, who may appoint a Sub-Committee to deal with matters as they arise. All decisions of the Council or Sub-Committee shall be accepted as final and binding by all parties. The following Rules shall apply, except where specified, to all Aldershot Divisional Football Association Challenge Cup Competitions.

2. NAME OF COMPETITIONS

- a) The Competitions, which are to be played for under the Laws of the Game as settled by the International Football Association Board, shall be called the:-

Aldershot Divisional FA Senior Invitation Challenge Cup

Aldershot Divisional FA Senior Invitation Challenge Cup (Sunday)

Aldershot Divisional FA Intermediate Invitation Challenge Cup (Mark Coombs Memorial Cup)

Aldershot Divisional FA Junior Invitation Challenge Cup (Saturday)

Aldershot Divisional FA Eric Holbrook Junior Invitation Challenge Cup

Aldershot Divisional FA Ladies Invitation Challenge Cup

Aldershot Divisional FA Youth Invitation Challenge Cup

These Cups or Trophies shall not become the property of any Club.

- b) The Competitions, which shall be competed for annually, must receive the sanction of the Hampshire FA.

3. ENTRIES

- a) Entrance to these Competitions shall be at the invitation of this DFA and all Clubs invited must be duly affiliated to a recognised County Football Association and to this DFA. Clubs will only be invited to enter one team in the Senior Competition but may, upon invitation and subject to Rule 3(b), be permitted to enter two or more teams in any of the other DFA Competitions.
- b) The Entry Fee shall be £20.00 for both the Senior Invitation Challenge Cup Competitions and £15.00 per team for all other Competitions. The

amounts applicable shall be payable at the time of acceptance of the DFA's Cup Entry Form and be before 1st September. A Club shall not participate in the Competition until the Entry Fee/Affiliation Fees have been paid.

- c) Should the number of entries for any Cup Competition not exceed 11, the Council shall consider the desirability of proceeding with the Competition, in this event if the Competition is cancelled, all monies paid will be refunded.

4. ELIGIBILITY OF PLAYERS

- a) All players must be recognised members of their respective Club and be duly signed and registered 7 days before the scheduled date of any Cup Match. A bona fide player is one who has signed a form for his Club on a recognised League registration form and been duly registered by that League's Registration Secretary (see also rule 4(h)).

To play in the Youth Invitation Cup a player must be over 15 years of age and under 18 years of age on 31st August for the current season.

Any Club not normally taking part in League Football must provide the Competitions Secretary with a list giving the names of players from which it proposes to select its team. Such list must be submitted at least 7 days before a Tie is due to be played.

- b) The Saturday and Sunday and Youth Competitions shall be deemed separate for the purpose of player qualification.

No player shall play for more than one Club in any of the DFA's Cup Competitions in the same season nor shall such players be allowed to play in the Junior Invitation Challenge Cup or Eric Holbrook Invitation Challenge Cup if they have played for their Club in the Association's respective Saturday or Sunday Intermediate or Senior Cup Competitions. In the event of a Club entering more than one team in either of the Junior Competitions or the Youth Competition, each team must be clearly designated as 'A' or 'B', and no player shall be permitted to play for more than one of those teams entered.

- c) The eligibility of players for the Saturday Intermediate (Mark Coombs Memorial Cup), Saturday Junior and Eric Holbrook Invitation Challenge Competitions shall be defined as follows:-

No player having played in more than 3 Senior or above Saturday Competition matches (in the current season) shall be eligible to play in the Aldershot Divisional FA Saturday Intermediate Invitation Challenge Cup (Mark Coombs Memorial Cup). No Player having played in more than

3 Intermediate or above Saturday Competition matches (in the current season) shall be eligible to play in the Aldershot Divisional FA Junior Invitation Challenge Cup. Likewise, no player having played in more than 3 Senior Intermediate or above Sunday Competition matches (in the current season) shall be eligible to play in the Eric Holbrook Invitation Challenge Cup.

- d) The Council or Sub-Committee shall have the power to remove from a Cup Competition any Club proved to have played an ineligible or otherwise unqualified player, and take such further action against the Club and/or player concerned as is considered necessary – **see also Cup Rule 13(g)**.
- e) In all rescheduled matches only those players eligible to play on the date of the original match shall be allowed to play. Provided he/she is otherwise eligible, a player who has been suspended may play in re-arranged matches after his/her term of suspension has expired.
- f) Any player under written contract and registered with the Football Association shall only be allowed to play in the Aldershot Divisional Football Association Senior Challenge Cup (Saturday Competition).
- g) A player registered after 1st March shall not be eligible for that Season's Competition except by special permission of the Council or Sub-Committee.
- h) To qualify to play in a Semi-Final or Final Tie a player must have played in at least 3 competitive matches during the current season for the Club he/she represents.

5. SUBSTITUTES

Aldershot Divisional FA Saturday Senior Invitation Challenge Cup:

A Club may at its discretion and in accordance with the Laws of the Game, use 3 substitute players in any match in this Competition who may be selected from 5 players.

A player who has been substituted may take no further part in the match.

All other Aldershot Divisional FA Challenge Cup matches:

A Club may at its discretion and in accordance with the Laws of the Game, use 5 substitute players in any match in the Competition who may be selected from 5 players.

A player who has been substituted himself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

ALL Aldershot Divisional FA Challenge Cup matches:

The Referee shall be informed of the names of the substitutes prior to the commencement of the match.

A player who has been selected, appointed, or named as a substitute player 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 Cup Rule 4 of these Competitions.

6. DRAWING AND PLAYING OF TIES

- a) The Ties shall be drawn to be played on dates decided by the Council or Sub-Committee. Immediately after each draw, the Competitions Secretary shall advise each of the competing Clubs the name of their opponents and the date by which the Tie is to be played. With the agreement of the Competitions Secretary, Clubs may play their Ties on a date earlier than that notified, if both Clubs are in agreement. No Club shall have more than 1 bye in a Season but arrangements shall be made to ensure that 4 Clubs compete in the Semi-Finals.
- b) For the Aldershot Divisional FA Senior Invitation Challenge Cup Competition (Saturday), Clubs who are members of the Football League, Conference, Isthmian League and Southern League shall be exempt until the Second Round Proper of the Competition. All other Clubs entering the Competition and having floodlights may be exempt until the Second Round Proper unless insufficient number of teams enters the Competition whereby a decision will be made at the sole discretion of the Council or Sub-Committee.
- c) The Competitions Secretary shall fix the kick-off time (taking due account of the time of year), which must be strictly adhered to, and any Club responsible for a late start, without satisfactory explanation, shall be liable to a fine not exceeding £30.00 and/or otherwise be dealt with as the Council or Sub-Committee may determine.
- d) The Club first drawn in the ballot shall have home advantage. All match expenses (pitch fees and Match Officials' fees) shall be paid in accordance with Cup Rule 6(m) (see Cup Rule 12(d) for Officials' fees). It shall not be permissible for a Club to select a ground other than that on which the Club is normally accustomed to playing unless such has been agreed by their opponents and the Competitions Secretary has also been informed prior to the playing of the Tie. Any team without floodlights, who are drawn at home against a team as defined in 6(b) or

above in the Precedence List, must play away under floodlights midweek if requested to do so by their opponents.

The side then playing at home will be responsible for the expenses of the match as per Cup Rules. In the event of a Club being unable to find a ground, or any ground being declared unsuitable by the Council or Sub-Committee for the playing of any Tie in these Competitions, the Competitions Secretary shall order the Tie to be played on the opponent's or a neutral ground and shall fix a date for the playing of the Tie. The Competitions Secretary shall be notified of any reversal of fixtures and/or venue at least 3 days in advance.

- e) The Home Club must provide 3 suitable match balls, suitable dressing accommodation equipped with hot/cold showers and toilet facilities for the Visiting Team and Match Officials, to whom they must send in writing full details, as well as information regarding the situation of the ground and time of kick-off at least 5 days prior to the Tie. In all cases the Home Club or a representative should meet the Officials and Visiting Team at the appointed dressing rooms at least 30 minutes before the official time of kick-off. Any Club in breach of any part of this Rule shall be liable to a fine not exceeding £30.00.
- f) The duration of Cup Competition matches shall be two equal periods of 45 minutes. Thereafter in all matches including the Final Tie, which result in a draw at the end of a normal time, an extra 15 minutes each way shall be played. If after extra time, the score is still level, the match shall be decided by the taking of penalty kicks in accordance with Hampshire F.A. Rule 38. In the event of light failing before the end of the taking of kicks from the Penalty Mark, the result shall be decided by the toss of a coin or the drawing of lots.

The half time interval shall not exceed 15 minutes. This may be altered only with the consent of the Referee.

- g) Referees must ensure that matches commence at the appointed time and must report all late starts to the Competitions Secretary and shall notify both the Captain and Secretary of the offending team(s) accordingly.
- h) In the event of a Club failing to keep its engagement, it shall submit an explanation, in writing, to the Competitions Secretary within 3 days, Sunday excluded, or be liable to a fine. If no explanation is submitted, or it is not considered satisfactory, the Club shall be fined a sum not exceeding £50.00 and the match awarded to their opponents and/or the Club dealt with at the discretion of the Council or Sub-Committee. In addition the defaulting Club may be instructed to reimburse reasonable expenses incurred by their opponents. The Competitions Secretary shall

have the power to have the game played on a date set by him/her. Failure by either Club to fulfil the fixture will result in the offending Club being fined and removed from the Competition.

- i) Every Club shall play its strongest available team unless some satisfactory explanation is offered. In the event of an explanation being deemed unsatisfactory, the Council or Sub-Committee shall have the power to impose a fine. In the event of a Club playing in any match with less than 11 players, they shall be fined £5.00 for each player deficient.
- j) Notice of postponement of any match must be given without delay (by personal service or telephone) by the Club postponing to the Competitions Secretary, the appropriate Referee Appointments' Secretary, the Secretary of the opposing Club and the Referee and Assistant Referees if appointed. Any Club failing to comply with this Rule shall be dealt with by the Council or Sub-Committee, who may inflict any penalties that they may deem necessary.
- k) In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall, subject to the Precedence List and (l) below, be played on the next Saturday or Sunday or midweek prior to the next Saturday.
- l) The Council or Sub-Committee shall review all abandoned matches and in cases where it is to the advantage of the Competition and does no injustice to either Club, shall be empowered to order the score at the time of abandonment to be recorded as the result. In all cases where the Council or Sub-Committee is satisfied that a match has been abandoned owing to the conduct of one team or its member(s) they shall be empowered to award the game to its opponents and/or take what other action they deem necessary. In cases where a match is abandoned owing to the conduct of both teams and their member(s), the Council or Sub-Committee shall take such action as they consider appropriate.
- m) In all Aldershot Divisional FA Senior Invitation Challenge Cup, Intermediate Invitation Challenge Cup (Mark Coombs Memorial Cup), Junior Invitation Challenge Cup, Ladies Invitation Challenge Cup and Youth Invitation Challenge Cup matches where a gate is normally taken, the Club responsible for staging the Tie shall be responsible for all expenses (see Cup Rule 12(d) for Officials' fees). In all matches including the Semi-Final where no gate is taken, the Home Club will be responsible for the pitch fees and the Officials fees shared equally. The Home Club shall be responsible for paying the Officials fees and reclaim the share from the Away Club.

In all Aldershot Divisional FA Senior Invitation Challenge Cup (Sunday) and Eric Holbrook Junior Invitation Challenge Cup matches where a gate is normally taken, the Club responsible for staging the Tie shall be responsible for all expenses (see Cup Rule 12(d) for Officials' fees). In all matches including the Semi-Final where no gate is taken, both Home and Away Clubs will equally share the pitch fees and the Officials fees. The Home Club shall be responsible for paying all fees and reclaim the share from the Away Club.

The Council or Sub-Committee shall make every effort to play the Final Tie on a neutral and enclosed ground. For the Aldershot Divisional FA Senior Invitation Challenge Cup (Saturday) Final, after all expenses including the charges for Referee, Assistant Referees, Police, Stewards, Pitch Hire, Gatekeepers, reasonable cost of approved Refreshments, Advertising and Printing have been paid, the remainder, if a profit, is to be divided equally between the two Finalists and this Association.

- n) Any member of the Council of this Association shall have permission to obtain a players' team check with names, signatures and date of birth at any match under the control of this Association.
- o) The player nominated as captain shall wear a captain's armband.

7. PITCH MEASUREMENTS

All Clubs competing in these Competitions must use a ground or pitch approved by the Council or Sub-Committee of this Association or the Competitions Secretary on their behalf. The dimension of the field of play shall not be more than 110 metres long by 75 metres wide, or less than 100 metres long by 64 metres wide. The Council, Sub-Committee or Competitions Secretary shall have the power to vary these measurements if considered necessary. The Home Club shall mark out the field of play in accordance with the laws of the Game and goal nets must be used in these Competitions.

Where possible a technical area as per the Laws of the Game shall be appropriately marked in front of the Dugouts.

8. MATCH RESULT CARD/FORM

Each Club shall, at least 30 minutes before the nominated kick-off time, hand to their opponents and the Referee in writing, on the Form provided by the Competitions Secretary, the surname, initials and signature of all players and any other information required on such Form including those of the named substitutes as marked by an 'S' in the box provided. The white (top) copy should be posted to the Competitions Secretary by both Clubs within 3 days

of the match being played, along with the pink copy received from their opponents before the match. Clubs failing to do so shall be liable to a fine not exceeding £50.00.

Any Club failing to exchange a Match Result Card/Form or submit one which is late or incorrectly completed, shall be fined a minimum of £20.00 with a maximum of £50.00 for the first offence. On a second offence of not exchanging the Match Result Card/Form with their opponents, the Club, at the discretion of the Council or Sub-Committee, may subsequently be removed from the Competition. Each Club shall retain their copy of the Match Result Card/Form for the duration of the Season. [Also refers to the Association Rule 9(a)]

9. TELEPHONE RESULTS

The Clubs shall telephone the results of their match to the Competitions Secretary or his/her designated and appointed contact, on the day of the match between 5.00 pm and 7.00 pm, or before 10.00 pm or immediately after the finish of the match if an evening kick-off. Any Club failing to comply with this Rule shall be liable to a fine of £10.00.

10. WITHDRAWAL OF CLUB

A Club shall not be allowed to withdraw from these Competitions after the Draw for the Preliminary/First Round has been made. Any Club infringing this Rule shall be liable to a fine not exceeding £50.00.

11. CUP FINALISTS

Both the Finalists will be required to supply a new FIFA approved Match Ball for the Cup Final. The Match Ball will be returned to the Club after the completion of the game.

12. REFEREES AND ASSISTANT REFEREES

- a) The appointment of the Referees (and Assistant Referees where available) up to and including the Semi-Final of these competitions shall be made by the Hon. Referees' Appointment Secretary (Saturday/Sunday/Youth, as appropriate). Unless officially appointed, each Club shall provide its own Club Assistant Referee and any Club failing to do so shall be fined the sum of £10.00.
- b) In the event of the non-appearance of the appointed Referee, the senior appointed Assistant Referee will take charge and a substitute Assistant Referee appointed. In cases where there are no officially appointed

Assistant Referees, the Home Club shall appoint a substitute Referee and both Clubs must accept the substitute Referee. Either Club failing to do so shall be liable to a fine not exceeding £30.00 and/or dealt with by the Council or Sub Committee as appropriate. A Referee so appointed shall for that game have the full power, status and authority of a Registered Referee.

- c) In the case of Final Ties, the appointment of Referees and Assistant Referees shall be the responsibility of this Association, based upon the recommendations of the Aldershot Division of the Hampshire FA Referees' Committee.
- d) The fees for officially appointed Referees and Assistant Referees shall be as follows: for all rounds up to and including the Semi-Finals:-
Referee £35, Assistant Referee £30 (inclusive of travel expenses or private car mileage expenses of 30 pence per mile) and any other permitted expenses actually incurred subject to any limits laid down by the sanctioning Association.

Where no gate is normally taken then the Referee and Assistant Referees fees and expenses shall be shared equally between the two Clubs. Where a gate is taken the Referee and Assistant Referees fees and expenses shall be paid solely by the Club taking the gate. The Home Club shall be responsible for ensuring that the appropriate fees and expenses are paid to the appointed Officials.

The Aldershot Divisional FA Senior Invitation Challenge Cup (Saturday) matches require Officials of commensurate level appropriate to the teams competing and therefore the fees for this competition are as follows:-

Referee £40, Assistant Referee £30 (inclusive of travel expenses or private car mileage expenses of 30 pence per mile) and any other permitted expenses actually incurred subject to any limits laid down by the sanctioning Association.

- e) In the event of any match not being played for reasons over which neither Club has control, the Match Officials if present shall be paid their expenses by the Home Club or gate taking Club as appropriate. However if either or both Clubs are at fault for any match not being played, the Match Officials, if they attend, shall be paid their full fee and expenses by the defaulting Club(s).
- f) 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 out of 100, shall be submitted to the Association on the Match Result Card provided. Any Club giving a

Referee less than 50 marks is required to submit a report as to the reason for low marks, to the Competitions Secretary within 7 days of the said match. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Council or Sub-Committee shall determine.

- g) The Referee shall submit a Report Form giving the details of the match, the number of players in each team, the time of kick-off and any other information required on the said Form to the Referees Appointments' Secretary within 2 days of the match (Sundays not included).

13. PROTESTS AND APPEALS

- a) All questions of eligibility, qualification of players, as well as other matters of dispute shall be left to the Council or Sub Committee, whose decision shall be final. Should either of the Clubs in connection with any dispute relating to Cup Ties have a member on the Council, the said member shall not be eligible to vote on any motion connected with such disputes.
- b) Each protest, which must contain full details of the grounds upon which they are founded, should be submitted to the Secretary within 4 days of the match or occurrence to which they refer (Sundays not included). Each protest must be accompanied by a deposit of £20.00 which shall be forfeited should the protest not be sustained and the Council or Sub-Committee shall have power to deal further with a Club found to have submitted a frivolous protest.
- c) Any protest relating to the ground, goal post, cross bar or other appurtenances of the game, shall not be entertained unless lodged with the Referee before the commencement of the match and it shall not be possible to withdraw such protest without the permission of the Council or Sub-Committee. The Referee shall require the responsible Club to remove the cause of the objection, if this is possible, without unduly delaying the progress of the match.
- d) Where a protest is sustained or in the absence of a protest, should the Council, any of its Sub-Committee or Officers subsequently discover that any Rule or spirit of that Rule has, in their opinion been breached by either or both Clubs, it shall be in the power of the Council or Sub-Committee to remove one or both Clubs from the Competition **in accordance with Cup Rule 13(g)**, and/or otherwise dealt with them at their discretion.
- e) Parties to a protest shall be afforded an opportunity of making a statement when the protest is being heard and where possible shall

receive at least 3 days' notice of the meeting, together with a copy of the protest. The Council or Sub-Committee shall take into consideration when dealing with the protest, the possession by the protesting Club of any information which, if properly used, might have avoided the protest.

- f) The Council or Sub-Committee shall not consider any claim by a Club for the reimbursement of expenses incurred in connection with a postponement, or non-fulfilment of a fixture until an attempt has been made by the Clubs concerned, to mutually settle the dispute. The Competitions Secretary is empowered to arbitrate in all claims.
- g) (i) A Club playing an unregistered or otherwise ineligible player and subsequently found guilty of the offence, shall be fined a sum not exceeding £100. The Council may take further action against the Club and/or players as it may decide.**
- (ii) In addition, a Club having played an unregistered or otherwise ineligible player and subsequently found guilty, shall if having won the match in question, be removed from the Competition and their opponents reinstated into the next round of the Competition (the Divisional FA Council may only go back one round within the same Competition). In the event of the match in question having ended in a draw, the offending Club shall be removed from the Competition and the match awarded to their opponents.**
- (iii) In the event of both teams being in breach of this rule, both will be removed from the Competition.**
- (iv) In the event of a Club/Team being removed from a Competition in respect of clauses (ii) or (iii) above, after winning the Final Tie, the Council may award the trophy and player awards to the beaten finalists. The Council may also withhold trophy and player awards for the beaten finalists if removed from the Competition of found to be in breach of the Rules.**

14. CHANGING OF COLOURS

In the case of 2 Clubs having the same or similar registered playing colours, the second named Club shall play in some different and distinctive colours approved by the Referee. In the Final Tie, in the event of the colours of the Finalists being the same or similar, both Clubs shall change their normal colours which shall be different from each other. Any Club which delays the kick-off by not having available a colour change shall be dealt with as the Council or Sub-Committee may decide.

15. TROPHY AGREEMENTS

When the winners of the Cup or Trophy have been ascertained, the following agreement shall be signed on behalf of the winners of the Cup or Trophy:

"We A..... and B....., the Chairman and Secretary ofFC, members of and representing the Club, having been declared winners of the Cup or Trophy, and it having been delivered to us by this DFA, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to this DFA's Secretary on or before 28th February. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to this DFA the amount of its current value or the cost of its thorough repair."

16. TROPHIES AND AWARDS

- a) In addition to the Cup/Trophy, this Association shall, if funds permit, present awards up to 17 in number to the members of the Winning Team. They may also similarly present awards to the members of the beaten Finalists. The Referee, Assistant Referees and Reserve Official, shall also receive awards for officiating in the Final Tie. The Match Officials may also charge travelling expenses as per Cup Rule 12.
- b) When a player taking part in the Final Tie is ordered to leave the field of play for any act of misconduct, the award he/she may otherwise have been entitled to shall be withheld at the discretion of the Council or Sub-Committee.

17. EXPULSION OF CLUBS - MISCONDUCT

Any Club Official or Member proved guilty of misconduct, except misconduct on the field of play, of inducing or attempting to induce a player or players of another Club to join them, shall be liable to such penalties as the Council or Sub-Committee may decide and their Club shall be liable to expulsion from the Competition in accordance with the provisions of the Rule.

18. SPECIAL MEETINGS

- a) Upon receiving a requisition signed by two-thirds of the Clubs, who are competing in the Competition, the DFA Secretary shall call a Special Meeting of all the Clubs concerned with the Competition.
- b) This DFA may call a Special Meeting at any time when it considers the same necessary. At least 7 days notice shall be given of all meetings under

this Rule, together with an Agenda of the business to be transacted at such meetings.

- c) Any Club failing to attend a Special Meeting shall be fined £25.00.

19. ALTERATION TO RULES

Any proposed alteration to the Rules of these Competitions shall be considered in accordance with this DFA's Rule 16.

20. RULES BINDING ON CLUBS

Each Club competing in these Competitions shall be deemed to have given its assent to these Cup Rules, together with those applicable to this DFA and agrees to abide by the decision of the Council or Sub-Committee.

The Rules of the Hampshire FA, where applicable, shall apply in all cases not covered by the foregoing Rules. Any questions of eligibility, qualification of competitors as well as all other matters in dispute in the Cup Competitions of this Association shall be left to the Council or Sub-Committee whose decision shall be final and binding.

21. TECHNICAL AREA, CLUB OFFICIALS AND SUBSTITUTES

Where a technical area is designated, this shall be entered only by authorised Club Officials and named substitutes. Where a seating facility is provided within the area, within or adjacent to a "dugout" or instead of a "dugout", Club Officials must remain seated throughout the match with the following exceptions:

- a) One designated Club Official may stand to issue instructions to the team, but must then sit immediately after so doing.
- b) The trainer/physiotherapist may enter the field of play only when invited to do so by the Referee.
- c) The named substitutes shall warm up in the area behind the Assistant Referee nearest the dugouts, subject to space being available. Substitutes must not distract the Assistant Referee, or enter the area where he/she is running.
- d) All occupants of the technical area must behave in a responsible manner. Referees have the power to remove anyone who does not do so, and to report the facts to the appropriate authority.
- e) Substitutes ready to replace a player must remain within the technical area until the Referee or Assistant Referee authorises the substitute to enter the field of play only at the halfway line.

- f) Where a seating facility does not exist, and/or where no designated technical area is marked, Club Officials and Substitutes must comply with the instructions of the Match Officials in respect of their location and conduct.
- g) The Referee need not advise or warn the offending team about any of the above during the match unless it affects his control of the match, but he may report the offending team to the Competitions Secretary and any such Club reported may be liable for a fine of up to £25 per match.

GUIDE TO CLUBS FOR MARKING REFEREES

GUIDE TO MARKING REFEREES (from The FA Handbook)

The mark awarded by a club must be based on the referee's **overall** performance. It is most important that the mark is awarded fairly and not based upon isolated incidents or previous games. The referee's performance should be determined by the table below which should act as a guide for the overall mark which should fall within the mark range for each standard of performance.

Mark Range	Comment
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91-100	The referee was extremely accurate in decision making and very successfully controlled the game using management and communication skills to create an environment of fair play, adding real value to the game.
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81-90	The referee was very accurate in decision making and successfully controlled the game using management and communication skills to create an environment of fair play.
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71-80	The referee was accurate in decision making and controlled the game well, communicating with players, making positive contribution towards fair play.
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61-70	The referee was reasonably accurate in decision making, controlled the game quite well and communicated with players, establishing a reasonable degree of fair play.
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51-60	The referee had some shortcomings in the level of accuracy of decision making and control, with only limited success in communicating with the players resulting in variable fair play.
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50 and below	The referee had significant shortcomings in the level of accuracy of decision making and control with poor communication with the players which resulted in low levels of fair play.
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Notes

- Using a scale of up to 100 allows greater flexibility for clubs to distinguish between different refereeing performances more accurately.
- A mark within each mark range can be given to reflect the referee's performance, e.g. a mark of 79 indicates a somewhat better performance than a mark of 71.

- A MARK BETWEEN 71 AND 80 REPRESENTS THE STANDARD OF REFEREEING EXPECTED.
- When a mark of 50 or less is awarded, an explanation must be provided to the League or Competition by completing the appropriate box on the marking form. It must include comments which could help improve the referee's future performances. Even where a referee has significant shortcomings there will have been some positive aspects which should be given credit; extremely low marks (below 20) should be very rare.

HOW TO DECIDE ON THE REFEREE'S MARK (from The FA Handbook)

The following questions focus on the key areas of a referee's performance. They are intended as an "aide memoir", are not necessarily comprehensive and need not be answered individually. It is, however, worth considering them before committing yourself to a mark for the referee.

CONTROL AND DECISION MAKING

- How well did the referee control the game?
- Were the players' actions recognised correctly?
- Were the Laws applied correctly?
- Were all incidents dealt with efficiently/effectively?
- Were all the appropriate sanctions applied correctly?
- Was the referee always within reasonable distance of incidents?
- Was the referee well positioned to make critical decisions, especially in and around the penalty area?
- Did the referee understand the players' positional intentions and keep out of the way accordingly?
- Did the referee demonstrate alertness and concentration throughout the game?
- Did the referee apply the use of advantage to suit the mood and temperature of the game?
- Was the referee aware of the players' attitude to advantage?
- Did the referee use the assistants effectively?
- Did the officials work as a team, and did the referee lead and manage them to the benefit of the game?

COMMUNICATION AND PLAYER MANAGEMENT

- How well did the referee communicate with the players during the game?
- Did the referee's level of involvement/profile suit this particular game?
- Did the referee understand the players' problems on the day – e.g. difficult ground/weather conditions?
- Did the referee respond to the changing pattern of play/mood of players?
- Did the referee demonstrate empathy for the game, allowing it to develop in accordance with the tempo of the game?
- Was the referee pro-active in controlling of the game?
- Was the referee's authority asserted firmly without being officious?
- Was the referee confident and quick thinking?
- Did the referee appear unflustered and unhurried when making critical decisions?
- Did the referee permit undue questioning of decisions?
- Did the referee deal effectively with players crowding around after decisions/incidents?
- Was effective player management in evidence?
- Was the referee's body language confident and open at all times?
- Did the pace of the game, the crowd or player pressure affect the referee negatively?

FINAL THOUGHTS

- Always try to be objective when marking. You may not obtain the most objective view by marking immediately after the game.
- Judge the performance over THE WHOLE GAME. Don't be too influenced by one particular incident.

Don't mark the referee down unfairly because your team was unlucky and lost the game or some disciplinary action was taken against your players.