



HUNTINGDONSHIRE FOOTBALL ASSOCIATION LIMITED

MEMBERSHIP RULES

These rules must be read in conjunction with the Articles of Association.

1. Title and Affiliation

- (a) This Association shall be called "The Huntingdonshire Football Association Limited", (known as the Huntingdonshire Football Association) and shall be affiliated to The Football Association Limited (known as The Football Association), and members of the Association of Football Associations.
- (b) This Association shall strictly enforce the Rules of The Football Association.
- (c) The playing season shall be as determined by The Football Association.

2. Area

- (a) The Area* of the Association shall be as defined by The Football Association as being under the jurisdiction of the Huntingdonshire Football Association.

** The County of Huntingdonshire as defined by the 1908 Commission.*

3. Membership

- (a) All Clubs, Leagues or Competitions having their headquarters within the area of the Association shall be eligible to apply for membership of the Association. For such Clubs, on acceptance into membership, this Association shall be known as their "Parent Association".
- (b) Senior and Junior Clubs whose parent Association is another recognised football association, on acceptance into membership shall be known as "Associate Clubs".
- (c) Before being admitted to membership every Club must satisfy the Association that it is properly constituted for the playing and administration of association football in accordance with the Laws of the Game and observes the Rules and Regulations of The Football Association.
- (d) Before being admitted to membership every League or Competition must satisfy the Association that it is properly constituted for the playing and administration of association football in accordance with the Laws of the Game and observes the Rules and Regulations of The Football Association.
- (e) The Council of the Association shall determine the status of Senior Clubs and Junior Clubs.



- (f) Clubs affiliating to this Association shall register their details as per the nominated form.
- (g) A Club changing its registered colours without prior consent of the Council shall be liable to a fine not exceeding that as per the schedule of fees or fines.
- (h) Clubs, Leagues and Competitions affiliated to this Association shall notify the County Secretary in writing as to the details of a change of Secretary. Failure to notify the County Secretary within 14 days of such change, the Club, League or Competition shall be liable to be fined as per the schedule of fees and fines.
- (i) If the Secretary of a Club/League/competition is proposing to leave the address registered with the Association for a period of at least seven (7) days the secretary must inform the County Secretary in writing before the absence together with the name and address of a deputy to act during such period. Any Club which fails to observe this rule shall be fined as per the schedule.
- (j) All Correspondence from this Association will be sent to the Secretary of the Club, League or Competition as appropriate.
- (k) A Club who is parented to this Association shall enter all of its eligible teams in the appropriate County Cup(s).
- (l) In the event of a deficit for the Association at the end of the season Clubs affiliated may be levied equally to cover the loss.

4. Subscriptions

- (a) The subscription for each club shall be as per the schedule of fees and fines for Senior and Junior Clubs per annum.
- (b) The Subscription for each League or Competition shall be as per the schedule of fees and fines for Leagues and Competitions per annum.
- (c) Each affiliated Club shall purchase at least two copies of the handbook each year as per the Schedule of Fees.
- (d) All Clubs whose Parent Association is this Association shall effect to an approved level as per the schedule of fees or fines Public Liability Insurance in respect of all teams registered under this rule.
- (e) The Association shall arrange such cover for Public Liability Insurance on behalf of all eligible clubs in membership, who shall be required to pay the premium, unless a valid policy certificate confirming at least equal cover is furnished at the time of affiliation.



- (f) It shall be the responsibility of Clubs to effect to an approved level, Personal Accident Insurance for all of its teams. Clubs must furnish the Association at the time of affiliation, a copy of a valid policy certificate confirming that Personal Accident Insurance is in place for all teams of the Club.
- (g) The Council shall agree the approved levels of Public Liability Insurance and Personal Accident Insurance annually.
- (h) All Clubs, Leagues and Competitions which have been previously accepted into membership of the Association and which seek to continue membership for the year commencing on 1st July next ensuing shall complete the nominated form supplied by the Association and send it to the County Secretary by 31st May in each year together with proof of annual (12 months) Personal Accident Insurance cover to the approved level of cover as per rule 4(f) in accordance with the Schedule of Fees. Those Clubs who take out their own Public Liability Insurance are required to supply proof of cover as per rule 4(e). The appropriate subscription shall be paid in accordance with the instructions given on the affiliation form.
- (i) Any Club whose Personal Accident Insurance expires after re-affiliation and before 1st June next must provide a copy of the new certificate of Insurance to the County Secretary prior to the renewal date. Failure to comply with this rule will result in the club being suspended from all football activities until such time as Personal Accident Insurance is in place and proof provided to the County Secretary.
- (j) Any Club, League or Competition which has not paid the subscription by 31st May in each year and subsequently desires to renew its membership shall be required to pay an additional fee as per the schedule of fees and fines.
- (k) Any Club, League or Competition whose subscription is unpaid on the 30th day of September of the ensuing year shall cease to be a member.

5. Council

- (a) The Chairman and Vice Chairman shall be elected annually at the first Council meeting of the season in accordance with the Regulations of the Association.
- (b) The Directors shall be elected annually at the first Council meeting of the season in accordance with the Regulations of the Association.
- (c) The voting at Council meetings shall be by a show of hands or by ballot if requested by 75% of the members present or at the discretion of the Chairman of the meeting, all matters shall be decided by the majority of votes cast. In the event of votes being equal, the Chairman of the meeting shall be entitled to a casting vote in addition to any other vote he may have.



- (d) The Secretary or The Chairman of Council shall have the power to call a meeting of the Emergency Committee.
- (e) The Council shall have the power to call upon any Club or Participant to produce any books, letters, documents or other such evidence the Council or Emergency Committee called for the purpose may determine.
- (f) In addition to the Members of Council, minutes of all meetings of the Council shall be circulated to affiliated Clubs.
- (g) Members of Council shall be entitled to claim expenses when on Council Business in the manner laid down by the Association.
- (h) The Referees Co-Ordinator shall be appointed by Council annually at the first Council meeting of the season.
- (i) Each Officer and Council member shall be supplied with a copy of these Rules and bound thereby.
- (j) No Member, Official of any Club or Competition or a Referee shall sit as a member of Council or of a Committee during the hearing or appeal, protest, complaint or business in which such Member, Club, Competition or Referee may be concerned.
- (k) If the Council should subsequently discover that any rule or agreement of the rules has in their opinion been violated by mutual agreement or otherwise, it shall be in the powers of the Council to impose such penalty as it may think fit without protest having been received by the County Secretary.
- (l) The Council shall have the power to deal with any matter not covered within the Articles or Rules of this Association.

6. Committees

- (a) The quorum for any meeting of any Committee shall be four (4) Members.
- (b) The voting at Committee meetings shall be by a show of hands or by ballot if requested by 75% of the members present or at the discretion of the Chairman of the meeting, all matters shall be decided by the majority of votes cast. In the event of votes being equal, the Chairman of the meeting shall be entitled to a casting vote in addition to any other vote he may have.

7. Annual or Extraordinary General Meetings

- (a) All business conducted at the Annual General Meeting or at an Extraordinary General Meeting shall be carried out in accordance with the provisions of the Articles of the Association.



- (b) The Annual General Meeting shall be held not later than 1st July each year.
- (c) Any Member being expelled from the Council shall not be eligible for re-election for a period of (3) three years.
- (d) Any new Club, League or Competition seeking membership of the Association shall be entitled to attend the Annual General Meeting of the season concluding but shall not be allowed to speak unless asked to do so by the Chairman of the meeting. Such new member shall have no voting rights at this meeting.
- (e) All rule changes shall take effect immediately after the General Meeting in which they were approved.

8. Club and Financial Records

- (a) All Clubs, Leagues and Competitions shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose with reasonable accuracy, at any time, the financial position including the assets and liabilities of the Club, League or Competition.
- (b) Clubs, Leagues and Competitions shall retain accounting records for six years.
- (c) All Clubs, Leagues and Competitions must keep a minute book of their meetings which shall be open to inspection by the Association if required. Each Club shall hold a General Meeting in each calendar year and such meeting shall be held not more than 15 months from the date of the previous meeting. At such meeting the Clubs Financial Records shall be presented.
- (d) **Corporate Bodies** – Clubs, Leagues and Competitions which prepare annual accounts in accordance with the Companies Act 1985 shall, on demand, forward a copy of the annual accounts to the Association by 1st October in each year.
- (e) **Unincorporated Bodies – Financial Statements** – Clubs, Leagues and Competitions which do not prepare annual accounts in accordance with the Companies Act 1985 shall prepare a Financial Statement, in such format as shall be determined by The Football Association from time to time. The Financial Statement shall be verified by an independent, appropriately qualified person. A copy of any Financial Statement shall be forwarded to the Association by 1st October in each year.
- (f) Any Club, League or Competition failing to comply with the request to submit their Financial Statement to the Association shall be liable to a fine not exceeding as per the schedule. Payment of the fine will not replace the requirement to submit the Financial Statement.



9. Misconduct

- (a) This Association shall adopt the Football Association's Disciplinary Memorandum of Procedures as part of these rules, a full copy of which is contained within the County Handbook.
- (a) Each club shall be responsible to the Council for the action of its players, officials and spectators and clubs are further required to take all necessary precautions to prevent spectators abusing, threatening or assaulting officials and players prior to, during or at the conclusion of matches. Any infringement of this rule will be dealt with in accordance with the "Disciplinary Memorandum of Procedures" Part 1 and Part 2.
- (b) It shall be misconduct for any member club to play a club who are not affiliated to this or any other recognised Football Association. Any Club in breach of this Rule shall be dealt with as the Council may determine.
- (c) When a report of alleged misconduct is received by the Association (including a report from a referee alleging misconduct by a person other than a player) it shall be dealt with in accordance with "Disciplinary Memorandum of Procedures" Part 1 and Part 2.
- (d) If, after due investigation by the Commission appointed, the case is found proven, the Association shall have the power [i] to impose a fine, [ii] to censure, [iii] to suspend for a stated period, [iv] to impose such other penalty as thought fit. However, the Commission shall not have the power to expel a Club, Competition or Official from membership but may so recommend to the Council.
- (e) It shall be misconduct for any member Club to engage in any football activities with a Club under suspension during the period of suspensions or with any Club after exclusion by this Association. Should the Association receive a report alleging a violation of this section of this Rule, the procedure set out in sections (c) and (d) shall be operated.
- (f) It shall be misconduct for any member Club to allow a player to play for the Club whilst under suspension by this Association or any other Football Association. Should the Association receive a report alleging a violation of this section of this Rule, the procedure set out in sections (c) and (d) shall be operated.
- (g) The Association shall have the power to publish in the public press, on a web site or in any other manner considered appropriate, reports of any hearing, order, requirement, instruction, decision, proceedings, acts, resolution, finding and penalty and any transcript or document prepared in the course of proceedings, or evidence, whether or not this reflects on the character or conduct of a Participant. Each Participant shall be deemed to have consented to any inquiry or Commission of Inquiry, Disciplinary Commission or Appeal Board and to the publication of any report.



10. Representative Teams

- (a) A player born within the area of this Association shall be eligible for selection for a representative team. Additionally, a player shall be eligible for selection if he or she is a member of a Club in membership of the Association or attends a school or college within the area of this Association. No player who has participated in matches for another recognised football Association shall be eligible to play for this Association in the same season.
- (b) Clubs affiliated to the Association shall place their non contract players at the disposal of the Association for County matches, training sessions and trials each season.
- (c) Any Player, who has been selected in a squad for a Representative Team of the Association shall not be permitted to play for their Club during the 24 hours prior to the kick off time of the Representative match concerned. Any Player and or Club found guilty of a breach of this Rule shall be dealt with in accordance with FA Rule E1 and/or E2.
- (d) Any Player, who qualifies and is selected for a County Representative team fails to make themselves available for the match, will not be permitted to play for his or her club on the day of the County match or for 48 hours thereafter unless the County Team manager gives permission. Any Player and/or Club found guilty of a breach of this Rule shall be dealt with in accordance with FA Rule E1 and/or E2.

11. Regulations

Any Regulation made by this Association in accordance with the Articles of the Association shall have the same status as these rules.



DUTIES AND POWERS OF COMMITTEES

Disciplinary Committee – To deal with all cases of misconduct connected with the playing of matches and such other disciplinary matters as may be referred to the Committee by the Council. The Committee shall have the power to delegate to any affiliated Association any case where it is felt justice will be better served by doing so.

Cup Competitions and Referee Committee – To control and manage the Cup Competitions including the acceptance of entries, making exemptions, making the draws, making arrangements for matches where necessary and applying penalties for breaches of the Rules of the Competition.

To be responsible for matters arising under the “*Regulations for the Registration and Control of Referees*” as determined by The Football Association Limited and supplemented by Regulations made by the Association; in so much as to make appointments for the Association’s Cup Competitions and to make any other appointments so requested, to have executive powers for the promoting and suspending of Referees.

Rules, Advisory and Sanction Committee – To receive and consider all applications for sanction received from Competitions and to grant sanction under “*the Football Association Limited’s Regulations for the Sanction and Control of Leagues and Competitions*” if requested to do so.

To receive suggested changes in the Rules of the Association (including Cup Competition Rules), to draft and revise any Rules of the Association, to account any alterations in the Rules and Regulations of The Football Association Limited. To receive suggested amendments to the Rules of the Youth Association (including Cup Competition Rules) to submit to the Council all proposals for changes arising from any of the foregoing items and to submit to the Council any proposals to resolve any anomalies which become apparent to the Committee.

Referee Training & Assessing Committee – To be responsible for matters arising under the “*Regulations for the Registration and Control of Referees*” To arrange for the recruitment and training of referees and for the training of practising referees and to make such recommendations to the Cup Competitions and Referees Committee as considered appropriate for their promotion and advancement to the ratification by Council.

Technical Committee – To be responsible for the coaching and education programme, the Associations football development plan, Womens Representative Team, examine the feasibility, development and maintenance of playing facilities on behalf of the Association. Review of Charter Standard Awards.

Emergency Committee – The duties of an Emergency Committee shall be to give decisions on matters of immediate urgency and importance relating to football matters. The Committee shall consist of any 5 Members of Council.

Club Accounts Committee - To examine Clubs accounts where available and to investigate where necessary. The Committee are to report their findings to the Board.

The Chairman and County Secretary are Ex-Officio Members of all Committees.