



Association Rules

Season 2022-2023

ENGLISH SCHOOLS' FOOTBALL ASSOCIATION

Patron: HRH The Duke of Edinburgh, KG

CONSTITUTION

Date of constitution (last amended): 26 July 2021

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is English Schools' Football Association. The English Schools' FA is affiliated to The Football Association.

2. National location of principal office

The principal office of the CIO is in England.

3. Objects

The objects of the CIO are:

- (1) The mental, moral and physical development and improvement of school children and students up to twenty years of age through the medium of association football.
- (2) To further such other purposes which may be charitable according to the law of England and Wales as the Trustees see fit from time to time.

4. Powers

The charity trustees have powers to do anything on behalf of the CIO which is calculated to further its objects or is conducive or incidental to doing so. In particular, the charity trustees' powers include power to:

- (1) Borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;
- (2) Buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) Sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) Employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of those clauses;
- (5) Deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- (6) Set and monitor budgets
- (7) To appeal for and accept donations, subscriptions, covenants, sponsorships and legacies to be held on trust for the purposes of the CIO.
- (8) To undertake periodic trading activities to raise funds to further charitable objects, within the limits laid down by the relevant statute and regulation.
- (9) To appoint and employ a chief executive and other appropriate staff. The chief executive will serve on Council as a non-voting member;
- (10) To commission, promote, publish, distribute and sell books, plans, pamphlets, facsimiles, photographs, models and other publications of every description provided that he same are in support and furtherance of the objects of the CIO.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - a. A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - b. A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in section 189 of the Charities Act 2011
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a member who is not also a charity trustee receiving:
 - a. A benefit from the CIO as a beneficiary of the CIO;
 - b. Reasonable and proper remuneration for any goods or services supplied to the CIO.
 - c. reimbursement from the property of the CIO, at the sole discretion of the charity trustees, for costs incurred in hosting events on behalf of the CIO, including but not limited to the annual general meeting (AGM) and competitions, and travelling to CIO events and competitions
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by clause 6.

6. Benefits and payments to charity trustees and connected persons**(1) General provisions**

No charity trustee or connected person may:

- a. Buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- b. Sell goods, services or any interest in land to the CIO;
- c. Be employed by, or receive any remuneration from, the CIO;
- d. Receive any other financial benefit from the CIO;

Unless the payment of benefit is permitted by sub-clause (2) of this clause, or authorised by the court of the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

- a. A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the charity trustees do not benefit in this way.
- b. A charity trustee or connected person may enter into a contract for the supply of services, or goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.
- c. Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- d. A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must not be more than the Bank of England base rate (also known as the base rate).

- e. A charity trustee or connected person may receive rent from premises let by the charity trustee or connected person to the CIO. The amount of rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- f. A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.
- g. A charity trustee may receive benefits from sponsorship deals entered into by the CIO provided any such benefit is incidental and the sponsorship deal is in the best interests of the CIO without the incidental benefits which may be provided to charity trustees.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause 6(2)c of this clause if each of the following conditions is satisfied:

- a. The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
- b. The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- c. The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contacting with a charity trustee or connected person against the disadvantages of doing so.
- d. The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
- e. The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
- f. The reason for their decision is recorded by the charity trustees in the minutes.
- g. A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

- a. The CIO includes any company in which the CIO:
 - i. holds more than 50% of the shares; or
 - ii. controls more than 50% of the voting rights attached to the shares; or
 - iii. has the right to appoint one or more directors to the board of the company;
- b. “connected person” includes any person within the definition set out in clause 30 (interpretation).

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

- (2) Absent himself or herself from any discussion of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

- 8. Liability of members to contribute to the assets of the CIO if it is wound up**
If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Membership of the CIO

- (1) For the avoidance of doubt, the members of the CIO are, the members of the unincorporated charity known as 'The English Schools' Football Association' as at the date of incorporation (who shall retain their membership category unless it is necessary for the charity trustees to assign them to a new membership category in line with the CIO's constitution), and such other persons as are admitted to membership by the charity trustees in accordance with the CIO's constitution.

(2) **Membership categories:**

1. County Schools' Football Associations
2. District Schools' Football Associations, all age ranges
3. District Schools' Football Associations, secondary only
4. District Schools' Football Associations, primary and/or middle only
5. Regional Federations
6. Crown Dependency Associate Members
together the 'Associations'.

(3) **Admission of new members**

a. Eligibility

Membership of the ESFA shall be open to all appropriately constituted Members as defined in rule 9(2) above, subject to approval of Trustees. Membership shall only be conferred upon those CSFAs and formal DSFAs which comply with the ESFA's child welfare regulations, updated from time to time.

Appropriately constituted Members as defined in rule 9(2) above shall determine their own membership but CSFAs must allow for formal District Schools' FAs to be represented in their structure. These members must affiliate to the CSFA but are not required to affiliate to the ESFA separately, although they shall be members of the ESFA. Local Football Co-ordinators should be served by the CSFA structure but these informal organisations shall not be members of the ESFA. Crown Dependency Associate Members shall affiliate directly to the ESFA

Schools and colleges shall affiliate to their respective schools' FA, as defined by the ESFA. Usually this shall be a formal District Schools FA. Where there is no local constituted district organisation, schools and colleges shall affiliate to the CSFA. The local affiliation process shall be agreed with the CSFA. In the event of a dispute over local

membership, the CSFA, with the approval of the ESFA, shall determine where a school or college shall affiliate.

b. Federation of Member Schools' Football Association

There shall be four Regional Federations of the English Schools' FA, one per ESFA region. The Regional Federations shall provide additional football activity for the ESFA's affiliated membership within its geographic boundaries: that affiliated membership shall only take part in Regional Federation activity once confirmation of their participation in the "parent" Association's activity has been given. Individual schools and colleges shall not be eligible for membership of a Regional Federation.

c. "Crown Dependency Associate Members"

There shall be three Crown Dependency Associate Members. These Members shall provide activity within their geographic boundaries and shall, for the purposes of ESFA national competitions, be individually eligible to enter National Competitions provided for District Schools' FAs"

(4) Admissions procedure

- i. In applying for membership of the ESFA, appropriately constituted Members as defined by clause 9(2) must satisfy Council that:
 - a. it is properly constituted, including for CSFAs the representation of formal DSFAs (*and informal LFCs*) on its committee
 - b. it is playing football according to the laws of the game of the International Football Association Board and that it has sufficient controls in place to ensure that its respective membership does the same
 - c. it and its members agree to abide by the Rules of the Association
 - d. it has in place arrangements to elect a governing committee via the AGM, and provide the ESFA with AGM minutes and accounts
 - e. it has its own bank account and will use the funds provided by the ESFA to assist the national Association's charitable objects
- ii. In confirming its membership appropriately constituted Members as defined by clause 9(2) must
 - a. agree between the ESFA Council and appropriately constituted Members its boundaries, and not extend beyond those boundaries without the express permission of Council (for appropriately constituted Members other than DSFAs) or the CSFA (for DSFAs), to formulate coherent coverage of locally organised football, and for the organisation of representative football at local level
 - b. accept into its membership any school, including special schools, and Association within those defined boundaries
 - c. provide football for all age groups
 - d. not administer competitions involving schools or member Associations outside their own area without prior approval of the Council (for appropriately constituted Members other than DSFAs) or the CSFA (for DSFAs)
 - e. permit cross-border inter-schools competitions only with the agreement of all affected parties

- f. ensure that there are arrangements in place to prevent unsanctioned football from taking place, and to apply for such sanction in accordance with ESFA policy, as updated from time to time
 - g. ensure that players, members and officials are allowed to take part in schools' football only on condition that they observe the rules of the ESFA as well as the rules, regulations and bye laws of the FA
 - h. observe and enforce such rules
 - i. submit, or contribute to, a County data return on an annual basis confirming schools and association membership in the area
- iii. In managing the representative game as a condition of membership, for appropriately constituted Members must:
- a. have a named welfare officer who is fully compliant with FA and ESFA regulations
 - b. ensure that only players attending school within the relevant boundary (County or District) are selected for that area's representative team
 - c. ensure that district representative teams confirm their entry to their parent CSFA competitions prior to approving cross-boundary activity

(5) Transfer of membership

Membership of the CIO cannot be transferred to anyone else except in the case of an individual or corporate body representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the CIO has received written notification of the transfer.

(6) Duty of members

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

(7) Termination of membership

- a. Membership of the CIO comes to an end if:
 - (i) where a member that is an organisation, that organisation ceases to exist; or
 - (ii) the member fails to renew membership through the membership process by 30th September; or
 - (iii) the member fails to abide by the rules and regulations laid down in this constitution, and its attendant bye laws; or
 - (iv) any sum of money owed by the member to the CIO is not paid in full within six months of it falling due; or
 - (v) the charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.
- b. Before the charity trustees take any decision to remove an Association from membership of the CIO, they must:
 - (i) Inform the Association of the reasons why it is proposed to remove it from membership;

- (ii) Give the Association at least 21 clear days' notice in which to make representations to the charity trustees as to why it should not be removed from membership;
 - (iii) At a duly constituted meeting of the charity trustees, consider whether or not the Association should be removed from membership;
 - (iv) Consider at that meeting any representations which the Association makes as to why the Association should not be removed; and
 - (v) Any officials or player guilty of any breach of the rules, regulations and/or bye laws of the CIO or The Football Association may be suspended or disqualified.
- c. Any officials or player guilty of any breach of the rules, regulations and/or bye laws of the CIO or The Football Association may be suspended or disqualified.

(8) Membership/Affiliation fees

The CIO may require members to pay reasonable membership or affiliation fees to the CIO. These fees will be set by the charity trustees and published no later than 1 May of the season prior to the season in which they apply.

(9) Informal membership

(a) Life membership

A member of Council, who has served as Chairman of the CIO, shall be awarded life membership on retirement from the Council. Nominations for life membership may also be submitted by member Associations in respect of a person who has given outstanding service at local, county and/or regional level leading to national level. Any submission must be received by the CIO's chief executive on or before 31 January in any playing season, for consideration by Council at its next meeting.

(b) Honorary Life Members

Honorary life membership of the CIO may be conferred upon individuals, who are not members of an Association, who have served the Association with distinction and credit. Such nominations will be sanctioned and approved by Council.

(c) Local Football Co-ordinators

Operating on behalf of a local geographic area, as a proxy for an informal district.

(d) Responsibilities of Informal Members

Other references in this constitution to "members" and "membership" do not apply to non-voting informal members as set out in clauses 9(7)(a) and (b) above, and such non-voting members do not qualify as members for any purpose under the Charities Act, General Regulations or Dissolution Regulations.

10. Members' decisions

(1) General provisions

Except for those decisions that must be taken in a particular way as indicated in sub-clause (4) of this clause, decisions of the members of the CIO may be taken either by vote at a general meeting as provided in sub-clause (2) of this clause or by written resolution as provided in sub-clause (3) of this clause.

(2) Taking ordinary decisions by vote

Subject to sub-clause (4) of this clause, any decision of the members of the CIO may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a majority of votes cast at the meeting in line with the voting powers outlined below:

1. County SFA – 3 votes
2. District SFA, all age ranges – 3 votes
3. District SFA, secondary only – 2 votes
4. District SFA, primary and middle only – 1 vote
5. Associate – 1 vote
6. Council members – 1 vote

(3) Taking ordinary decisions by written resolution without a general meeting

(a) Subject to sub-clause (4) of this clause, and in exceptional circumstances, a resolution in writing agreed by a majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:

- (i) a copy of the proposed resolution has been sent to all the members eligible to vote; and
- (ii) a majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature (or in the case of an organisation which is a member, by execution according to its usual procedure), by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

(b) The resolution in writing may comprise several copies to which one or more members have signified their agreement.

(c) Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated in accordance with paragraph (a) above.

(d) Not less than 10% of the members of the CIO may request the charity trustees to make a proposal for decision by the members.

(e) The charity trustees must within 21 days of receiving such a request comply with it if:

- (i) The proposal is not frivolous or vexatious, and does not involve the publication of defamatory material;
- (ii) The proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and
- (iii) Effect can lawfully be given to the proposal if it is so agreed.

(f) Sub-clauses (a) to (c) of this clause apply to a proposal made at the request of members.

(4) Decisions that must be taken in a particular way

(a) Any decision to remove a charity trustee must be taken in accordance with clause 16(2).

- (b) Any decision to amend this constitution must be taken in accordance with clause 31 of this constitution (Amendment of Constitution).
- (c) Any decision to wind up or dissolve the CIO must be taken in accordance with clause 32 of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011.

11. General meetings of members

(1) Types of general meeting

There must be an AGM of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the charity trustees' annual report, and must elect charity trustees as required under clause 13. Other general meetings of the members of the CIO may be held at any time. All general meetings must be held in accordance with the following provisions.

(2) Calling general meetings

- (a) The charity trustees:
 - (i) must call the annual general meeting of the members of the CIO in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and
 - (ii) may call any other general meeting of the members at any time.
- (b) The charity trustees must, within 21 days, call a general meeting of the members of the CIO if:
 - (i) they receive a request to do so from at least 10% of the members of the CIO; and
 - (ii) the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.
- (c) If, at the time of any such request, there has not been any general meeting of the members of the CIO for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.
- (d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
- (e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.
- (f) Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called.
- (g) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.
- (h) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.
- (i) The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the CIO shall be entitled

to be indemnified by the charity trustees who were responsible for such failure.

(3) Notice of general meetings

- (a) The charity trustees, or, as the case may be, the relevant members of the CIO, must give at least 28 clear days' notice of any general meeting to all of the members, and to any charity trustee of the CIO who is not a member.
- (b) If it is agreed by not less than 90% of all present members of the CIO, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3) (a) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.
- (c) The notice of any general meeting must:
 - (i) state the time and date of the meeting;
 - (ii) give the address at which the meeting is to take place;
 - (iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and
 - (iv) if a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration;
 - (vi) include, with the notice for the AGM, the annual statement of accounts and charity trustees' annual report, details of persons standing for election or re-election as charity trustee, or where allowed under clause 22 (Use of electronic communication), details of where the information may be found on the CIO's website.
- (d) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.
- (e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

(4) Chairing of general meetings

The person nominated as chair by the charity trustees under clause 22(2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the CIO who are present at a general meeting shall elect a chair to preside at the meeting.

(5) Quorum at general meetings

- (a) No business may be transacted at any general meeting of the members of the CIO unless a quorum is present when the meeting starts.
- (b) Subject to the following provisions, the quorum for general meetings shall be 10% of the membership. An organisation represented by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.
- (c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- (d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must either be announced by the chair or be notified to the CIO's members at least seven clear days before the date on which it will resume.
- (e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- (f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the charity trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

(6) Voting at general meetings

- (a) Any decision other than one falling within clause 10(4) (Decisions that must be taken in a particular way) shall be taken by a majority of votes cast at the meeting (including postal votes). An Association representative can only vote for his or her District Association and/or his or her County Association. A member of the Council may use his or her own vote, plus either his or her District or County Association vote if he or she is also the Association's representative.
- (b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person at the meeting.
- (c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.
- (d) A poll may be taken:
 - (i) at the meeting at which it was demanded; or
 - (ii) at some other time and place specified by the chair; or
 - (iii) through the use of postal or electronic communications.

- (e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.
- (f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

(7) Postal Voting

- (a) The CIO may, if, in exceptional circumstances, the Council so decide, allow the members to vote by post or electronic mail ("email") to elect charity trustees and/or Council members..
- (b) The charity trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.
- (c) If postal and/or email voting is to be allowed, the CIO must send to members of the CIO not less than 21 days before the deadline for receipt of votes cast in this way:
 - (i) a notice by email, if the member has agreed to receive notices in this way under clause 22 (Use of electronic communications), including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;
 - (ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.
- (d) The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to "The Scrutineers for ESFA", at the CIOs principal office or such other postal address as is specified in the voting procedure.
- (e) The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.
- (f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.
- (g) The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.
- (h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a charity trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote.

A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.

- (i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.
- (j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.
- (k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.
- (l) Following the final declaration of the result of the vote, the scrutineers must provide to a charity trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.
- (m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the charity trustees, to consist of two charity trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

(8) Representation of Associations

A member Association should, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the CIO.

The representative is entitled to exercise the same powers on behalf of the Association—as the Association could exercise as an individual member of the CIO.

(9) Adjournment of meetings

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

12. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person and not a corporate body.
- (b) No one may be appointed as a charity trustee:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause 16(1)(f).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no charity trustee aged at least 18 years, the remaining charity trustee or charity trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(3) Number of charity trustees

- (a) The maximum number of Charity trustees is 7.
- (b) there should be not more than 3 elected charity trustees ("Elected Trustees")
- (c) there should be four ex officio charity trustees who are the current chairman, the current vice chairman and the preceding season's chairman provided that such person remains a member of the Council, plus the Safeguarding Champion elected from Council ("Ex-Officio Trustees").

(4) First charity trustees

The first charity trustees of the CIO are:

Alan Johnston
Owen Aiston
John Martin
Michael Coyne
David Woollaston
Stuart Inger

13. Appointment of charity trustees

- (1) The charity trustees shall be appointed by the Council from amongst their number at the AGM each year.
- (2) The charity trustees shall be appointed for a term of office of three years which shall start on the date of the AGM at which they were appointed and end on the date of the AGM falling within the third year of their appointment.

- (3) The term of office for the first charity trustees, as set out in clause 12(4) above, will be deemed to start from the date of the AGM first following the adoption of this constitution.
- (4) Any vacancies arising in the number of charity trustees may be filled by the decision of the Council and should be notified to the next following AGM. Any person appointed to fill such a vacancy will be appointed for a three year term of office which will be deemed to start from the date of the AGM first following their appointment.
- (5) The Council or the charity trustees may at any time decide to appoint a new charity trustee as an additional charity trustee, provided that the limit specified in clause 12(3)(a) on the number of charity trustees would not as a result be exceeded. Such person shall be appointed for a three year term of office which will be deemed to start from the date of the AGM first following their appointment.

14. The Council

- (1) The charity trustees shall establish a committee known as the Council.
- (2) The Council shall be responsible for managing matters relating to managing, running and organising schools' football along with any other matters as the charity trustees shall determine from time to time. In particular, the charity trustees shall delegate authority, power and responsibility to the Council to:
 - (a) determine the CIO's international programme of schools football and competitions;
 - (b) determine the membership categories of the CIO and deal with the approval of members and all issues relating to membership in accordance with any rules set out by the charity trustees from time to time;
 - (c) elect the charity trustees from amongst their number.
- (3) The Council shall comprise of:
 - (a) Elected Council Members – there shall be sixteen Elected Council Members with four being elected from each of the four Regions. Those Members retained by clubs in an advisory or paid capacity by a football club which employs contracted players shall be eligible for election to Council, subject to them meeting the remaining eligibility criteria. The members of each Region will be responsible for electing the four Elected Council Members from their Region. The results of the election from each Region will be announced at the AGM. Elected Council Members will be appointed for three year terms of office which shall start, or be deemed to start, on the date of the AGM at which they were appointed and end on the date of the AGM falling within the third year of their appointment. In order to be eligible for appointment as an Elected Council Member, a member of the CIO must:
 - be a member of an Association; and
 - be a trained teacher holding QTS status.
 - (b) In the event that an eligible nominee for elected Council membership is not identified in an area, Council may:
 - for a period of no longer than one year, co-opt a schools' employee who does not hold QTS but who is a member of an affiliated Association in the area, as long as this category of co-opted membership for that area does not exceed 1 member
 - Instate an ambassador, with responsibility for discharging a Council member's responsibility for local activity, but without the national responsibilities, for a period of no more than one year
 - Appoint a trained teacher holding QTS who is not a member of an Association at the time of appointment, on condition that

active voluntary support is provided for an Association in the region, by negotiation with ESFA Members. This option is available for Council only when vacancies have been unfilled for two years and the alternatives in this clause 14 (3) (b) have been exhausted.

- Each region may be represented on Council by no more than 5 elected Members, at least one of which but no more than 2 must be from the extended eligibility categories defined in 14 3 (b)

In accordance with the terms of office for Council appointments, in the final year of a retiring council member's term, regions may appoint a "shadow" Council member, for a period of no more than one year, with a view to stimulating nominations for Council in future. Such shadow members shall not be eligible to vote on Council but shall serve alongside the outgoing Council member in his final year.

- (c) Ex-Officio Council Members – the chief executive of the CIO from time to time shall automatically, by virtue of holding that office, be a Council member.
- (d) Independent Council Members – there shall be three Independent Council Members as follows:
 - i. a representative from The Football Association. The Council shall determine which post holder at The Football Association should be invited to act as The Football Association's representative;
 - ii. an external representative, appointed through competitive selection, to fill identified gaps on Council.
 - iii. a representative recommended by the honorary auditors of the CIO from time to time. This Independent Council Member may be co-opted to the board of charity trustees.
 - iv. Independent Council Members shall be invited to serve for a period of no more than three years.
- (e) Council shall from time to time co-opt members with specific expertise to the Council for a fixed period, to be no greater than 3 years. Any co-opted member shall be eligible for co-opting to serve as a Trustee, subject to AGM approval. Co-opted members shall be eligible to vote and their number shall temporarily add to the size of Council, to a maximum of 3 co-opted members.

- (4) The Council shall report on their activities to the charity trustees in such manner and at such intervals as the charity trustees shall determine from time to time.

15. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of this constitution and any amendments made to it; and
- (b) a copy of the CIO's latest charity trustees' annual report and statement of accounts.

16. Ceasing to hold office as a charity trustee

- (1) A charity trustee ceases to hold office if he or she:
 - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
 - (b) is absent without the permission of the charity trustees from any two meetings within a 12 month period;
 - (c) dies;

- (d) in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a charity trustee and may remain so for more than three months;
 - (e) is removed by the members of the CIO in accordance with sub-clause (2) of this clause; or
 - (f) is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) A charity trustee shall be removed from office if a resolution to remove that charity trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause 11, and the resolution is passed by a two-thirds majority of votes cast at the meeting.
- (3) A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

17. Ceasing to hold office as a Council member

- (1) A Council member ceases to hold office if he or she:
- (a) dies;
 - (b) in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Council member and may remain so for more than three months;
 - (c) is removed by the members of the CIO in accordance with sub-clause (2) of this clause.
- (2) A Council member shall be removed from office if a resolution to remove that Council member is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause 11, and the resolution is passed by a two-thirds majority of votes cast at the meeting.
- (3) A resolution to remove a Council member in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

18. Reappointment of charity trustees

Any person who retires as a charity trustee having served a three year term or by giving notice to the CIO is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years. However, the Council may vary this general rule if they consider that there are exceptional reasons for a Trustee being appointed for a further term of office.

19. Reappointment of Council members

Any person who retires as a Council member having served a three year term or by giving notice to the CIO is eligible for reappointment. A Council member who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years. However, the Trustees may vary this general rule if they consider that there are exceptional reasons for a Council member being appointed for a further term of office.

20. Taking of decisions by charity trustees

Any decision may be taken either:

- (1) at a meeting of the charity trustees; or
- (2) by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

21. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements -
 - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

22. Meetings and proceedings of charity trustees

- (1) Calling meetings
 - (a) Any charity trustee may call a meeting of the charity trustees.
 - (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.
- (2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.
- (3) Procedure at meetings
 - (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is 60% of nominated Trustees. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
 - (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
 - (c) In the case of an equality of votes, the chair shall have a second or casting vote.
- (4) Participation in meetings by electronic means
 - (a) In exceptional circumstances, a meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
 - (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
 - (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.
- (5) Participation in Council meetings by electronic means

- (a) In exceptional circumstances, a meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any member of the Council participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

23. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
 - a) who was disqualified from holding office;
 - b) who had previously retired or who had been obliged by the constitution to vacate office;
 - c) who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise; if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.
- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

24. Execution of documents

- (1) The CIO shall execute documents by signature
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees. This responsibility may be delegated to the chief executive of the CIO once the charity trustees have agreed the terms of the documents to be executed.

25. Use of electronic communications

- (1) General
 - (a) The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
 - (b) any requirements to provide information to the Commission in a particular form or manner.
- (2) To the CIO
Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.
- (3) By the CIO
 - (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
 - (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website –

- (i) provide the members with the notice referred to in clause 11(3) (Notice of general meetings);
 - (ii) give charity trustees notice of their meetings in accordance with clause 22(1) (Calling meetings); and trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 10 (Members' decisions), 10(3) (Decisions taken by resolution in writing).
- (c) The charity trustees must:
- (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal;
 - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

26. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and charity trustees.

27. Minutes

- (a) The charity trustees must keep minutes of all:
- (1) appointments of officers made by the charity trustees;
 - (2) proceedings at general meetings of the CIO;
 - (3) meetings of the charity trustees and committees of charity trustees including:
 - (i) the names of the charity trustees present at the meeting;
 - (ii) the decisions made at the meetings; and
 - (iii) where appropriate the reasons for the decisions;
 - (4) decisions made by the charity trustees otherwise than in meetings.
- (b) The Council must keep minutes of all:
- (1) decisions pertaining to programmes of activity
 - (2) decisions leading to proposed changes to competition rules
 - (3) decisions pertaining to the resources under their delegation
 - (4) decisions referred to charity trustees.

28. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

29. Rules

The charity trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

For the avoidance of doubt, the members shall retain the power and responsibility for establishing, reviewing and amending as deemed appropriate the byelaws which govern the game of football as applied to school pupils.

30. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

31. Amendment of constitution

As provided by clauses 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO.
- (2) Any alteration of clause 3 (Objects), clause 32 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of any resolution altering the constitution, together with a copy of the CIO's constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

32. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 11 (Meetings of Members), of which not less than 28 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:
 - (i) a copy of the resolution passed by the members of the CIO;
 - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

- (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
- (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

33. Interpretation

In this constitution:

“Charity Trustee” means a charity trustee of the CIO.

The **“Communications Provisions”** means the Communications Provisions in Part 10, Chapter 4 of the General Regulations.

“Connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

“The Council” means the body established by the charity trustees in accordance with clause 14

“County Schools’ Football Association” means those County Schools’ Football Associations as determined by the CIO from time to time

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

“District Schools’ Football Association” means those District Schools’ Football Associations as determined by the CIO from time to time

“Electoral Reform Services” means the Electoral Reform Services (company number 2263092)

“Federation” has the meaning provided in clause 9(3)(c) General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“International Football Association Board” means the universal decision-making body for the Laws of the Game of association football

“Laws of the Game” means the laws of the game of association football as determined by the International Football Association Board from time to time

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.

“Regions” means the four regions of the CIO as determined by the members from time to time and which, as at the date of adoption of this constitution are North, Midlands, South West and South East and “Region” shall mean any one of them.

“Rules” are the rules and bye laws of the CIO pursuant to clause 29

“The Football Association” means football’s national governing body in England

“The Premier League” means the organising body of the Premier League for football in England

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

ASSOCIATION BYE LAWS

Old GR	Bye Law	
5 (c)	1a	<p>COUNCIL OPERATIONS</p> <p>Chairman and Vice-Chairman Council shall elect, in the summer term, a Chair and Vice-Chair, from the members of the Council, for the following academic year and shall announce these elections at the AGM. A Council Member may not be elected as Chair for more than 3 consecutive years and may not serve as Chair again until 3 years after their last Chairpersonship.</p>
5 (g) i	1b	<p>Elections On receiving formal notice that an elected member of the Council intends to retire, the Chief Executive shall notify membership and invite nominations for the vacancy by a date specified by Council.</p>
8 (e)	2a	<p>ANNUAL GENERAL MEETING, AND SPECIAL GENERAL MEETINGS The travelling expenses of one delegate of each Association, actually represented at the General Meeting, or a Council Member, Ex-Council Member, Life Member or Honorary Auditor, shall be paid out of the ESFA General Funds. The accommodation charge for the Hon Auditors, Life Members and Ex Council Members attending the AGM and not representing an affiliated association, should, at the discretion of the ESFA Trustees, be paid from ESFA General Funds.</p>
8 (f)	2b	<p>The Association which stages the ESFA Annual General meeting shall receive a grant of £350.</p>
8 (g)	2c	<p>Three Honorary Auditors shall be elected at the AGM, with a three-year appointment in the first instance.</p>
9 (a)	3a	<p>INTERNATIONAL MATCHES The Council shall have power to arrange International Matches, and shall, subject to the permission of the Head Teacher, have first claim upon the services of any player selected to play in any matches arranged by the Council.</p>
9 (b)	3b	<p>Players selected for International Matches shall not take part in any game during the three days prior to and including the day of assembly of the team for the match i.e. when the team assembles on a Friday, a player may not play after the preceding Tuesday.</p>
9 (c)	3c	<p>The expenses of one representative from each County Association, which has a player taking part in Home International Matches, shall be defrayed on one occasion during</p>

the season in order that the County Association may be represented.

- 10 4 **COMPETITIONS FINANCE**
Financial assistance to the Competitions will be maintained in accordance with Competition Rules, subject to confirmation by the Trustees.

- 11a 5a **TEACHERS, PLAYERS AND FOOTBALL CLUBS EMPLOYING CONTRACT PLAYERS**

Teachers

- (i) Any Teacher, Ex-Teacher or Official of a Schools' Football Association making or aiding in making an approach to a player, which offers a contract of employment on behalf of a Football Club which employs Contract Players, shall be disqualified from Membership of an affiliated Association.
- (ii) Teachers are permitted to take part in the activities at authorised centres in The FA's talent pathway as defined by The FA rules from time to time.

- 11b 5b **Players**
- (i) Whilst a student is receiving full-time education in accordance with the Education Acts, priority must be given to school or schools' organisations activities in accordance with FA regulations governing players registered within authorised centres in The FA's talent pathway as defined by The FA rules from time to time.
- (ii) Players who are under six years of age on 1st September in any playing season shall not be allowed to participate in competitions sanctioned by the English Schools' FA. A child who has not attained the age of ten years at midnight between 31 August and 1 September shall not play, and shall not be permitted or encouraged to play in a match between sides of more than seven players in that playing season.
- (iii) A Child in the age ranges Under 7, Under 8, Under 9, Under 10, Under 11, Under 12, Under 13, Under 14 and Under 15 must not play, and shall not be permitted or encouraged to play in a match where any other player is older or younger by two years or more than that child. *Note: Individual competition rules may cater for one year age bands – please check the rules before participating in a competition.*
- (iv) Any student who attends a Club for training or coaching or who plays for that Club, must be registered with the official body designated from time to time by the Football Association in accordance with their regulations.
- (v) A student who is on the roll of a recognised School, Sixth Form College, Tertiary or Further Education College, other than as a day release Student, shall

not enter into a Contract of Employment with a Club in Membership with The Football Association or an affiliated Association, but students may be registered within authorised centres in The FA's talent pathway as defined by The FA rules from time to time. Students on Day Release Courses are ineligible to take part in ESFA Competitions and Activities.

- (vi) A player who signs as a Trainee is no longer eligible to play in Schools' Football.
- (vii) A player may be suspended from taking part in any game under the auspices of the English Schools' Football Association or its affiliated Associations immediately he commits an offence to any one of sections (iv), (v), and (vii) as outlined above in this rule. It shall be the duty of the local Association to which his school is affiliated to notify the school concerned of such suspension. The Council of the English Schools' FA shall investigate the offence and determine the period of suspension.
- (viii) Students registered to do so may attend authorised centres in The FA's talent pathway as defined by The FA rules from time to time.

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6

LONG SERVICE RECOGNITION

- (a) The Chief Executive must receive nominations for Awards by 31 August in any season for processing in that season (nominations must be with the local ESFA Council Member by 31 July).
- (b) Nominations for Long Service Recognition by the ESFA to be submitted to the Chief Executive and then be examined by Council. Nominees for Long Service Recognition Award should have given service to a District or County Schools' Football Association or *English Schools' FA* in order to gain an award. Awards are made at four levels (i) ten year; (ii) twenty five year, (iii) forty year (iv) fifty year.
- (c) Nominations for Golden Service Recognition to be submitted to the Chief Executive for examination by Council. Nominees for the Golden Service Award to have given at least 50 years' service to schools' football.

7

Representative Football Eligibility

To play for the County the player must go to school within the defined County Boundary: the same principle shall apply for Districts and Crown Dependency Associate Members as defined by the ESFA.

Crown Dependency Associate Members shall, through the Association Secretary, be able to directly nominate players to the International programme but players participating in District competitions, under the auspices of the ESFA's regulations, shall not be individually eligible to represent any County.

Guidance for Member Associations: Eligibility for Schools' Football

Overarching Eligibility Criteria

These definitions apply to the ESFA's national cup competitions and to U18 representative football: they do not apply to the new ESFA U18 Super League.

What is full time education?	At least 15 hours per week, on average, for the full academic year.
What is an eligible institution?	An institution with a Department for Education number.
What is an eligible player?	On a full time programme in an eligible institution.

Eligibility for National Competitions

In all but the new U18 Super League, entrants into national competitions must comply with the overarching eligibility criteria. Please also remember that individual national competitions have additional eligibility criteria laid down in the Association's Handbook.

Eligibility for Representative Football

Regulations

1. Players must be in full time education at a DfE registered institution to be eligible to represent their District, County or Country.
2. A player shall be eligible for selection for the County Schools' FA in which they attend school.
3. A player shall be eligible for selection for the District Schools' FA in which they attend school.

Guidance

4. Those who play for an Academy or RTC shall be eligible for selection nationally. Member County and District Associations have the discretion to determine whether such players are eligible for County or District selection.
5. For those receiving attending a Pupil Referral Unit, eligibility to play for a District or County shall be determined by the location of the school/unit in which they are primarily registered, unless the pupil has been prohibited from playing football as part of the terms of his/her exclusion, in which case such pupils would not be eligible for selection. PRU-educated pupils able to play for their District/County Association are eligible for national selection.
6. Those who are home educated shall be eligible to play for the District/County in which they reside, unless they are registered with a school for exams, in which case the school's locality shall define eligibility. Players eligible to play for their County are eligible for national selection.

Specific Guidance for Post 16 Representative football

The ESFA recognises that the post-16 market is a complex and changing one, with presumption 6th forms, academisation, further education mergers, sixth form closures and the emergence of "private providers" operating either with government support (eg for apprenticeships) or on a purely commercial basis, making the market a tricky one to support.

This guidance is therefore provided to aid Associations to aid their determination of eligibility of individual organisations and players to participate in ESFA activities. Some of this

guidance is a clarification of existing practice, and some is newly defined in the face of the changing sector. To confirm, the eligibility for representative football at national level is as per the definition laid out above. However, it is recognised that geographic boundaries apply for district and county representative football, and that mergers in the post-16 sector make this difficult to track. For clarity, the following guidance shall apply:

- Where a college crosses a boundary (eg with more than one campus) but is not the result of merger, then the location of the DfE registered campus shall determine eligibility for representative football
- Where a college crosses a boundary as a result of a merger, then eligibility to play shall be determined by geographic location of the campus attended

More information can be found by visiting <https://schoolsfootball.org/one-stop-shop/resources/>

STANDARD CODE OF RULES FOR SCHOOLS' FOOTBALL*FOR SUBMISSION TO THE FOOTBALL ASSOCIATION*

This document contains the Standard Code of Rules developed by The Football Association, English Schools' Football Association and Independent Schools' Football Association for Schools, Mini Soccer and Youth Football Competitions (the "Standard Code").

The Standard Code is mandatory for all Schools', Mini Soccer and Youth Football Competitions at County, Regional and National levels. A Glossary of the terms used within the Standard Code is shown at the end of this document.

Competitions seeking sanction must draft their Rules in conformity with the Standard Code, using the same numbering and standard headings.

It should be noted that in many cases rules are so printed because they are alternatives and the procedure to apply should be retained and the others omitted.

In all cases where a [] is shown the necessary name, address, number or wording to complete that rule must be inserted.

School Competitions may add to the core of the Standard Code, which is mandatory, providing the additions are approved by the Sanctioning Authority and do not conflict with the mandatory rules or any relevant principles and policies established by the FA. Guidance from the Sanctioning Authority should be sought in advance if there is any doubt as to the acceptability of additional rules.

GOVERNANCE RULES

1. COMPETITION NAME

- (A) The Competition will be known as [" "] (or such other name as the Competition may adopt).
- (B) This Competition shall consist of not more than [] schools *and/or* [] Teams approved by the Sanctioning Authority.
- (C) The geographical area covered by the Competition membership shall be [].
- (D) The administration of the Competition under these Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the rules, regulations and policies of the ESFA/ISFA.
- (E) All teams shall adhere to the Rules. Every school shall be deemed to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation thereto, subject to the provisions of Rule 3.
- (F) The Rules are taken from the Standard Code of Rules for Youth Competitions - schools (the "Standard Code") determined by the FA, ESFA and ISFA from time to time. In the event of any omissions from the Standard Code then the requirements of the Standard Code shall be deemed to apply to the Competition.

This Competition shall be submitted for sanction annually for sanction to the Sanctioning Authority

- (G) Inclusivity and Non-discrimination
 - (i) The Competition and each team must be committed to promoting

inclusivity and to eliminating all forms of discrimination and should abide and adhere to The FA Equality Policy and any legislative requirements (to include those contained in the Equality Act 2010).

- (ii) This Competition and each team must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community, irrespective of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise.
 - (iii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.
- (H) Teams must comply with the provisions of any initiatives of the FA / ESFA / ISFA which are adopted by the Competition including, but not limited to, the RESPECT programmes.
- (I) All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by the FA from time to time.

2. CONTROL

- (A) The entire control and management of the competitions shall be vested in Council, or such committees that shall be appointed by Council.
- (B) The rules of the game shall be those of the International Football Association Board, except as otherwise stated.
- (C) All Local and County representative teams must be under the ultimate control of either:
- a. A practicing teacher, recognised as such by the Department for Education, OR a recognised teacher who is retired
 - b. an AOTT who has received direct approval in writing from the appropriate Local or County Schools' Football Association to undertake such responsibilities.
- (D) Approval may be withdrawn, by the ESFA / ISFA, the Local and/or County Schools' Football Association, at any time.
- (E) Everyone regularly assisting with or coaching a team must:
- a. Have an accepted FA Enhanced DBS check, issued within the previous 3 years
 - b. Complete the FA Safeguarding Children Course in line with FA policy and renew every 2 years, unless they are a practicing schoolteacher who receives annual safeguarding training through their employment in a recognised educational establishment.
- (F) Any cost associated with this shall be the responsibility of the Local/County Schools' Football Association.
- (G) Everyone regularly assisting with or coaching a representative team must be named and accepted on the ESFA / ISFA affiliation portal by ESFA National Welfare Officers before they can be involved in any activity

- (H) Practicing schoolteachers must be identified as such on the ESFA affiliation portal
- (I) AOTT (Adults Other Than Teachers) must be identified as such on the ESFA affiliation portal
- (J) Retired teachers must be identified as such on the ESFA affiliation portal
- (K) Anybody who has an expired FA DBS and/or expired safeguarding training under (e) above must not be involved in any activity.
- (L) All coaches and helpers/assistants must operate in the presence of a person who is qualified under (c) above.
- (M) Associations must comply with the FA's/ESFA's/ ISFA's Safeguarding Criteria. Compliance must be in place at the time of affiliation and throughout the season.
- (N) An individual cannot be the named manager/coach for more than two teams within the same Association, although they can be named as assistant manager/assistant coach for more than two teams.
- (O) All District and County Associations who run representative teams must register all team personnel with the ESFA / ISFA as a requirement of the affiliation. This information must be registered with the ESFA / ISFA as part of the affiliation process, prior to affiliation being approved.
- (P) All ESFA / ISFA affiliated Associations running representative football teams must have an FA qualified and ESFA/ ISFA approved Welfare Officer
- (Q) Association Welfare Officers must comply with the current training requirements of the Football Association
- (R) Any official or player representing a School or Association in membership with the Welsh Schools' FA participating in any of the ESFA / ISFA national competitions who is reported for misconduct, on or off the field of play, shall be referred to the Council of the Welsh Schools' FA for appropriate action.

3. PROTESTS, CLAIMS, COMPLAINTS, APPEALS

- (A) Protests arising from competitions organised for schools by the [Competition Name] shall be submitted to the Management Committee in line with the ESFA/ISFA policy for protests, which shall apply as follows:
 - (i) All protests shall be in writing and shall be received at the CSFA nominated address within 2 working days of the match concerned.
 - (ii) No protest relative to the ground, goalposts, or other appurtenances of the game shall be considered unless a protest in writing was made to the referee before the start of the match.
 - (iii) Any protest shall be signed by the Headteacher/Principal as acknowledgment of their approval of its submission.
 - (iv) The [insert responsible person/committee] will gather any evidence they wish to have before making their decision.
 - (v) A copy of this decision must be relayed to both teams in writing.
- (B) Should the complainant not be satisfied with the decision of the Association,

an appeal shall be submitted to the ESFA/ISFA in line with the ESFA/ISFA policy for appeals, which shall apply as follows:

- (i) Any appeal against the decision of the [County Schools' FA] must be made within 2 working days of the receipt of the ruling that the CSFA has made.
- (ii) The appeal must arrive at the ESFA / ISFA (*delete as appropriate*) headquarters by letter, countersigned by the Headteacher/Principal/Association Secretary and accompanied by a School/College/Association payment for £50. This will be returned if the appeal is upheld.
- (iii) The appeal will be considered by the ESFA's / ISFA's (*delete as appropriate*) Governance Committee and shall be final and binding on all participants.

4. TROPHIES & MEDALS

- (A) All Trophies are the property of the Competition.

The Trophy pertaining to each section of the Competition shall be presented to the captain of the winning team immediately after the match, or at the match function should that be held after the match.

The winning School, College, or Association shall be responsible for suitable engraving and for the maintenance of the Trophy in good order. Arrangements for display of the Trophy must be agreed by the Management Committee.

- (B) 11-a-side & 9-a-side Competitions

- (i) [Eighteen] mementoes in 11-a-side Cups and [sixteen] mementoes in 9-a-side Cups shall be awarded to each School or Association taking part in the final tie of a Knockout competition.
- (ii) The Management Committee shall determine the number of mementoes presented to each School or Association which finishes as the Champion or runner-up in a League competition.
- (iii) Four mementoes shall be awarded to the match officials (referee, two assistant referees and reserve official), officiating at a final tie.

- (C) Small-Sided Competitions

- (i) The Management Committee shall determine the number of mementoes presented to each School or Association which finishes as the Champion or runner-up in a Small-Sided competition.
- (ii) The award of additional mementoes to participating players, coaches and/or match officials shall be at the sole discretion of the Management Committee.

5. ALTERATION TO RULES

These rules may be altered only at a General Meeting of the Association in accordance with the principles laid down by Rule [the rule prescribing the Association's arrangements for an AGM]

6. DISSOLUTION

- (A) Dissolution of the Competition shall be by resolution approved at a general meeting in accordance with the constitution of the Competition.
- (B) The Management Committee shall deal with any surplus assets in accordance with the provisions of the constitution of the Competition.
- (i) If a Competition or an individual section of it is discontinued for any reason a trophy or any other presentation shall be returned to the donor if the conditions attached to it so provide or, if not, dealt with as the Sanctioning Authority may decide.

MATCH RELATED RULES

7. QUALIFICATION OF PLAYERS

Players who are under six years of age on 1st September in any playing season shall not be allowed to participate in competitions sanctioned by ESFA. A child who has not attained the age of ten years at midnight between 31 August and 1 September shall not play and shall not be permitted or encouraged to play in a match between sides of more than seven players in that playing season.

The relevant age for each Player is determined by his or her age as at midnight on 31 August of the relevant Playing Season i.e., children who are aged 6 as at midnight on 31 August in a Playing Season (together with those who attain the age of 6 during the Playing Season) will be classed as Year 2 Players for that Playing Season. Children who are aged 7 as at midnight on 31 August in a Playing Season will be classed as Year 3 Players for that Playing Season, and so on.

The age groups that children are eligible to play in are set out in the table below, along with the permitted football formats for each of those age groups:

School Year Group	Maximum Permitted Format	Minimum pitch Size		Maximum pitch Size		Recommended goal sizes in feet	Ball size
		Yards	Metres	Yards	Metres		
Year 2	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
Year 3	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
Year 4	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
Year 5	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
Year 6	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
Year 7	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
Year 8	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
Year 9	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
Year 10	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
Year 11	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
Year 12	11v11	100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	5
Year 13	11v11	100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	5

A Child in the age ranges Under 7 (Year 2), Under 8 (Year 3), Under 9 (Year 4), Under 10 (Year 5), Under 11 (Year 6), Under 12 (Year 7), Under 13 (Year 8), Under 14 (Year 9), and Under 15 (Year 10), must not play, and shall not be permitted or encouraged to play in a match where any other player is older or younger by two years or more than that child. Note: Individual competition rules may cater for one year age bands.

The following apply to Competitions involving Players in full-time education.

- (i) Whilst a player is receiving full-time education in accordance with the Education Acts, priority must be given to school or schools' organisations activities in accordance with FA regulations.
 - (ii) The availability of children must be cleared with their head teacher (except for Sunday league competitions).
- (A) If the Competition and / or Sanctioning Authority has any doubt over the qualification of a player taking part in any competition, it shall have the power to call upon the player's Association or School to which he or she belongs to prove that he or she is qualified according to the rules and failing satisfactory proof the offending School or Association shall be disqualified from the competition.
- (B) Mixed-gender matches shall be played in line with current FA regulations. However, in all Competition matches in the U12, U13, U14, U15 and U16 age groups which may involve players of mixed gender then only players from the same chronological academic year group shall take part.
- (C) A player may only play for the School or College he/she is currently attending and on whose roll he/she appears at the time of the game in which he/she is playing.
- (D) A pupil shall not play for more than one School / Association / County in the same competition during any season, except by permission of the Management Committee.
- (E) Pupils under the statutory school leaving age who are not on the roll of a school may apply to the Management Committee to participate in representative football for the District Association in which they reside.
- (F) Eligibility for Schools' Football
- What is full time education? At least 15 hours per week, on average, for the full academic year.
- What is an eligible institution? An institution with a Department for Education number.
- What is an eligible player? On a full time, programme in an eligible institution.
- (G) Eligibility for Representative Football
1. Players must be in full time education at a DfE registered institution to be eligible to represent their District, County or Country.
 2. A player shall be eligible for selection for the County Schools' FA in which they attend school.
 3. A player shall be eligible for selection for the District Schools' FA in which they attend school.

4. For those attending a Pupil Referral Unit, eligibility to play for a District or County shall be determined by the location of the school/unit in which they are primarily registered, unless the pupil has been prohibited from playing football as part of the terms of his/her exclusion, in which case such pupils would not be eligible for selection. PRU-educated pupils able to play for their District/County Association are eligible for national selection.
5. Those who are home educated shall be eligible to play for the District/County in which they reside, unless they are registered with a school for exams, in which case the school's locality shall define eligibility. Players eligible to play for their County are eligible for national selection.

(H) Representative Football Eligibility

1. To play for the County the player must go to school within the defined County Boundary: the same principle shall apply for Districts and Crown Dependency Associate Members as defined by ESFA.
2. Crown Dependency Associate Members shall, through the Association Secretary, be able to directly nominate players to the international programme but players participating in District competitions, under the auspices of the ESFA's regulations, shall not be individually eligible to represent any County.

8. COLOURS, PLAYERS' ATTIRE

Where Schools or Associations have similar colours, the home team shall be entitled to retain their colours and the visiting team shall change to colours that provide a satisfactory contrast.

Teams must not wear shirt advertising of a conflicting interest to that of the competition's sponsor.

Players' shirts shall be numbered where possible.

Attire worn by players and staff must only reflect their School, College or Association and not make any reference to other football organisations.

Goalkeepers must wear colours which distinguish them from all other Players and the Match Officials.

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

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

- (A) All Competition Matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board or, for Mini-Soccer, and 9v9 football, the Rules as set down by the FA.

Schools must take all reasonable precautions to keep their Grounds in a playable condition. All Competition Matches shall be played on pitches deemed suitable by the Management Committee. If through any fault of the home Team a

Competition Match has to be replayed, the Management Committee shall have power to order the venue to be changed.

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

Football Turf Pitches (3G) are allowed in this Competition provided they meet the required performance standards and are listed on the FA's Register of Football Turf Pitches. All Football Turf Pitches used must be tested (by a FIFA accredited test institute) every three years and the results passed to the FA. The FA will give a decision on the suitability for use and add the pitch to the Register.

Mini soccer can be played on sand-based pitches where necessary.

The home team is also responsible for advising Participants of footwear requirements when confirming match arrangements in accordance with Rule 9(C).

All Competition Matches shall have a duration as set out below unless a shorter time is mutually arranged by the two teams in consultation with the referee prior to the commencement of the Competition Match, and in any event shall be of equal halves.

Competition Matches should be played in accordance with the Laws appropriate to the relevant age group, as laid down by the FA, as detailed below:

Age Group	Minimum Duration of play per quarter (minutes) (Mini-Soccer)	Maximum Duration of play per quarter (minutes) (Mini-Soccer only)	Minimum duration of play per half (minutes)	Maximum duration of play per half (minutes)	Maximum playing time in one day in all organised development fixtures (minutes)	Maximum playing time in one day in all tournaments and trophy events/festivals (minutes)	Competition structure
Year 2/3	5	10	10	20	40	60	Development focussed with a maximum of 3 trophy events per season over 2-week periods (6 weeks)
Year 4/5	10	12.5	20	25	60	90	Development focussed with a maximum of 3 trophy events per season over 4-week periods (12 weeks)
Year 6	N/A	N/A	20	30	80 (if applicable)	120	Any varieties including one season long league table
Year 7	N/A	N/A	20	30	80 (if applicable)	120	Any varieties including one season long league table
Year 8/9	N/A	N/A	25	35	100	150	Any varieties including one season long league table
Year 10/11	N/A	N/A	25	40	100	150	Any varieties including one season long league table
Year 12/13	N/A	N/A	25	45	120	180	Any varieties including one season long league table

Matches for age-groups from U7 to U10 can be played in either quarters or halves. [This competition uses quarters/halves (delete as appropriate).]

For round robin/trophy events, the maximum duration of play per half cannot be exceeded, but the minimum duration of play per half may be adjusted.

For trophy events, the Competition may award mementos.

Referees must order Competition Matches to commence at the appointed time and must report all late starts to the Competition.

The home Team must provide goal nets, corner flags and at least two footballs fit for play and the referee shall make a report to the Competition if any of the items provided are unsuitable.

- (B) Except by permission of the Management Committee all Competition Matches must be played [on the dates originally fixed / by the closing date set for the playing of a specific set of matches (*delete as appropriate*)] but priority shall be given to ESFA and parent County Schools' Association Cup Competitions. All other matches must be considered secondary. Teams may mutually agree to bring forward a Competition Match with the consent of the (*Fixtures/Competition*) Secretary.

In the case of a revised fixture date, the Teams must be given by the Competition 5 clear days' notice of the Competition Match (unless otherwise mutually agreed).

- (C) An Officer of the home team must give notice of full particulars of the location of, and access to, the Ground and time of kick-off to the Match Officials and an Officer of the opposing team at least [] clear days prior to the playing of the Competition Match. If not so provided, the away team shall seek such details and report the circumstances to the Competition.
- (D) The minimum number of Players that will constitute a Team for a Competition Match is as follows:

FORMAT	MINIMUM NUMBER
5v5	4
7v7	5
9v9	6
11v11	7

- (E) (i) In competitions where points are awarded, home and away matches shall be played (unless a single fixture programme has been agreed by the competition organiser and participating teams prior to its commencement).
- (ii) Any school unable to fulfil a fixture or where a Competition Match has been postponed for any reason must, without delay, give notice to the (*Fixtures/Competition*) Secretary, the Competition Referees Appointments Secretary, the secretary of the opposing school and the Match Officials.
- (iii) In the event of a Competition Match not being played or abandoned owing to causes over which neither school has control, it should be played in its entirety on a date to be mutually agreed by the two teams and approved by the Management Committee. Failing such agreement and notification

to the (Fixtures/Competition) Secretary within [] days the Management Committee shall have the power to order the Competition Match to be played on a named date or on or before a given date. Where it is to the advantage of the Competition and the teams involved agree, the Management Committee shall also be empowered to order the score at the time of an abandonment to stand.

- (iv) The Management Committee shall review any Competition Match that has taken place where either or both Teams were under a suspension imposed upon them by ESFA, ISFA or Affiliated Schools' Association. In each case the Team that was under suspension would be dealt with in the same manner as if they had participated with ineligible players. Where both Teams were under suspension the Competition Match must be declared null and void and shall not be replayed.
- (F) 'Repeated' substitutions are allowed in all competitions up to and including the Under 18 age group. In these age groups, a player who has been substituted during a match becomes a substitute and may, in turn, replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of the Game.
 - (i) 9v9 and 11v11 matches: Teams are permitted to use 5 substitutes from five named players.
 - (ii) Small-Sided matches: Indoor 5-a-side - 3 named substitutes 7-a-side - 3 named substitutes
- (G) The half time interval shall be of [] minutes' duration, but it shall not exceed 15 minutes. The half time interval may only be altered with the consent of the referee.
- (H) The Teams taking part in Under 7s to Under 11 or Youth Football shall identify a Team captain who *may/shall wear* an armband and shall have a responsibility to offer support in the management of the on-field discipline of his/her teammates.

10. REPORTING RESULTS

- (A) The (Fixtures/Competition) Secretary must receive within [] days of the date played, the result of each Competition Match in the prescribed manner.
- (B) The [Home team/both teams/winning team] shall telephone/SMS/email/notify the result of each Competition Match to the [] by [].
- (C) The Competition and teams are permitted to collect but NOT publish results or any grading tables for fixtures involving Under 7s, Under 8s, Under 9s, Under 10s, and Under 11s. Any Competition failing to abide by this Rule may be dealt with by the Sanctioning Authority. The Competition and teams are permitted to collect and publish results for trophy events.

11. DETERMINING CHAMPIONSHIP

In Competitions where points are awarded, Team rankings within the Competition may be decided by points with three points to be awarded for a win and one point for a drawn Competition Match. The teams gaining the highest number of points in their respective divisions at the end of the Playing Season shall be adjudged the winners. Competition Matches must not be played for double points.

In the event of two or more Teams being equal on points the highest placed team shall be decided as follows:

- (i) Goal difference.
- (ii) Most goals scored
- (iii) Won most matches
- (iv) Result(s) of match(es) between the teams concerned.

12. MATCH OFFICIALS

- (A) Registered referees (and assistant referees where approved by the FA or County FA) for all Competition Matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority. (Rule B applies in most inter schools football matches) Registered referees should always be used for Representative matches and in cup finals
- (B) In cases where there are no officially appointed Match Officials in attendance, the teams shall agree upon a referee. An individual thus agreed upon shall, for that Competition Match, have the full powers, status and authority of a registered referee. Individuals under the age of 16 must not participate either as a referee or assistant referee in any open age competition and individuals under the age of 14 must not participate either as a referee or assistant referee in any Competition Match. Referees between the ages of 14 and 16 are only eligible to officiate in competitions where the Players' age band is at least one year younger than the age of the referee, for example a 15-year-old referee may only officiate in competitions where the age banding is 14 or younger.
- (C) Where assistant referees are not appointed each Team shall provide an assistant referee.
- (D) The appointed referee shall have power to decide as to the fitness of the Ground in all Competition Matches and that decision shall be final, subject to the determination of the Local Authority or the owners of a Ground, which must be accepted.
- (E) Subject to any limits/provisions laid down by the Sanctioning Authority, Match Officials appointed under this Rule shall be paid a match fee in accordance with the Fees Tariff and travel expenses of [] per mile / or inclusive of travel expenses.
- (F) Match Officials will be paid their fees and/or expenses by the home team before/immediately after the Competition Match, unless otherwise ordered by the Management Committee.
- (G) In the event of a Competition Match not being played because of circumstances over which the teams have no control, the Match Officials, if present, shall be entitled to full fee plus expenses/half fee plus expenses/expenses only. Where a Competition Match is not played owing to one team being in default, that team shall be ordered to pay the Match Officials, if they attend the Ground, their full fee and expenses.
- (H) A referee not keeping his or her engagement and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Affiliated Association with which he or she is registered.

MATCH RELATED RULES SPECIFIC TO CUP COMPETITIONS

13. The Management Committee shall have the authority to provide Cup Competitions, which shall be open only to schools affiliated to the [Competition].
14. The Cup Competitions shall be fully managed by the Management Committee, who may appoint a Competition Organiser to oversee each Cup Competition. These competitions will operate at age groups from U12 to U19 inclusive. Rules 1-13 of the Competition shall fully apply except where stated otherwise in this section.
15. An entrance fee (non-refundable) shall be paid by each competing team on or before 1st September in each year. This fee shall be decided annually at the Annual General Meeting.
16. All ties shall be drawn and all rounds shall be on a knockout basis, [with the exception of ANY CHAMPIONS LEAGUE-STYLE Cup, which shall commence with a group stage from which teams shall progress to a knockout stage]. The draw shall be circulated to all schools. The school first drawn shall have choice of ground except in the final tie which shall be arranged by the Management Committee, who shall take all receipts of the match and pay all reasonable expenses.
17. A 'limit date' shall be set by the Management Committee for each round of all Cup Competitions, by which all ties in the round(s) affected shall be played. Schools must ensure that they arrange to fulfil their fixtures in advance of each limit date and shall only be permitted to play Cup ties after the limit date if they request permission to do so by contacting the Competition Organiser in advance of the deadline, setting out the reasons why they cannot play by the limit date.
18. In the event of Cup ties not being played by the limit date, the relevant Competition Organiser shall have discretion to resolve the tie by either:
 - a. Permitting the tie to be played as soon as practical after the deadline, in accordance with the provisions of Rule 18
 - b. Where they are satisfied that one school has made all reasonable efforts to ensure the tie was played but those efforts have not been reciprocated by the opposing school, then the school which attempted to play the match shall advance to the next round.
 - c. Where both schools have made reasonable efforts to play the tie, or have been unable to do so for reasons beyond their control, they may toss a coin to determine which school advances.
 - d. In extreme circumstances, where a tie has been unplayed and neither school can demonstrate they have attempted to arrange the playing of the match, the Competition Organiser may remove both schools from the competition. This course of action shall only be taken where limit dates have been missed by a considerable margin and attempts to communicate with the schools involved have failed.
19. All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board. The duration of matches shall be the same as for Competition matches. If the scores are level after the completion of normal time in all rounds including the final tie, then *[extra time shall be played and if scores remain level then]* the result of the match shall be determined by the taking of penalty kicks in accordance with the conditions prescribed by the International Football Association Board. No replays shall take place.
20. No player shall play for more than one school in the Playing Season unless they have transferred from one school to another and the new school has applied for and received permission from the Management Committee for the player to represent their new school in accordance with the provisions of Rule 7.
21. Any Team playing an ineligible player(s) shall be removed from the competition and

- the match awarded to their last opponents.
22. In all rounds, except the final tie, the Match Officials fees (where applicable) are to be shared by both teams competing in each match. The home side is responsible for paying all such fees to the Match Officials immediately after the conclusion of the match. In the [semi-final and] final ties, matches may not take place unless under the control of a referee appointed by the Management Committee, or such person and / or body to whom the appointment has been delegated.
 23. In the event of two schools in a cup final having the same or similar colours both teams shall change their colours, unless the Competition Organiser agrees to allow one school to retain their usual colours.
 24. If the final tie of any Cup competition ends in a draw, [the winner shall be determined by the taking of kicks from the penalty mark / the trophy shall be shared (*delete as appropriate*)].
 25. At the conclusion of each cup final tie, [16] awards will be presented to the winners and runners up in the Under-13 to Under-19 sections (inclusive) and [14] awards in the Under-12 section. The Management Committee shall have the power to withhold mementoes in any section, should the number of teams competing be deemed insufficient or for any other causes not provided for in these rules.

SCHEDULE A

3	PROTEST/APPEAL FEES	£50.00
12 (E)	REFEREE FEES	As agreed with Sanctioning Authority
12 (E)	ASSISTANT REFEREE FEES	As agreed with Sanctioning Authority

GLOSSARY OF TERMS AND DEFINITIONS

In these Rules:

“Affiliated Association” means an Association accorded the status of an Affiliated Association under the rules of the ESFA.

“Competition” means the [] League or cup competition

“Competition Match” means any match played or to be played under the jurisdiction of the Competition.

“Crown Dependency Members” means the Affiliated Associations representing the Bailiwicks of Jersey and Guernsey and the Isle of Man

“CSFA” means County Schools’ Football Association

“DfE” means Department for Education

“Ground” means the ground on which the School Team(s) plays each Competition Match.

“ISFA” means Independent Schools’ football Association

“Management Committee” means the management committee elected to manage the running of the Competition and where the Competition is incorporated it means the committee appointed in accordance with the constitution of the association

“Match Officials” means the referee, the assistant referees and any fourth official appointed to a Competition Match.

“Mini Soccer” means those participating at ages mainly between year 2 to year 5 (or any match played in accordance with those rules)

“Officer” means an individual who is appointed or elected to a position in a School, Association or Competition which requires that individual to make day to day decisions.

“Participant” shall have the same meaning as set out in the rules of The FA from time to time.

“Player” means any Player or other player who plays or who is eligible to play for a School or a Representative Team formed by a District Schools’ Football Association and / or County Schools’ Football Association.

“Playing Season” means the period between the date on which the first competitive fixture in the Competition is played each year until the date on which the last competitive fixture in the Competition is played.

“Representative Football” means matches played by teams formed by a District and / or a County Schools’ Football Association in accordance with the rules of ESFA / ISFA (as appropriate). Players selected for Representative Matches must meet the eligibility criteria set out in Rule 6(G) on page 4.

“Rules” means these rules under which the Competition is administered.

“Sanctioning Authority” means either the ESFA, ISFA or the County Schools FA for the purposes of football organized by an LFO under its auspices.

“School” means a school or schools’ representative side for the time being in membership of the Competition.

“Season” means the period of time between 1st July in each year and 30th June in the following year, unless otherwise determined by the Management Committee and / or the Sanctioning Authority.

“Secretary” means such person or persons appointed or elected to carry out the administration of the Competition.

“SGM” means a special general meeting held in accordance with the constitution of the Competition. Association not competition

“Team” means a team affiliated to a School or Association or representative team including where a school provides more than one team in the Competition in accordance with the Rules.

“The ESFA” means the English Schools' Football Association

“The FA” means The Football Association Limited.

“Written” or **“In Writing”** means the representation or reproduction of words or symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

“Youth Football” means those participating at year 6 to year 13.

Unless stated otherwise, terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

Rules Template for District Competitions / Leagues

The rules attached are derived from the Standard Code of Rules for Youth Football (SCORY), which has been adapted by a National Working Group of ESFA Members to be applicable to football organised by affiliated Districts of the ESFA. This template is intended as a guide from which Members can derive their rules.

In the rules, grey text indicates optional inclusion. Italicised text indicates that relevant criteria for that activity should be selected from the range provided in the guidance at the end of the document, or that content specific to your activity needs to be added.

You may wish to consider other matters in your rules: how many medals are to be presented, for example, and whether or not match officials receive mementoes, fees or expenses; whether kick off times are to be specified; whether the home team chooses the venue, and so on. You may therefore add to these rules to suit your activity, but anything not in grey or italicised text must be adopted for leagues and competitions. You are also able to adapt the rules to accommodate tournament formats.

1. COMPETITION/LEAGUE NAME

Insert the name of the competition/league

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

The Competition/League shall be managed by (*e.g. the executive committee of the Association*) and shall (*only*) be open to those schools affiliated to the Association

Optional: add in the minimum or maximum number of entrants

Optional: add in any geographic boundaries or other conditions you wish to apply

This Competition/League and each team must make every effort to promote equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them

All participants must abide by the ESFA and The Football Association Regulations for Safeguarding Children

All entrants to the competition/league shall pay an affiliation or entry fee set each season by the Management Committee

2. CONTROL (rep football only)

All District and County Associations who run representative teams must register all team personnel with the ESFA as a requirement of the affiliation. This information must be registered with the ESFA as part of the affiliation process, prior to affiliation being approved.

All District and County representative teams must be under the ultimate control of either:

- (i) A practicing teacher, recognised as such by the Department for Education, current employee of education service

OR

- (ii) A retired teacher, or past employee of the education service or an AOTT who has received direct approval in writing from the appropriate Local or County Schools' Football Association to undertake such responsibilities.

All personnel involved must comply with ESFA safeguarding requirements

3 PROTESTS AND APPEALS

Protests arising from Competitions/Leagues organised for schools by the [Competition/League Name] shall be submitted to the Management Committee in line with the ESFA policy for protests, as published in the ESFA Handbook. An appeal fee is payable.

4. TROPHIES & MEDALS

The trophy (*if provided*) is the property of the (*Association*)
Medals and mementoes shall be provided (*describe arrangements if they apply*)

5. ALTERATION TO RULES

These rules may be altered only at a General Meeting of the Association in accordance with the rules governing that General Meeting

Dissolution of the Competition/League shall be by resolution approved at a general meeting in accordance with the constitution of the Competition/League.

6. PARTICIPATION

Players who are under six years of age on 1st September in any playing season shall not be allowed to participate in Competitions/Leagues sanctioned by ESFA/CSFA. A child who has not attained the age of ten years at midnight between 31 August and 1 September shall not play and shall not be permitted or encouraged to play in a match between sides of more than seven players in that playing season. The relevant age for each Player is determined by his or her age as at midnight on 31 August of the relevant Playing Season. Up to and including Under 15s (Year 10), players must not play, and shall not be permitted or encouraged to play in a match where any other player is older or younger by two years or more than that child.

Mixed-gender matches shall be played in line with current FA regulations

A player may only play for the School or College he/she is currently attending and on whose roll he/she appears at the time of the game in which he/she is playing.

(rep football: only full time students in attendance at a school within the approved geographic boundaries of the Association are eligible for selection for representative sides)

7. COMPETITION/LEAGUE: FORMAT, FIELD OF PLAY, THE BALL

The Competition will be run as a knock out cup in the format (*select from table 1*) OR

The League will be in the format (*select from table 1*)

The pitch size will be (*select from table 1*)

Goal sizes will be (*select from table 1*)

Ball size will be (*select from table 1*)

8. COLOURS, PLAYERS ATTIRE

Players participating in this league/competition must wear shin protection.
Goal keepers must wear colours which differentiate them from other players and no team shall play in black

Add in any requirements about playing colours, shirt numbering, clashes of opponents' colours

9. DURATION OF MATCHES AND FIXTURE DATES

Match duration shall be (*select from table 2*)

Except by permission of the Management Committee all Competition Matches/League fixtures must be played [*on the dates originally fixed / by the closing date set for the playing of a specific set of matches*] but priority shall be given to ESFA and parent County Schools' Association Cup Competitions. All other matches must be considered secondary. Teams may mutually agree to bring forward a Competition Match/League with the consent of the (*Fixtures/Competition*) Secretary.

10. FIELD OF PLAY, POSTPONEMENTS, SUBSTITUTES

The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for Competition/League Matches and to order the team concerned to play its Competition/League Matches on another ground. Football Turf Pitches (3G) are allowed in this Competition/League provided they meet the required performance standards and are listed on the FA's Register of Football Turf Pitches. Mini soccer can be played on sand-based pitches where necessary.

'Repeated' substitutions are allowed in all Competitions/Leagues up to and including the Under 18 age group. In 9v9 and 11v11 matches, teams are permitted to use 5 substitutes from five named players. In small-sided matches: Indoor 5-a-side - 3 named substitutes 7-a-side - 3 named substitutes

Postponements (*insert arrangements for seeking and agreeing postponements*)

11. REPORTING RESULTS

Insert your arrangements for reporting results

12. DETERMINING CHAMPIONSHIP IN COMPETITIONS WHERE POINTS ARE AWARDED

Team rankings within the Competition/League may be decided by points with three points to be awarded for a win and one point for a drawn Competition/League Match. The teams gaining the highest number of points in their respective divisions at the end of the Playing Season shall be adjudged the winners. Competition/League Matches must not be played for double points.

In the event of two or more Teams being equal on points the highest placed team shall be decided as follows:

- (v) Goal difference.
- (vi) Most goals scored
- (vii) Won most matches
- (viii) Result(s) of match(es) between the teams concerned.

13. MATCH OFFICIALS

Registered referees for all Competition/League matches shall be appointed in a manner approved by the Management Committee. Referees between the ages of 14

and 16 are only eligible to officiate in competitions where the Players' age band is at least one year younger than the age of the referee. In cases where there are no officially appointed Match Officials in attendance, the teams shall agree upon a referee who shall have the full powers, status and authority of a registered referee. Where assistant referees are not appointed each Team shall provide an assistant referee.

-END-

GUIDANCE

This section provides the options from which you should select the relevant detail for your competition

Table 2: rule 7

School Year Group	Maximum Permitted Format	Minimum pitch Size		Maximum pitch Size		Recommended goal sizes in feet	Ball size
		Yards	Metres	Yards	Metres		
Year 2	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
Year 3	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
Year 4	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
Year 5	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
Year 6	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
Year 7	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
Year 8	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
Year 9	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
Year 10	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
Year 11	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
Year 12	11v11	100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	5
Year 13	11v11	100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	5

Table 2, for rule 10

Age Group	Minimum Duration of play per quarter (minutes) (Mini-Soccer)	Maximum Duration of play per quarter (minutes) (Mini-Soccer only)	Minimum duration of play per half (minutes)	Maximum duration of play per half (minutes)	Maximum playing time in one day in all organised development fixtures (minutes)	Maximum playing time in one day in all tournaments and trophy events/festivals (minutes)	Competition structure
Year 2/3	5	10	10	20	40	60	Development focussed with a maximum of 3 trophy events per season over 2-week periods (6 weeks)
Year 4/5	10	12.5	20	25	60	90	Development focussed with a maximum of 3 trophy events per season over 4-week periods (12 weeks)
Year 6	N/A	N/A	20	30	80 (if applicable)	120	Any varieties including one season long league table
Year 7	N/A	N/A	20	30	80 (if applicable)	120	Any varieties including one season long league table
Year 8/9	N/A	N/A	25	35	100	150	Any varieties including one season long league table
Year 10/11	N/A	N/A	25	40	100	150	Any varieties including one season long league table
Year 12/13	N/A	N/A	25	45	120	180	Any varieties including one season long league table
<p>Matches for age-groups from U7 to U10 can be played in either quarters or halves. [This competition uses quarters/halves (delete as appropriate).]</p> <p>For round robin/trophy events, the maximum duration of play per half cannot be exceeded, but the minimum duration of play per half may be adjusted.</p>							