



AGM 2015

ChromaSport & Trophies Peterborough & District Football League



CHROMA
CHROMASPORT
& TROPHIES
www.chromasport.co.uk

at Yaxley Football Club - 25th June 2015 - 7.45pm

PDFL Support





ChromaSport & Trophies Peterborough & District Football League CIC

Agenda

Dear Colleague

The Annual General Meeting of the Peterborough & District Football League will be held on 25th June 2015 at Yaxley Football Club starting promptly at 7.45pm.

1. Apologies
2. To receive and confirm minutes of the 2014 AGM
3. Matters Arising
4. To Receive and adopt Annual Report, Balance Sheet and Statement of Accounts
5. Election of Clubs, Reserve, 'A', 'B' and 'C' Teams to fill vacancies. (As recommended by the Board)
6. Constitution of the Competition for the ensuing season.
7. Election of President, Vice President, Board Members and Directors
8. Appointment of Auditor
9. Alteration of Rules, if any, of which Notice has been given.
10. Fix date of the commencement of the playing season.
11. Refreshments
12. Presentation of Awards
13. Presentation from The Football Association Regional Pitch Advisers
14. Draw for League Knock Out Competitions
15. Other business of which due notice shall have been given and accepted as being relevant to an AGM

Clubs playing in the Premier Division during the season 2014/15 are considered members unless resignations were received by 1st February 2015. All other Clubs playing during the season 2014/15 are considered members unless resignations were received by 1st April 2015.

D Barfoot
Chairman

Registered Office: Unit 4, Wulfvic Square, Bretton, PETERBOROUGH PE3 8RF. Company Reg. No.: 6817960
Telephone: (01733) 330056. Fax: (01733) 330067. Email: pdflooffice@btconnect.com





ChromaSport & Trophies Peterborough & District Football League CIC

Minutes of the Annual General Meeting

Held: Yaxley Football Club

20th June 2014

Start: 7.45pm End: 9.10pm

Directors and Board members of the League present were Mr M Starkey (President), Mr N Vasey (Vice Chairman), Mr D Stapleton, Mr K Sharp (Finance/Discipline Director), Mr C Wilson, Mr D Fogg, Mr HA Mutton, Mr K Fawcett, Mr L Fedasch, Mr J Marsden (Referee Secretary), Mr S Craig, Mr D Leggett and Mrs W Newey (Secretary)

The Vice Chairman welcomed everyone to the 2014 AGM and gave a special thanks to our honoured guests Mrs Hilliard, Martin England, Ian Goodhand, Peter Chappell Chairman Stamford Referees' Association, Referees Chris Day Michael McDonald, Michael Vincent and the staff from ChromaSport & Trophies, David Moore League Accountant, Robert Windle Peterborough Referees' Association, Derek Venum and Alan Poulain.

The Vice Chairman requested all present to observe a minute's silence in respect of the passing during the last year of Ged Smythe of Ryhall United FC, Shirley Senior, the wife of ex-Chairman and Committee Member Richard Senior, Deeping Rangers FC President Norman Fowler and Secretary Haydon Whitham, Langtoft United FC Founder Member Barry Topham and Steve Rooke of the Football Association and to all friends and associates that have passed this season.

The League Secretary convened the Annual General Meeting on the 20th June 2014 at Yaxley Football Club.

Clubs and others intimating apologies were received from Mr I Hair (Facilities Director), Mr P Spridgeon, Rutland Veterans, Mr D Barfoot (Chairman), Mr M Boyden, Mr G Phillips, Mr T Nash of Peterborough Football Association and Mr P Marchant.

All Clubs attended except Peterborough ICA Sports FC, Africans United FC, Peterborough PL FC, Farcet United FC and AFC Stanground

The minutes of the 2013 AGM were confirmed as a true and correct record.

Matters Arising

There were no Matters Arising.

The Peterborough & District Football League's Annual Report that had already been circulated was adopted.

The League's Accounts and Reports were presented to the meeting and unanimously accepted.

Election of Clubs/Teams & Resignations

Resignations were received from the following Clubs: -

- Farcet United Reserves
- Gaultree FC
- Gedney Hill FC

The following Clubs/Teams were elected into the League:-

- Africans United FC
- Holbeach Bank FC
- Millfield FC
- Peterborough PL FC
- Spalding United Reserves
- Wisbech Town Reserves

- AFC Stanground Reserves

- Holbeach United A
- Parkside A
- Sawtry A

- Netherton United B

- Coates Athletic C

- Bretton North End Veterans
- Glington & Northborough Veterans
- Oakham United Veterans
- Peterborough ICA Sports Veterans
- Ryhall United Veterans

Clubs elected en bloc - unanimously accepted

The League Constitution

Vice Chairman asked Clubs to accept the circulated Constitution for the 2014/15 Season – unanimously accepted.

Vice Chairman asked the clubs to give dispensation to the Board, in respect of the Veterans Development Division, to determine any issue arising throughout the season, without recourse to an EGM - unanimously accepted

Rules Revision

The Chairman asked if previously circulated League Rule Amendments could be taken en bloc – unanimously accepted

Election of President, Vice Presidents, Board, Directors and Accountant

All of the following were unanimously elected: -

President:	M Starkey
Vice Presidents:	J Hindle, A Swepson, JR Senior, H A Mutton, T Bass, M Short, R L Evans, G Exton and D Stapleton
Board Members:	D Stapleton, D Leggett, P Marchant, D Fogg, K Sharp, I Hair, C Wilson, W Newey, A Poulain and J Marsden

Referee Secretary:	J Marsden
Fixture Secretary/Referee Administrator:	D Leggett
Respect Officer:	A Poulain
Company Secretary:	W Newey
Development Director:	A Mutton
Accountant:	D Moore

Playing Season

Start: 9th August 2014 Premier Division and Division One (Except for Groundhop weekend 1st August 2014)
30th August 2014 All other Divisions - unanimously accepted.

During the 10 Minutes break for refreshments, the League Knock Out Cups draws took place via Full Time for the ChromaSport & Trophies Intermediate Shield and ChromaSport & Trophies League Shield.

Presentation of new Representative Squad kit to Secretary from Michael Vincent of ChromaSport & Trophies, Norman thanked ChromaSport & Trophies for their continued support.

League raffle was drawn earlier in the evening by Jeff Linton Yaxley FC, prizes presented by League President and Mark Wilson ChromaSport & Trophies

Presentation of Awards

Premier Team of the Month April/May 2014	Kings Lynn Reserves
Respect Team of the Month Premier April/May 2014	Riverside Rovers FC
Respect Team of the Month Division One – Five April/May 2014	Parkway Eagles Reserves
Sportsmanship of the Month April/May 2014	Stilton United Reserves
Club Secretaries with 5 year Service Award	
Premier Division Runners Up	Ian Hair of Netherton United FC
Division One Runners Up	Kim Woodthorpe of Langtoft United FC
Division Two Runners Up	Kim Woodthorpe of Langtoft United FC
Division Three Runners Up	Ian Hair of Netherton United 'A'
Veterans Division Winner	Paul Crowson of Moulton Harrox Veterans
Respect Award – Premier Division Winners	Oakham United FC
Free Subscription for Season 2014/15	
Respect Award – Premier Division Runners Up	Peterborough ICA Sports FC
50% off Subscriptions for Season 2014/15	
Respect Award – Division One – Five Winners	Whaplode Drove FC
Free Subscriptions for Season 2014/15	
Respect Award – Division One – Five Runners Up	Parkside Reserves
50% off Subscriptions for Season 2014/15	
The Ralph Leigh Memorial Cup for Referee of the Year, presented by Mrs Hilliard	Chris Day
Young Referee of the Year Award	Michael McDonald
The Owen England Shield for Administration, presented by Martin England	Malcolm Smith of Oundle Town FC
The Peter Goodhand Sportsmanship Shield for Team of the Season, presented by Ian Goodhand	Parkway Eagles Reserves
The Premier Division Assistant Referee of the Year Award	Kevin Fletcher of Crowland Town FC

ChromaSport & Trophies Division Four Play Off Winners
ChromaSport & Trophies Division Three Play Off Winners
ChromaSport & Trophies Division Two Play Off Winners

Baston Reserves
Ketton Reserves
Oundle Town FC

ChromaSport & Trophies League Shield
ChromaSport & Trophies Intermediate Shield
ChromaSport & Trophies Chairman Championship Shield
ChromaSport & Trophies President Premier Shield

Oundle Town Reserves
Baston Football Club
Langtoft United Football Club
Netherton United Football Club

ChromaSport & Trophies Veterans Division Winners
ChromaSport & Trophies Division Five Winners
ChromaSport & Trophies Division Four Winners
ChromaSport & Trophies Division Three Winners
ChromaSport & Trophies Division Two Winners
ChromaSport & Trophies Division One Winners
ChromaSport & Trophies Premier Division Winners

Moulton Harrox Veterans
Bretton North End Football Club
Spalding Town Football Club
Wittering Football Club
Baston Football Club
Thorney Football Club
Kings Lynn Town Reserves

Presentation on Equality delivered by Daniel Leggett League Equality Officer.

Draw for League Knock Out Cups for the ChromaSport & Trophies President Premier Shield and ChromaSport & Trophies Chairman Championship Shield took place.

Any Other Business

The President thanked ChromaSport & Trophies for their continued sponsorship, and asked Clubs to support ChromaSports & Trophies as their generous sponsorship is extremely valued and continues until 2018, Yaxley Football Club for the facilities and informed the meeting that Board members are available after the AGM for questions.

In closing the meeting the President thanked all the Clubs for their attendance and welcomed the new clubs. He gave special thanks to all the Directors and Board members of the League for all the hard work they carried out during the season, wished everyone a good season and a safe journey home.

N Vasey
Vice Chairman

K Sharp
Finance/Disciplinary Director



ChromaSport & Trophies Peterborough & District Football League CIC

Company Registration No. 06817960 (England and Wales)

**PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MAY 2015**

Registered Office: Unit 4, Wulfric Square, Bretton, PETERBOROUGH PE3 8RF. Company Reg. No.: 6817960
Telephone: (01733) 330056. Fax: (01733) 330067. Email: pdflooffice@btconnect.com



**PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
COMPANY INFORMATION**

Directors	D Barfoot (Chairman) H Mutton (Development director) W Newey (Company Secretary) K Sharp (Disciplinary and Finance director) D Watson (Facilities Director) (Appointed 29 April 2015)
Secretary	W Newey (Company Secretary)
Company number	06817960
Registered office	4 Wulfric Square Bretton Peterborough Cambridgeshire PE3 8RF
Accountants	Stephenson Smart & Co 36 Tyndall Court Commerce Road Lynchwood Peterborough Cambridgeshire PE2 6LR
Business address	4 Wulfric Square, Bretton Peterborough Cambridgeshire PE3 8RF

**PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
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PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC

(A PRIVATE COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT

FOR THE PERIOD ENDED 31 MAY 2015

The directors present their report and financial statements for the period ended 31 May 2015.

Principal activities

The principal activity of the company continued to be that of administrator of all matters relating to the Peterborough & District Football League.

Directors

The following directors have held office since 1 April 2014:

D Barfoot (Chairman)	
N Vasey (Vice-Chairman)	(Resigned 18 May 2015)
H Mutton (Development director)	
W Newey (Company Secretary)	
K Sharp (Disciplinary and Finance director)	
I Hair (Facilities director)	(Resigned 12 February 2015)
D Watson (Facilities Director)	(Appointed 29 April 2015)
A Poulain (TBC)	(Appointed 12 February 2015 and resigned 30 March 2015)

The Directors recommend to the AGM that there be no further appointment changes.

Statement of directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC

(A PRIVATE COMPANY LIMITED BY GUARANTEE)

DIRECTORS' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 MAY 2015

Chairman's report on behalf of the directors

Over the past twelve months, the League has continued to strengthen and have settled into our own offices in partnership with the United Counties League.

This move has increased the efficiency of organising and administering both the PFDL and UCL on all levels. The office provides a hub of activities to benefit all local football and from July 2015, we will be supporting the Northants Combination with some administrative tasks on their behalf.

The finances of the League going forward are stable after another strong year and fees still remain the same since 2011. This year we have provided all teams with a free first aid kit as well as treatment tables for our Premier Division sides, the installation of buzzers at the majority of sites in the League and FA Emergency Aid and FA Basic First Aid for Sport subsidised courses.

We have moved our financial year end to the 31 May as you will see from the accounts, giving us clearer and relevant information going forward as the year will be in line with the playing season.

As part of the league's benefits of being a Step 7 League, we submit a League Development Plan to the Football Association for funding towards local projects and initiatives we are running. This year we received £5,225 from the Football Association, this is in addition to the £1,000 Charter Standard Grant and £3,000 Administration Grant.

The League Youth Committee has now been formed for over 12 months and has seen the League attract additional members to the League Board through their involvement with the Youth Committee. The success of the Youth Committee has received national recognition from the FA National Game Youth Council as we are the first League to form a Sub-Committee for young people.

We have renewed our sponsorship until Season 2017/18 with our long standing and supportive sponsors, ChromaSport & Trophies; we look forward to continuing our much valued partnership with such a prestigious local company.

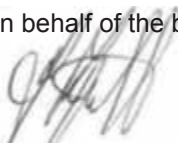
Going into the new season, I would like to wish Clive Wilson the best of luck in his term as Chairman for the next 2 years. I am sure the Board will support him as much as they have done for me over the past 2 seasons. I would like to thank Norman, who has resigned from the Board, for his support over my term as Chairman in addition to all his hard work for the League over the past 10 years.

Congratulations to the winners of our Divisions and League Cups as well as Stilton United and Peterborough Sports 'A' for winning their respective County Cups.

Please feel free to drop by the league office in Bretton. We are extremely proud of our investment in the facility and of the work done to get it where it is today. Wendy and her small team will always be happy to meet and discuss any issues you may have over a coffee and an informal chat.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the board



D Barfoot (Chairman)

Director

4 June 2015

**PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE
PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF
PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC FOR THE PERIOD ENDED 31
MAY 2015**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Peterborough & District Football League CIC for the period ended 31 May 2015 set out on pages 4 to 9 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook.

This report is made solely to the Board of Directors of Peterborough & District Football League CIC, as a body, in accordance with the terms of our engagement letter dated 22 March 2013. Our work has been undertaken solely to prepare for your approval the financial statements of Peterborough & District Football League CIC and state those matters that we have agreed to state to the Board of Directors of Peterborough & District Football League CIC, as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Peterborough & District Football League CIC and its Board of Directors as a body, for our work or for this report.

It is your duty to ensure that Peterborough & District Football League CIC has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Peterborough & District Football League CIC. You consider that Peterborough & District Football League CIC is exempt from the statutory audit requirement for the period.

We have not been instructed to carry out an audit or a review of the financial statements of Peterborough & District Football League CIC. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Stephenson Smart & Co

4 June 2015

Chartered Accountants

36 Tyndall Court
Commerce Road
Lynchwood
Peterborough
Cambridgeshire
PE2 6LR

PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
PROFIT AND LOSS ACCOUNT

FOR THE PERIOD ENDED 31 MAY 2015

		Period ended 31 May 2015 £	Year ended 31 March 2014 £
	Notes		
Turnover		89,143	70,003
Administrative expenses		(85,702)	(60,735)
Operating profit	2	<u>3,441</u>	<u>9,268</u>
Other interest receivable and similar income	3	<u>13</u>	<u>15</u>
Profit on ordinary activities before taxation		3,454	9,283
Tax on profit on ordinary activities	4	(1,660)	-
Profit for the period	10	<u><u>1,794</u></u>	<u><u>9,283</u></u>

PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 31 MAY 2015

	Notes	2015 £	£	2014 £	£
Fixed assets					
Tangible assets	5		1,239		3,777
Current assets					
Stocks	6	13,739		4,782	
Debtors	7	4,086		1,829	
Cash at bank and in hand		22,092		30,697	
		<u>39,917</u>		<u>37,308</u>	
Creditors: amounts falling due within one year	8	<u>(4,765)</u>		<u>(6,488)</u>	
Net current assets			35,152		30,820
Total assets less current liabilities			<u>36,391</u>		<u>34,597</u>
Capital and reserves					
Profit and loss account	10		36,391		34,597
Shareholders' funds			<u>36,391</u>		<u>34,597</u>

For the financial period ended 31 May 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the period in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board for issue on 4 June 2015

D Barfoot (Chairman)
Director

Company Registration No. 06817960

PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MAY 2015

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.2 Compliance with accounting standards

The financial statements are prepared in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which have been applied consistently (except as otherwise stated).

1.3 Turnover

Turnover represents amounts receivable for services provided to its member clubs.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Land and buildings Leasehold	Straight line over 3 years
Fixtures, fittings & equipment	Straight line over 2 or 3 years

1.5 Stock

Stock is valued at the lower of cost and net realisable value.

2 Operating profit	2015	2014
	£	£
Operating profit is stated after charging:		
Depreciation of tangible assets	2,962	2,502
Directors' remuneration	27,420	19,498
	<u> </u>	<u> </u>

Directors remuneration includes Mrs Newey's remuneration of £27,420 (2014: £19,293) for her role as Secretary. An element of the secretarial remuneration has been recharged to the United Counties Football League and is included in the UCL management charge income figure.

3 Investment income	2015	2014
	£	£
Bank interest	13	15
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>

PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MAY 2015

4	Taxation	2015	2014
		£	£
	Domestic current year tax		
	U.K. corporation tax	762	-
	Adjustment for prior years	898	-
	Total current tax	<u>1,660</u>	<u>-</u>

5	Tangible fixed assets	Land and buildings	Plant and machinery etc	Total
		£	£	£
	Cost			
	At 1 April 2014	3,824	2,755	6,579
	Additions	-	424	424
	At 31 May 2015	<u>3,824</u>	<u>3,179</u>	<u>7,003</u>
	Depreciation			
	At 1 April 2014	1,275	1,527	2,802
	Charge for the period	1,487	1,475	2,962
	At 31 May 2015	<u>2,762</u>	<u>3,002</u>	<u>5,764</u>
	Net book value			
	At 31 May 2015	<u>1,062</u>	<u>177</u>	<u>1,239</u>
	At 31 March 2014	<u>2,549</u>	<u>1,228</u>	<u>3,777</u>

6	Stocks	2015	2014
		£	£
	Stocks	<u>13,739</u>	<u>4,782</u>

Stock includes match football stock of £4,979 (2014: £3,068), medal stock of £7,553 (2014: £1,714) and match pads stock of £1,207 (2014: £nil). As expected the stock levels have increased due to the timing of the new financial period end.

PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MAY 2015

7 Debtors	2015	2014
	£	£
Trade debtors	2,843	1,087
Other debtors	1,243	742
	<u>4,086</u>	<u>1,829</u>

Other debtors include a rent deposit £742 (2014: £742) and prepayments of £501 (2014: £nil).

8 Creditors: amounts falling due within one year	2015	2014
	£	£
Taxation and social security	762	-
Other creditors	4,003	6,488
	<u>4,765</u>	<u>6,488</u>

Other creditors includes deposits held of £3,283 (2014: £3,208), apprentice reserves of £nil (2014: £2,300), raffle prize money of £nil (2014: £600) and accruals of £720 (2014: £380).

9 Share capital

The company is limited by guarantee and does not have a share capital. Each director undertakes to contribute an amount not exceeding £1 to the company in the event of the company being wound up, if required.

10 Statement of movements on profit and loss account

	Profit and loss account £
Balance at 1 April 2014	34,597
Profit for the period	1,794
	<u>36,391</u>

PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MAY 2015

11 Financial commitments

At 31 May 2015 the company was committed to making the following payments under non-cancellable operating leases in the year to 31 May 2016:

	2015	2014
	£	£
Operating leases which expire:		
Between two and five years	3,563	3,563
	<u>3,563</u>	<u>3,563</u>

12 Control

No one individual has ultimate control over the company.

PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
DETAILED TRADING AND PROFIT AND LOSS ACCOUNT
FOR THE PERIOD ENDED 31 MAY 2015

		Period ended 31 May 2015		Year ended 31 March 2014
	£	£	£	£
Turnover				
ChromaSport & Trophies sponsorship		3,500		3,500
Perkins sponsorship		-		550
Subscriptions		9,606		9,490
Fines		10,273		6,332
Football Association grants		10,625		8,800
Stationery sales		1,582		1,414
Application/entry fees		1,275		1,163
Apprenticeship scheme partnership funding		4,730		2,500
Player transfers		1,810		1,620
Registrations		15,445		14,415
Raffle income		1,556		2,261
Deposits forfeited		-		338
UCL management charge		22,660		16,602
League cup income		3,667		880
Soccer Saturday income		1,664		-
Room hire		-		138
Donations received		750		-
		<u>89,143</u>		<u>70,003</u>
Administrative expenses		(85,702)		(60,735)
		<u>3,441</u>		<u>9,268</u>
Operating profit				
Other interest receivable and similar income				
Bank interest received		13		15
Profit before taxation	3.87%	<u><u>3,454</u></u>	13.26%	<u><u>9,283</u></u>

PETERBOROUGH & DISTRICT FOOTBALL LEAGUE CIC
(A PRIVATE COMPANY LIMITED BY GUARANTEE)
SCHEDULE OF ADMINISTRATIVE EXPENSES

FOR THE PERIOD ENDED 31 MAY 2015

	Period ended 31 May 2015 £	Year ended 31 March 2014 £
Administrative expenses		
Wages and salaries (inc. N.I.)	14,763	13,205
Directors' remuneration	27,420	19,498
Referee recruitment	350	-
Staff training	633	356
Office rent	4,156	3,563
Medals, ties, badges and awards	2,657	2,422
Representative match expenses	1,158	1,019
Insurance	494	423
League cup and play-off expenses	3,432	763
Light and heat	631	386
Office and trophy maintenance	4,038	1,802
Postage	1,237	1,127
Printing, stationery and office costs	1,867	1,772
Match football sponsorship	-	205
Advertising and promotion	114	469
Telephone, internet and fax	3,497	4,559
Computer and website costs	1,034	716
Travelling expenses	3,458	1,693
Legal and professional fees	4,680	120
Charter standard and other company expenses	2,487	2,080
Accountancy	720	380
Bank charges	334	48
Gambling licence and raffle tickets	202	620
Respect programme costs	626	300
Donations	-	145
Sundry expenses	1,113	256
Cleaning	566	306
Pre feasibility grant SIB	32	-
Flexi league expenses	1,041	-
Amortisation on short leasehold	1,487	1,275
Depreciation on fixtures, fittings and equipment	1,475	1,227
	<u>85,702</u>	<u>60,735</u>



ChromaSport & Trophies Peterborough & District Football League CIC

Constitution 2015/16

Premier Division - 18

AFC Stanground
Crowland Town FC
Deeping Rangers Reserves
Holbeach United Reserves
Ketton FC
Langtoft United FC
Leverington Sports FC
Moulton Harrox FC
Netherton United FC
Peterborough ICA Sports FC
Peterborough Sport Reserves
Pinchbeck United FC
Riverside FC
Sawtry FC
Stilton United FC
Thorney FC
Uppingham Town FC
Whittlesey Athletic FC

Division Three - 15

Baston Reserves
Bretton North End FC
Eye United FC
Farcet United FC
Guyhirn FC
Oundle Town Reserves
Ramsey Town Reserves
Riverside Rovers Reserves
Stamford Lions Reserves
Stanground Sports FC
Stilton United Reserves
Thorpe Wood Rangers FC
Tydd St Mary FC
Uppingham Town Reserves
Whittlesey Athletic 'B'

Division One - 17

Baston FC
Kings Cliffe United FC
Langtoft United Reserves
Long Sutton Athletic FC
Moulton Harrox Reserves
Netherton United Reserves
Oundle Town FC
Peterborough ICA Sports Reserves
Spalding United Reserves
Stamford Belvedere FC
Stamford Lions FC
Sutton Bridge United FC
Warboys Town FC
Whittlesey Athletic Reserves
Whittlesey Blue Star FC
Wisbech Town Reserves
Wittering FC

Division Four - 15

AFC Stanground Reserves
Brotherhoods FC
FC Peterborough
Holbeach Bank FC
Huntingdon Rovers FC
Long Sutton Athletic Reserves
Netherton United 'B'
Parkside FC
Parkway Eagles Reserves
Rutland DR FC
Stamford Belvedere Reserves
Sutton Bridge United Reserves
Tydd St Mary Reserves
Warboys Town Reserves
Whaplode Drove FC

Division Two - 15

Crowland Town Reserves
Glinton & Northborough FC
Hampton Sport FC
Ketton Reserves
Leverington Sports Reserves
Netherton United 'A'
Oakham United Reserves
Parkway Eagles FC
Peterborough ICA Sports 'A'
Peterborough PL United FC
Pinchbeck United Reserves
Sawtry Reserves
Spalding Town FC
Thorney Reserves
Whittlesey Athletic 'A'

Division Five - 12

FC Peterborough Reserves
Feeder FC
Harrowby United Reserves
Holbeach United 'A'
KRC Deeping
Leverington Sports 'A'
Limetree FC
Parkside Reserves
Parkway Eagles A
Stamford Lions 'A'
Stanground Sports Reserves
Whittlesey Athletic 'C'

Promoted Requested Demotion New Team Name Change

The Board asks the floor for a mandate for the Directors in respect of the Veterans Development Section, to determine any issue arising throughout the season, without recourse to an EGM. Constitution for the Veterans to be finalized during the closed season.

Cottesmore Amateurs Veterans
Bretton North End Veterans
Deeping Rangers Veterans
Glinton & Northborough Veterans

Kings Cliffe Veterans
Long Sutton Athletic Veterans
Netherton United Veterans
Oakham United Veterans

Peterborough ICA Sports Veterans
Stamford Lions Veterans
Stamford Belvedere Veterans

League Amendments Delete in Red
League Amendments New Rules in Blue
FA Standard Code of Rules Delete in Green
FA Standard Code of Rules New Rules in Pink

1. DEFINITIONS

(A) In these Rules:

“Affiliated Association” means an Association accorded the status of an affiliated Association under the Rules of The FA.

“AGM” shall mean the annual general meeting held in accordance with the constitution of the Competition.

“**Deposit**” means a sum of money deposited with the Competition as part of the requirements of membership of the Competition.

“Club” means a Club for the time being in membership of the Competition and “Team” means a side from a Club especially where a Club provides more than one Team in a division in accordance with the Rules.

“Competition” means the Peterborough & District Football League.

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

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

“Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.

“Fees Tariff” means a list of fees approved by the Clubs at a general meeting to be levied by the Board for any matters for which fees are payable under the Rules.

“Fines Tariff” means a list of fines approved by the Clubs at a general meeting to be levied by the Board for any breach of the Rules.

“Ground” means the ground on which the Club’s team(s) plays its Competition Matches.

“Board ” means in the case of a Competition which is an unincorporated association, the Board elected to manage the running of the Competition and where the Competition is incorporated it means the Board of Directors appointed in accordance with the articles of association of that company.

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

“Non Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment.

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

“Player” means any Contract Player, Non Contract Player or other Player who plays or who is eligible to play for a Club.

“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.

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

“Sanctioning Authority” means the Northamptonshire County Football Association Limited.

“Scholarship” means a Scholarship as set out in Rule C 3 (a) (i) of the Rules of The FA.

“Team Sheet” means a form provided by the Competition on which the names of the Players taking part in a Competition match are listed.

“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.

(B) All Clubs shall adhere to the Rules. Every Club shall be deemed, as a member of the Competition to have accepted the Rules and to have agreed to abide by the decisions of the Board in relation thereto, subject to the provisions of Rule 16.

(C) The Competition will be known as “Peterborough & District Football League” (or such other name as the Competition may adopt). The Clubs participating in the Competition must be members of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.

(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 Board in accordance with the rules, regulations and policies of The FA.

2. NOMENCLATURE AND CONSTITUTION

(A) This Competition shall be designated the Peterborough & District Football League and known as the ChromaSport & Trophies Peterborough & District Football League and shall consist of not more than 88 Full Member Clubs approved by the sanctioning authority. This Competition shall consist of not more than 88 Clubs approved by the Sanctioning Authority

(B) All such Member Clubs must be affiliated to an Affiliated County Football Association and their names and particulars shall be returned annually

by the appointed date on the Form 'D' to the Northamptonshire County Football Association. The area covered by the Competition Membership

shall be approx 60 miles from the centre of Peterborough. and must have a constitution approved by the Sanctioning Authority.

This Competition shall apply annually for sanction to the Northamptonshire County Football Association and the constituent teams of Member

Clubs may be grouped in divisions, each not exceeding 20 in number.

(C) This Competition shall only permit one team from a Club to participate in the same division unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. This Competition will obtain the prior approval of the sanctioning Association in the event of a division comprising of more than one team from the same Club. This Competition will ensure that, where permission is given, teams from a Club operating in the same division are run as separate entities with no interchange of players other than via transfers of registration in accordance with Competition Rules.

(C) Only one team shall be permitted from any Club to participate in the same division as another team from the same Club unless there is no

viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. The Competition will obtain the

prior approval of the Sanctioning Authority in the event of a division comprising of more than one team from the same Club. This Competition will ensure that, where permission is given, teams from a Club operating in the same division are run as separate entities with no interchange of players other than via transfers of registration in accordance with these Rules.

(D) Inclusivity and Non-discrimination

- (i) This Competition and each Member Club must be committed to promoting inclusivity and to eliminating all forms of discrimination
- (ii) This Competition and each Member Club does not and must not [by its rules or regulations or] in any manner whatsoever unlawfully discriminate against any person within the meaning and scope of the Equality Act 2010 or any law, enactment, order or regulation relating to discrimination (whether by age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability or otherwise).
- (iii) This Competition and each Member Club 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).
- (iv) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate sanctioning Association for investigation.

(D) Inclusivity and Non-discrimination

- (i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination
- (ii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Sanctioning Authority for investigation.

(E) As an FA Charter Standard League this Competition requires all its Clubs to have achieved FA Charter Standard League status by 2014. The League Board may expel any club that has failed to achieve Charter Standard status by this date. New Member Clubs have one year to achieve the Charter Standard club award. The League has the right to refuse membership to a Club if it fails to demonstrate commitment to achieving the award.

(E) Clubs must comply with the provisions of any initiatives of The FA which are adopted by the Competition including but not limited to, Charter Standard and RESPECT programmes.

3. ENTRY FEE, SUBSCRIPTION, DEPOSIT

(A) Application by Clubs for admission to the Competition or the entry of an additional team(s) must be made in writing to the Company Secretary and must be accompanied by an Entry Fee of £50 per team which shall be returned in the event of non-election. A £25 Entry Fee for the Veteran Development Divisions will apply. Applications by Clubs for admission to the Competition or the entry of an additional team(s) from the same Club must be made in writing to the Secretary and must be accompanied by the Entry Fee as set out in the Fees Tariff per team which shall be returned in the event of non-election.

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

Present Clubs applying to be placed in the Premier Division must do so in writing to the Company Secretary by 31st December in the relevant year. A non-returnable fee of £50.00 in accordance with the Fines Tariff must accompany all such applications otherwise the application will lapse. A Ground inspection will be carried out by the League's Facilities Committee by 28th February and applicant Club(s) will be given until 30th April 31st March to complete any changes necessary to bring facilities up to the required standard. A second inspection will be carried out to ensure that the required changes have been made. (See details of requirements on the FA Full Time system News Page).

(B) The Annual Subscription shall be in accordance with the Fees Tariff. The Annual Subscription shall be: Premier Division teams £125.00, Other Divisions £95.00 except Veteran Development Divisions which is £25.00 payable on or before the 31st July in each year. Non Charter Standard Clubs will be charged an additional £25.00 per Team. Defaulting Clubs shall be liable to a fine of £25.00

(C) **In the event of any issue concerning the membership of any Club with the Competition the Board may require a Deposit to be paid by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit.** in accordance with the Fees Tariff Each Club shall within 28 days, pay a deposit of £75.00, Veteran Development Divisions Deposit £25.00 which shall be returnable to the Clubs on leaving the competition provided they have fulfilled their fixtures and complied with all orders of the Board.

(E) Clubs must advise annually to the Company Secretary in writing by 1st July of its Sanctioning Authority County Football Association affiliation number for the forthcoming Season, failing which they will be fined in accordance with the Fines Tariff £30.00 Clubs must

advise the Company Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

(F) STATIONERY: - All teams/clubs will be supplied with the following stationery.

- (i) Each team will be supplied with 1 book of Team/Result Forms, in accordance with the Fees Tariff at a cost of £7.00
- (ii) Registrations Forms can be downloaded from the FA Full Time system free of charge.
- (iii) 1 Book Of Match Report Forms at a cost of £7.00 in accordance with the Fees Tariff
- (iv) Transfer Forms can be downloaded from the FA Full Time system. Each transfer will be charged at £10.00 in accordance with the Fees Tariff
- (v) Handbooks are available as downloadable document from the FA Full Time system.
- (vi) League Footballs. New teams joining the league will be supplied with 1 free football and charged for 3 extra footballs.

4. BOARD MEMBERS.

(A) The Board will be elected by the Member Clubs, after which the Directors will be elected from the Board by the Member Clubs (Chairman of the Board, Company Secretary, Development Director, Respect Director, Facilities Director, Disciplinary Director and Finance Director) This will be done with 10 Board Members elected on a 2 year cycle and the other 10 elected 2 years later on a 2 year cycle. The Chairman of the Board, Finance Director Respect Director and Facilities Director on the first cycle, with the, Company Secretary on the second year cycle with Development Director and Disciplinary Director being elected on the second 2 year cycle.

(Note: - Auditors are not Officers).

(B) This will be supported by President, Vice-Presidents, Vice Chairman, Referee/Fixtures Secretary, Result/Registration Secretary, Respect Officer, Life Members and Honorary Life Members

5. MANAGEMENT, NOMINATION, ELECTION.

(A) The Competition shall be governed in accordance with the Rules and Regulations of the Football Association by the Board members who shall be elected by the member Clubs at the Annual General Meeting. All participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The Association from time to time.

(B) Retiring Directors shall be eligible to become candidates for re-election without nomination. All other candidates for election as Directors or members of the Board shall be nominated to the Company Secretary in writing, signed by the Secretaries of Two Member Clubs, not later than 30th April in each year. Names of the candidates for election shall be circulated with the notice of Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any Office, nominations may be received at the Annual General Meeting

(C) The Board shall meet at least quarterly.

On receiving a requisition signed by two thirds of the Members of the Board the Company Secretary shall convene a meeting of the Board.

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

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

(F) Members and Directors of the League Board having completed 15 years of service shall be eligible for Life Membership and Long Service Award. They will be entitled to attend the A.G.M. and Board meetings without the power to vote. A Club Secretary with 15 years' service shall be eligible for Honorary Life Membership. He / She will be entitled to attend the A.G.M. and Board meetings without the power to vote.

4. MANAGEMENT, NOMINATION, ELECTION

(A) The Board shall comprise the Directors (Chairman of the Board, Vice Chairman of the Board, Company Secretary, Development Director, Facilities Director, Disciplinary Director and Finance Director) of the Competition and 14 ordinary members who shall all be elected at the Annual General Meeting.

This will be done with 7 Board Members elected on a 2 year cycle and the other 7 elected 2 years later on a 2 year cycle. The Chairman of the Board, Finance Director and Disciplinary Director on the first cycle, with the, Company Secretary on the second year cycle with Vice Chairman, Development Director and Facilities Director being elected on the second 2 year cycle. (Note: - Auditors are not Officers).

(B) All candidates for election as Directors or Members of the Board shall be nominated to the Secretary in writing, signed by the Secretaries of two Member Clubs, not later than 30th April in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting.

(C) The Board shall meet as and when required with no more than three calendar months between each meeting.

On receiving a requisition signed by two-thirds of the members of the Board the Secretary shall convene a meeting of the Committee.

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

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

5. POWERS OF MANAGEMENT

(B) Subject to the permission of the Sanctioning Authority Football Association having been obtained, the Board may order a match or matches to be played each season, the proceeds of which to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any Club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season (See Rule 6 (e)).

(D) The Board shall have powers to apply, act upon and enforce the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules. The Board shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. **Any action by the Competition must be taken within 28 days of the Competition being notified.**

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

- (i) Accept or deny the charge
- (ii) Submit in writing a case of mitigation, or
- (iii) Put their case before the Board **at a personal hearing**.

(E) All decisions of the Board shall be binding subject to the right of appeal in accordance with Rule 16. All decisions of the Board shall be binding subject to the right of appeal in accordance with Rule 16. Decisions of the Board must be notified in writing to those concerned **within ten days**.

Decisions of the Board Members must be notified to those concerned in writing within 21 days.

(F) 5 Members of the Board, of which one must be a Director, shall constitute a quorum for the transaction of business of the Board and 3 members shall constitute a quorum, one of which must be the Chair or Vice Chair, for the transaction of business of any sub-committees of the Competition, except for Youth Committee which will require the Youth Committee Chairperson and either the Head of Development or Head of Media to form a quorum. In an emergency the Company Secretary shall have power to act on behalf of the Competition, providing an appropriate report is presented to the next scheduled Board Meeting

(F) More than fifty percent (50%) of its members shall constitute a quorum for the transaction of business by the Board or any sub-committee thereof.

(I) All fines and charges shall be paid within 14 days of the date of posting of the written notification. All fines and charges are payable forthwith **and must be paid within 21 days of the date of notification of the decision**. Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.

Any Club failing to do so will be fined a maximum of £50. Further failure to pay the fine including the additional sum within 14 days will result in fixtures being withdrawn until such time as the outstanding payments are settled.

(J) A member of the Board appointed by the Competition to attend a meeting or match may have any expenses incurred refunded by the Competition. Travelling expenses for attending meetings of the Board are **in accordance with the Fees Tariff set at 40p per mile**.

6. ANNUAL GENERAL MEETING

(B) A copy of the verified Balance Sheet, Statement of Accounts, and Agenda shall be forwarded to each club at least fourteen days prior to the meeting, **and to the Football Association, together with any proposed change of Rules**.

(C) A signed copy of the verified Balance Sheet, and Statement of Accounts shall be sent to the **Sanctioning Authority Football Association** within fourteen days of its adoption by the Annual General Meeting.

(H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given shall be fined **£50.00. in accordance with the Fines Tariff**

7. AGREEMENT TO BE SIGNED

The Chairman and the Secretary of each Club shall complete and sign the following agreement which shall be deposited with the Competition together with the Renewal for Membership form for the coming season, by the 1st of June each year.

"We A, _____ of _____ (Chairman) and B, _____ of _____ (Secretary) of the _____ Football Club have been provided with a copy of the Rules and Regulations of the Peterborough & District Football League Competition and do hereby agree for and on behalf of the said Club to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Board of the Competition, subject to the right of appeal in accordance with Rule 16."

The Chairman and the Secretary of each Club **which is an unincorporated Association and two directors of each Club which is an incorporated entity** shall complete and sign the following agreement which shall be deposited with the Competition together with the Application for Membership for the coming season, or upon indicating that the Club intends to compete.

"We, (A) (name) [] of (address) [] (Chairman)/(Director) and (B) (name) [] of (address) [] (Secretary)/(Director) of [] Football Club (Limited) have been provided with a copy of the Rules and Regulations of the [] Competition and do hereby agree for and on behalf of the said Club to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Board of the Competition, subject to the right of appeal in accordance with Rule 16."

8. QUALIFICATION OF PLAYERS

It is the responsibility of each Club to ensure that any Player signing a registration form for that Club has, where necessary, the required International Transfer Certificate. Clearance is required for any Player **aged 12 and over aged 10 and over** crossing borders including Wales, Scotland and Ireland.

(iii) Each Club must have at least 11 players per team registered fourteen (14) days before the start of each Playing Season or be liable to fine in accordance with the Fines Tariff.

(B) A registered playing member of a Club is one who, being in all other respects eligible has: -

(i) Signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club, and who has been registered with the League Office on the FA Full Time system by noon on Friday prior to playing. Failure to complete the player registration form correctly will result in a fine of **£5.00 in accordance with the Fines Tariff**

(E) A fee **in accordance with the Fees Tariff of £5** shall be paid for each player registered.

(I) Subject to FA Rule C2(a) dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form to the Disciplinary Director. Such transfer shall be referred by the Disciplinary Director to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Disciplinary

Director and to the player concerned within seven days of receipt of the transfer form. Upon receipt of the Club's consent, or upon its failure to give written objection within seven days, the Disciplinary Director may, on behalf of the Board, transfer the player who shall be deemed eligible to play for the new Club from such date or 7 days after receipt of such transfer. The approaching Club may not approach another Player at the same Club within 28 days of an earlier notice of approach or acknowledgment.

Subject to compliance with FA Rule C2(a) when a Club wishes to register a Player who is already registered with another Club it shall submit a transfer form to the Competition accompanied by a fee as set out in the Fees Tariff. Such transfer shall be referred by the Competition to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Competition and to the Player concerned **within three days** of receipt of the notification. Upon receipt of the Club's consent, or upon its failure to give written objection within three days, the Competition Secretary may, on behalf of the Board, transfer the Player who shall be deemed eligible to play for the new Club from such date. The approaching Club may not approach another Player at the same Club within 28 days of an earlier notice of approach or acknowledgment.

(iv) All Clubs must register a minimum of 11 players per team fourteen (14) days before the start of each divisional playing season or be liable to a maximum fine of £50.

(M) A player shall not be eligible to play for a team in any special championship, promotion, relegation or play-off match (as specified in Rule 12(A)) unless the player has played **10 8** games for that team in this Competition in the current season.

(N) **A team may have a maximum of 3 players, who have played more than 20 games for a first team or highest team in membership of the League, in that season, except by permission of the Board** Except by prior permission of the Board, a team may have a maximum of 3 players only, who have played more than 20 PFDL competition matches for a first team or highest team in membership of the League, in that season.

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

(ii) In addition the team may have up to 3 points deducted from its total at the discretion of the Board and may be dealt with in any further manner, which is thought to be fit.

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

Any Club found to have played an ineligible Player in a match or matches shall have any points gained from that match or matches deducted from its record, up to a maximum of 12 points, and have levied upon it a fine. The Board may also order that such match or matches be replayed on such terms as are decided by the Board which may also levy penalty points against the Club in default.

The Board may vary this decision in respect of the points gained only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status. In exceptional circumstances the Board may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.

9. CLUB COLOURS - CLUB NAME

Goalkeepers must wear colours, which distinguish them from other players and the **Match Officials Referee**.

If, in the opinion of the Referee, two Clubs have the same or similar colours, the **home away** team shall make the change. Any team not having a change of colours or delaying the kick-off by not having a change shall be liable to a fine of **not less than £25.00** in accordance with the **Fines Tariff**

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

(A) The Annual General Meeting shall determine the date for the commencement of the season in accordance with **Football Association Rules**. Original fixtures arranged by the Fixture Secretary, or at a meeting specially convened for that purpose, to be held no later than 1st August, must not be arranged for a date later than seven days preceding the concluding date.

All matches shall have a duration 90 minutes unless a shorter time (not less than 60 minutes) is mutually arranged by the two captains in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves. **Two matches involving the same two teams can be played on the same day providing the total playing time is not more than 120 minutes.**

The times of Kick Off shall be fixed by the A.G.M. **and can only be altered by the mutual consent of the two competing clubs prior to the scheduled date of the match with written notification given to the Competition at least 7 days prior.** Any club failing to commence at the appointed time shall be fined in accordance with the **Fines Tariff** a sum not exceeding £20 or be otherwise dealt with as the Board may determine.

Clubs must use match footballs in the Competition, authorised and supplied through a supplier approved by the Board. Clubs failing to play with the approved match footballs must still play the match, and will be fined in accordance with the **Fines Tariff** £20.00. These footballs will be purchased by member clubs prior to the season or at any time during the season as and when required.

(D) The Secretary of Home Club must give notice in writing, by telephone or email, of full particulars of the location of, and access to, the ground and time of Kick-Off to the match Officials and the Secretary of the opposing club at least 5 clear days prior to the playing of the match. The Away Club shall seek and acknowledge receipt of such particulars. **If not so provided, the away club shall seek such details and report the circumstances to the competition.**

Any club failing to comply with this rule shall be liable to a fine of **not less than £10.00** in accordance with the **Fines Tariff**

(E) In the event of a Club playing in any match with less than 11 (eleven) players **they may be fined in accordance with the Fines Tariff £5.00 for each missing player.** The Clubs must provide written communication (either electronically, or by post), highlighting the reasons

for the shortfall of players within 48 hours of the match being played (excluding Sundays). A minimum of seven players will constitute a team for a Competition match.

Any Club unable to fulfil a fixture must, without delay, give notice to the Fixtures/Referee Secretary, the Secretary of the opposing Club and the match officials. Any Club failing to comply shall be dealt with by the Board who may inflict a fine **in accordance with the Fines Tariff**.

(ii) Any Club with more than one team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence: - First Team, Reserve Team, A Team, B Team, C Team. Clubs in breach of this requirement shall be fined **in accordance with the Fines Tariff a sum not exceeding £150** or otherwise dealt with by the Board.

(iii) Any Club unable to fulfil a fixture or where a fixture has been postponed for any reason must, without delay, give notice to the (Fixtures) Secretary, the Competition Referees Secretary, the Secretary of the opposing Club and the match officials. Any Club failing to comply shall be dealt with by the Board who may inflict a fine **in accordance with the Fines Tariff**.

(G) (i) Premier Division Clubs may at its discretion and in accordance with the Laws of the Game use 3 (three) substitute players in any match in this Competition who may be selected from 5 (five) players.

(ii) All other Divisions, Clubs may at its discretion and in accordance with the Laws of the Game use 5 (Five) substitute players in any match in this Competition who may be selected from 5 (five) players. A player who has been substituted himself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

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

Except for matches played at Step 7 of the National League System a player who has been substituted himself becomes a substitute and may replace a player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

The referee shall be informed of the names of the substitutes not later than 15 minutes before the start of the match **and a Player not so named may not take part in that match.**

The referee and opponents must receive team sheets together with the names of the substitutes not later than 15 (fifteen) minutes before the start of the match. Failure to comply with this Rule will make the Club liable to a **minimum fine in accordance with the Fines Tariff of £20.00**. Home Club must provide the Referee with a Referee Match Report form and Misconduct form, failure to provide a form will result in a fine of **£10.00. in accordance with the Fines Tariff**

The participating clubs taking part in the fixture shall identify a team captain designated with a captain's armband who has a responsibility to offer support in the management of the on-field discipline of his/her team mates. Respect Armbands must be worn, by Captains of both teams on the day of the match. Premier Division Clubs Assistant Referees must wear the Rain Jackets or Black Tee Shirts that were supplied to all Premier Clubs. Clubs failing to observe this Rule will be fined **in accordance with the Fines Tariff a minimum of £20.00. Division One to Five teams must wear the League Assistant Referee bibs.**

Any breach of this rule must be reported to the Company Secretary by the Match Referee. Failure to comply with this rule will make the Club liable to a minimum fine **in accordance with the Fines Tariff of £10.00.**

11. REPORTING RESULTS

(A) Both clubs are required to submit results and statistics including referees' scores and respect marks of the match played in the prescribed manner on FA Full Time system within 2 days of the date of the match excluding Sunday's. Appointed team administrators submitting their results and statistics electronically must confirm the full name and surname of team players who have taken part in that match for approval by the League Registration Secretary. Failure to do so or complete in full or correctly will incur a minimum fine **in accordance with the Fines Tariff of £30.00** and/or the club being dealt with as the Disciplinary Committee decide. When marking Referees, the whole match must be assessed; isolated and controversial decisions must be ignored. The Referee markings as required by Rule 13 (1 – 100) or any other information required by the Competition, Failure to do so will incur a fine **in accordance with the Fines Tariff of a minimum of £20** and/or the club being dealt with as the Board decide. A letter of explanation must be sent to the League Office, and signed by the club secretary within 4 (four) days of the date of the match when marking of 60 or below Failure to comply will result in a minimum fine of **£20.00. in accordance with the Fines Tariff**

Any Club knowingly submitting incorrect information shall be liable to a fine **not less than £50.00. in accordance with the Fines Tariff**

(B) Each Club playing in the PDFL, PDFL Cups, PFA Cup, FA/County Cup, and any PDFL club playing an FA/County match away to a non PDFL opposition must submit match results by SMS text message to the FA Full-Time system, within 30 minutes from the end of the match. If no result received, incorrectly entered result or result received late clubs will be liable to a fine of **£15.00. in accordance with the Fines Tariff**

12. DETERMINING CHAMPIONSHIP

(B) Automatic Promotion shall be applied to the first two teams in Division Two, Three, Four and Five. Teams finishing 3rd, 4th, 5th and 6th in Division Two, Three, Four and **Five** shall take part in Play Offs for promotion as determined by the Board.

13. REFEREES

(A) Registered Referees (and Assistant Referees where approved by the FA or County FA) for all matches shall be appointed in a manner approved by the Board and by the sanctioning **Associations Authority**.

(B) If the game is not played then both Clubs to give reasons in writing to the Company Secretary within 4 days. Failure to comply fully with this

rule will make Defaulting Clubs liable to a fine of not less than £30 in accordance with the Fines Tariff and will result in being Charged under Rule 10F.

(C) Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so will result in a fine in accordance with the Fines Tariff of £10 being imposed on the defaulting Team.

Club Assistant Referees will need to report to the Referee 15 minutes before the start of each game. Premier Teams must not use a named substitute as an Assistant Referee. Failing to comply will result in a fine of not less than £10 in accordance with the Fines Tariff. Assistant Referee must wear the League jackets and tops. Club Assistant Referees are not allowed to coach as they are deemed members of the Referee Team. Failure to observe this rule will make the club liable to a fine of not less than £10.00. in accordance with the Fines Tariff

(E) Subject to any limits/provisions laid down by the sanctioning Association Match Officials appointed under this Rule shall be paid a match fee in accordance with the Fees Tariff of Premier Division £23, all other Divisions £19, Assistant Referees £12 and travel expenses of 40p per miles.

Match Officials in the Veterans Development Division shall be £25 with no travel expenses.

(H) Each Club shall, in a manner prescribed from time to time by the Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted via FA Full Time system to the Competition. Clubs failing to comply with this rule will be fined £20.00 in accordance with the Fees Tariff or dealt with, as the Board shall determine.

14. CONTINUATION OF MEMBERSHIP OR WITHDRAWAL OF A CLUB

(A) Resignations of existing members of the Premier Division must be made in writing to the Company Secretary by the 1st February. Any Team in this Division resigning after this date shall be liable to a fine of not less than £150.00. in accordance with the Fees Tariff Resignations of existing members of other Divisions must be in writing to the Company Secretary by the 1st April 31st March otherwise all competing Clubs are considered members for the ensuing season. Any Club resigning after this date will be liable to a fine of not less than £100.00 in accordance with the Fees Tariff

After 31st December in the current Season a Club intending, or having a provisional intention, to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 1st February each Season or be liable to a fine not exceeding £25. in accordance with the Fees Tariff

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

Any Club infringing this Rule shall be liable to a fine in accordance with the Fees Tariff not exceeding £200 per team and shall also be liable for its share of any call which may be made under Rule 5(D).

(C) In the event of a Member Club failing to discharge all its financial obligations to the Competition in excess of £50, the Board are empowered to refer the debt under The FA Football Debt Recovery provisions. The Membership for the coming season having been decided at the Annual General Meeting held not later than 30th June, the Competition shall have the right, irrespective of other provisions in this Rule, to refuse to permit a Club to withdraw its team(s) in order to join another Competition and may hold the Club to its engagements.

(E) Any club failing to comply with this Rule will be liable to a minimum fine of £20.00 in accordance with the Fees Tariff

15. PROTESTS / COMPLAINTS

(C) Any dispute occurring between Clubs in the Competition shall be referred for determination by the Board whose decision shall be binding upon all parties subject to Rule 16. No protest of whatever kind shall be considered by the Board unless the complaining Club shall have deposited with the Secretary a sum in accordance with the Fees Tariff. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.

(D) No protest of whatever kind shall be considered by the Board of Directors unless the complaining Club shall have deposited with the Company Secretary a sum of £10. This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case. The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs to be shared by the parties.

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

(i) All parties must have received 14 days' notice of the Hearing should they be instructed to attend.

(ii) Should a Club elect to state its case in person then they should forward a deposit of £50 and indicate such when forwarding the written response.

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

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

(ii) Should a Club elect to state its case in person then the Club should indicate such when forwarding the written response.

16. BOARD OF APPEAL PROTEST, APPEALS

Within 14 days of the posting of written notification of any decision of the Board or the Competition, a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the Football Association, including a fee of £50, for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned.

No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the ground of unconstitutional conduct.
(*See Appendix-)

(A)All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Board, or a sub-committee duly appointed by the Board. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Board.

(B)All such protests claims complaints and appeals must be received in writing by the Secretary within fourteen days of the event or decision causing any of these to be submitted.

(C)The Board shall also have power to compel any party to the protest to pay such expenses as the Board shall direct.

(D)Any appeal against a decision of the Board must be lodged with the Sanctioning Authority within fourteen (14) days of the posting of the written notification of the decision causing the appeal, accompanied by a fee which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Secretary.

(E)If so requested the Board may arbitrate on any disputes, protests, appeals, claims or complaints between two Clubs in which event both Clubs shall send a non-returnable fee. Such arbitration shall be final and binding upon the parties to the arbitration.

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

(D) Any Club or Team failing to complete all of its fixtures in any season shall (unless the conditions are beyond their control, or the accredited delegates present at the Annual General Meeting or a Special General Meeting decide otherwise by a majority of two thirds (2/3) of the votes cast) be debarred from membership for the following season.

18. TROPHY - LEGAL OWNERS - CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED, AWARDS League Trophy Acceptance Form

(A)The following agreement shall be signed on behalf of the winners: -

I.....Secretary and
.....Chairman being members of and
representing

.....Football Club
which has won the Peterborough Football
League.....

valued up to £7500.00, and has been delivered to us by an Officer of the league or a member of the Board, do hereby on behalf of the said club and individually and collectively promise to return the same in its box to the League Office on or before 31st January next in good order and suitably engraved and in accordance with rules to which we have subscribed our respective names.

I certify that I on behalf of.....Football club has adequate insurance to cover the trophy(s) if the said trophy is damaged. Stolen or destroyed whilst in our possession or while being returned to the League Secretary.

.....Football Club has insurance to cover League Trophy, insurance provided by: -

Policy Details

Insurance Company.....

Policy Number.....

Start Date.....Expiry Date.....

This form must be returned to the League within 7 days of receiving trophy.

Note: Any club returning the Trophy after 31st January will be liable to a fine of £50.00.

(B)(i) Clubs returning trophies after January 31st each year shall be liable to a fine of £50.00.

(ii) Winners and Runners-up shall receive a maximum of 20 mementoes.

(iii) Winners and Runners of the Veterans Development Divisions shall receive a trophy only.

(C) If any club in possession of a Cup or Trophy resigns from the Peterborough & District Football League, or is expelled from the League, all trophies, being the property of the Peterborough Football League, must be returned to the League Office before the start of the new season.

(A) The following agreement shall be signed on behalf of the winners of the Cup or Trophy:-

"We (A) (name) and (B) (name), the Chairman and Secretary of FC (Limited), members of and representing the Club, having been declared winners of Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before 31st January. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair." Clubs returning trophies after January 31st each year shall be liable to a fine in accordance with the Fees Tariff.

(B)At the close of each Competition awards shall be made to the winners and runners-up if the funds of the Competition permit.

(i) Winners and Runners-up shall receive a maximum of 20 mementoes.

(ii) Winners and Runners of the Veterans Development Divisions shall receive a trophy only.

(19). SPECIAL GENERAL MEETINGS

Any continuing Member Club failing to be represented at a Special General Meeting without a satisfactory explanation being given to the Company Secretary in writing will be fined £50. in accordance with the Fees Tariff

20. ALTERATION TO RULES

Alterations, for which consent has been given by the sanctioning Association, shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19. Any alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season.

21. FINANCE

(D) The books, or a certified balance sheet, of the Competition shall be prepared and shall be audited verified annually by some suitable person who shall be appointed at the Annual General Meeting.

(E) Any club reaching fines totalling £150 will be written to for their observations as to their poor administration record.

24 MEDICAL

(A) Each Club must have a suitably qualified person (Minimum FA Emergency Aid Certificate) in attendance for every match day, failure to observe this Rule will be fined in accordance with the Fees Tariff

(B) Clubs must have a Medical Emergency Action Plan in place and be reviewed by the Club to ensure it's current.

Medical Emergency Action Plans - Assessment of Your Environment

Questions/Responses (Please tick box)	Yes	No	Don't Know	Sometim es
Is there a Medical Emergency Action Plan in place at your training and match grounds?				
Is there an MEAP when you are at unfamiliar venues - away grounds / sports/community centres etc?				
Do you always know the address of the venue you are at?				
Is a phone always immediately available for contacting the Emergency Medical Services?				
Is there an appropriately trained/competent first-aider at the pitchside whenever activity is taking place?				
Is there anyone to help the first-aider?				
Is an AED (Automated External Defibrillator) immediately accessible?				
Is there an appropriately stocked first aid kit which is accessible at all times?				
Do any of your players have a pre-existing medical condition?				
Do your players complete a Medical Declaration Form?				
Have the players always got immediate access to their medication?				
Do you know where the nearest hospital is with an Emergency Department /Neurology/Chest Unit?				
Is there vehicle access to your playing areas?				
Is there a list of contact details for the players' parents/guardians/NOK?				
Do your players complete a Medical Consent Form?				

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FA Medical Emergency Action Plan Form

Club name:
Club address:
Name(s) and telephone numbers of First Aider(s): 1. 2. 3
Names and telephone numbers of Facility Manager / Safety Officer:
Location of Club first aid room:
Location of defibrillator:
Location of first aid kit:
Location of stretcher:
Access routes: For ambulance into Club: From pitch to ambulance: From Club's first aid room to ambulance:
Nearest Hospital Emergency Department: Directions:

Distance / Journey time:
Nearest Hospital Neurological Unit (for head Injuries): Directions: Distance / Journey time:
Nearest Minor Injuries Unit / Walk In Centre: Directions: Distance / Journey time:

* A map of the site identifying location of medical facilities and ambulance route attached.

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Peterborough & District Football League Knock Out Competition Rules

Title of Competition

Names of Trophies "President Premier Shield", "Chairman Championship Shield", "Intermediate Shield" & "League Shield" and "The Veterans Invitation Shield"

THE PRESIDENT PREMIER SHIELD To be competed for by Teams from the Peterborough & District Football League **Premier Division** as determined annually by the Board.

THE CHAIRMAN CHAMPIONSHIP SHIELD To be competed for by Teams from the Peterborough & District Football League **Division One**, as determined annually by the Board.

THE INTERMEDIATE SHIELD To be competed for by Teams from the Peterborough & District Football League **Division Two and Three**, as determined annually by the Board.

THE LEAGUE SHIELD To be competed for by Teams from the Peterborough & District Football League **Division Four and Five**, as determined annually by the Board.

THE VETERANS INVITATION SHIELD To be competed for by Teams from the Peterborough & District Football League Veterans Division and open to affiliated Veterans Teams.

Entrance Fees – in accordance with the Fines Tariff

Clubs shall forward entrance fees within 14 days of invoice.

President Premier Shield £10

Chairman Championship Shield £10

Intermediate Shield £10

League Shield £10

Qualification of Players.

A player eligible is one who is a bona-fide registered playing member of a Club (Refer To League Rule 8b & 8c refers)

In any competition a player shall not play for more than one competing team in the same season. A player may not return to a lower competition having played in a more senior competition.

Semi-Final and Final: **No player shall be allowed to play in a Semi-Final or Final unless he has played 10 times for that team in a League Game or in an earlier round in the current season, No player shall be allowed to play in a Semi-Final or Final unless he has played at least 8 times for that team in a PDL competition, during the current season, unless special permission is granted by the League Board.**

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