**IMPORTANT NOTES FOR SECRETARIES**

(a) Many of the questions asked by Leagues, Competitions, Clubs and Referees during the course of the season can be answered by reference to this Handbook.

(b) Set forth herein is the Rules, Regulations and Bye-Laws of the Association, Rules of all the Association Cup Competitions, Regulations relating to Referees etc.

(c) Please therefore consult this Handbook before writing or telephoning the Association for information, and remember that all communications should bear the full name and address of the sender.

(d) An Appeal or Complaint of any kind from a League, Competition or a Club must be lodged in Duplicate and accompanied by the appropriate fee in accordance with Rule.

(e) Remember it is not permissible for a Club to:-

(i) Make a ground collection on behalf of an Individual or object (apart from Club Funds).

(ii) Play a Charity Match

(iii) Make a presentation to an injured player unless permission has first been obtained from this Association.

(f) The Captain of your Club should be instructed that it their duty to see that a player gives their name promptly to the Referee for whatever purpose they may require it and that in no case are they permitted to withdraw their team from the field of Play without permission of the Referee.

(g) Players and Club Officials should be informed that any Misconduct towards a Referee or Referee's Assistant off the Field of Play will be dealt with in the same way as if the offence had been committed on the Field.

(h) Foul and Abusive Language will not be tolerated by this Association and Club Secretaries should ensure that this message finds its way to all members of their Club.

(i) Please remember that Conference Dates once fixed by this Association for the playing of Association Cup matches cannot under any circumstances be changed by clubs unless of course the match is affected by inclement weather.

(j) Secretaries are specifically requested NOT to make any unnecessary telephone calls to any Officer of this Association before 9.00 a.m. and after 9.00 p.m.

(k) Please remember that the name of the Secretary on the affiliation form is the person responsible for all correspondence relating to the Club.

(l) When arranging fixtures, particularly pre-season friendlies ensure that your opponents are properly affiliated. Matches against unaffiliated clubs are totally forbidden.

(m) Study the Rules of all the competitions in which your Club is entered and see that they are complied with, as all Clubs are held responsible for their proper observance.

(n) Make sure that all your players are properly qualified in accordance with the Rules of the competition. Failure could result in losing a championship or cup tie.

(o) All correspondence MUST be answered within 7 business days, get into the habit of dealing with correspondence on the same day that it has been received. Correspondence should only be dealt with once.

(p) The name of your Club and your address should be given on all communications and it would be useful if Clubs obtained headed notepaper showing such information and stating that they are affiliated to the North East Wales Football Association.

(q) If you are in doubt on any matter do not hesitate to contact any Officer of the Association who will give you guidance on anything which is their direct responsibility or direct your query to the appropriate Officer of the Association on matters outside their jurisdiction.

(r) International Clearance must be applied for players coming from overseas. This includes England, Scotland, and Northern lreland. The player must not register or play in Wales for any Club at any level until his/her clearance has been received. This applies for anyone 10 years and over

**NORTH EAST WALES FOOTBALL ASSOCIATION CONSTITUTION**

**IMPORTANT NOTICE**

In accordance with F.A.W. Rule 28 and 29 every Football Association affiliated to that association is required to observe, comply with and enforce all such Rules, Regulations, Bye Laws and orders of the Football Association of Wales. Whilst every effort has been made to ensure that the Rules, Regulations, Bye Laws and orders of the North East Wales Football Association are detailed in the handbook conform to those issued by the Football Association of Wales it is possible that in some instances this may not be the case. In such circumstances the Rules of Football Association of Wales will prevail.

**1. NAME OF THE ASSOCIATION**

(a) The name of the Association is "North East Wales Football Association".

(b) It shall be affiliated to the Football Association of Wales such of whose Rules Regulations Bye-Laws and practices as affect affiliated Associations and their Members (as amended from time to time) shall be binding on this Association and its Members and shall be deemed to form part of these Rules.

**2. DEFINED AREA**

The Area of the North East Wales Football Association is the Flintshire County, Wrexham County. The A494 from Ruthin, Bala to Dolgellau, where the boundary road passes through Ruthin and Bala the town perimeter are within the North East Wales F.A. On Southern side the boundary will follow the B4580 from Llanrhaeadr to Oswestry with perimeter of Llanrhaeadr being within the Central Wales F.A.

**3. LEAGUES, COMPETITIONS AND CLUBS ELIGIBLE FOR MEMBERSHIP**

(a) Pursuant to the Standard Area Association Rules, Leagues and Competitions other than those sanctioned by the Football Association of Wales, and Clubs whose grounds are within the defined area of the Association and playing football in accordance with the Laws of the game (as settled by the International Football Association Board) and the Rules of the Football Association of Wales, must be affiliated to or sanctioned by this Association and must observe the Rules, Regulations and Bye-Laws of this Association.

(b) The Association will decide upon all applications for Membership with power to admit or to refuse such applications.

(c) Prior to admission to membership a Club must satisfy the Association that it is properly constituted and all Leagues and Competition’s shall satisfy the Association that they consist entirely of properly constituted clubs.

(d) A club shall not withdraw from membership of the Association without consent.

(e) Each club Member of this Association shall register via Comet on or before the 1st day in July in each year an application for affiliation. No variation in Club name will be allowed after submission of the affiliation via Comet except in exceptional circumstances.

 (f) Each League (pursuant to the Standard Area Association Rules), Competition and club shall become a Member of this Association and shall be entitled to send Representatives in accordance with the composition of Council to all General Meetings and who shall have the right to vote at such Meetings.

**4. SUBSCRIPTIONS**

The subscription or each club, League or Association shall be decided by the FAW via Comet.

1. A Junior club, League or Association is one that only provides football for players of 18 years and under
2. These Subscriptions must be paid on or before 1st July each year.
3. Any Club, League or Association whose subscription has not been paid ON OR BEFORE 1st July each year will have their subscription doubled.
4. Any Club, League or Association wishing to terminate its membership of the Association must give 21 days’ notice in writing of such intention to the Secretary of the Association. Such notice must be given to expire no later than the 1st July in any year. Failure so to do will render that club, League or Association liable for the subscriptions for the ensuing year.

**5. COMPOSITION OF COUNCIL**

The Council of the Association shall consist of the Officers and up to 27 other Members to be elected Tri-Annually.

1. The Officers of the Association are as follows and all will be elected Tri-annually
* President
* Chairman
* Vice-Chairman
* Hon - Secretary
* Hon - Treasurer
* Hon - Discipline Secretary
* Hon - Referee's Officer
* Hon - Admin Assistant/Comp. Secretary

These Officers shall be Ex-Officio Members of all properly constituted Committee’s.

1. A maximum of 27 other Members are made up as follows,

* North East Wales Football League - 3 seats
* Disability Leagues - 1 Seat
* North East Wales Referees Association 1 - Seat
* Wrexham Junior League - 3 seats
* Flintshire Youth League - 3 seats
* North East Wales Referee's Association - 1 seat
* Wrexham & District Schools - 1 seat
* Clubs, Associations & Leagues in membership - 11 seats (2 Girls Clubs)
* North Wales Women's League - 2 seat
1. All candidates for election as a Member to represent Clubs Associations & Leagues must be nominated by a Member Club and must have expressed a willingness so to stand.
2. Nomination forms, which will be supplied by the Secretary of the Association, must be signed on behalf of the Club concerned by the Chairman and the Secretary of the Club.
3. The nomination forms must be in the hands of the Secretary of the Association on or before the 31st March in the year in which the Tri- Annual elections are to be held.
4. When the nominations have been duly made, voting papers bearing the names of all Candidates shall be forwarded to all Clubs entitled to vote. Clubs may vote for Eleven candidates or if, further vacancies have occurred for such a number of Candidates will, if elected, fill the vacancies.
5. When the voting paper has been marked it shall be placed in an envelope supplied for the purpose and sealed. The envelope shall then be posted to reach the General Secretary of the Association by the specified date.
6. The envelopes containing the voting papers shall be opened in the presence of the Club Representatives and other interested parties at the Annual General Meeting.
7. The President or the Chairman of the Annual General Meeting shall be the Returning Officer. A further ballot will be held in respect of any tied votes.
8. No member Club shall be allowed more than one Member on Council and any such Member shall not be allowed to act in any matter concerning their own Club.

(c) Any member of Council who has been absent from THREE consecutive Council meetings without (in the opinion of the Council) a sufficient reason shall be considered to have resigned.

(d) A representative nominated by Leagues and Associations shall not be changed without the consent of Council.

**6. QUORUM**

One THIRD of the Council Members shall form a Quorum for the transaction of business at full Council and Committee Meetings.

**7. COUNCIL MEETINGS**

All Council Meetings shall be held at a venue of their own choice.

**8. GENERAL MEETINGS**

A General Meeting of the Association shall either be an Annual General Meeting or a Special General Meeting.

1. The Secretary shall subsequently give 14 days’ notice to all Members of the Association of the Place, Time and Date of such General Meeting together with the Agenda specifying the nature of all the business to be transacted at such Meeting.
2. Any Member Club of the Association failing to attend the Annual General Meeting or a Special General Meeting will be fined the sum of £20 unless the Secretary receives a written apology prior to the Meeting.

 **9. ANNUAL GENERAL MEETINGS**

The Annual General meeting of the Association shall be held during the month of July in each year to consider the following business:-

(a) The Rules of the Association.

(b) Statement of Accounts for the Year ended 31st March.

(c) Election of President.

(d) Election of Other Officers and Members of Council when such elections fall due to be held.

(e) Appointment of Life Vice-Presidents and presentation of Long Service Awards.

(f) To confirm acceptance of reports previously circulated as follows:-

 (i) Secretary

 (ii) Discipline Secretary

 (iii) Referee's Officer

(g) Presentation of mementoes to all Association Cup Winners.

**10. SPECIAL GENERAL MEETINGS**

(a) At any time the Secretary of the Association shall convene a Special General Meeting either by order of the Council or upon receiving a requisition to convene such a Meeting by and on behalf of not less than TEN Clubs being Members of this Association.

(b) Such requisition must be signed by the Secretaries of ALL the Clubs associated with such a requisition.

1. The Special Business to be placed on the agenda of such a Special General Meeting shall be set out in detail in the notice of such a Special General Meeting and sent out to all Members of the Association

**11. REPRESENTATION AT GENERAL MEETINGS**

(a) Each Association, League and Club shall be entitled to send TWO representatives to all General Meetings.

(b) Each Association, League and Club shall be entitled to only ONE vote at all General Meetings.

(c) No Association, League or Club shall be entitled to be represented at any General Meeting unless their subscription for the current year has been paid.

(d) All Officers and Council Members shall be entitled to attend in an Ex-Officio capacity, all General Meetings and shall be entitled to sit and vote on all matters with the exception of the election of Members of Council.

(e) A Members shall only represent one body at any General or Special Meeting of this Association.

**12. PROCEDURES AT GENERAL MEETINGS**

(a) The President of this Association will act as Chairman at all General Meetings (or, in their absence, their deputy will be decided by the other Officers present at the commencement of the meeting in question).

(b) (i) The Chairman of the Meeting shall decide on the validity of all nominations

 made to the meeting on all motions and/or amendments before the Meeting

 and his/her decision as to the results of all voting and each and every other

 matter shall be final.

(ii) An entry in the Minutes signed by the Chairman of the Meeting shall be conclusive evidence of the terms of each and every resolution and of each and every decision taken.

 (c) The voting at General Meetings shall be by ballot unless a show of hands shall be agreed by a majority of those entitled to vote.

**13. LIFE VICE - PRESIDENTS AND LIFE MEMBERS**

(a) The Council shall have the power at any time to appoint

(i) Life Vice-Presidents and (ii) Life-Members

(b) (ii) Any Officer or Member of the Council who has completed 25 years’ service for the Council shall be elected a Life Vice - President of this Association.

(ii) Any Officer or Member of the Council who has completed 21 years’ service for the Council shall be elected a Life-Member of the Association.

(c) These appointments will be made at the Annual General Meeting following the completion of such period and be presented with a Long Service Award at such Meeting.

(d) A Life Vice - President or Life-Member so created may also hold another position within the Association.

**14. TRAVELLING EXPENSES**

Members attending Council & Committee Meetings shall be entitled to such reasonable travelling expenses and subsistence allowances as the Council may from time to time decide.

**15. FILLING OF VACANCIES**

 The Council is empowered to fill, as and when any vacancies arise following resignation or otherwise, the position of any Officer.

**16. COMMITTEES**

Following each Annual General Meeting the Council of the Association shall at its first Council meeting select a minimum of 7 (SEVEN) Members to the following Committees:-

(a) Finance Committee

(b) Rules Committee

(c) Referees Committee

(d) Youth/Coaching Committee

(e) Emergency Committee - Consisting of Officers of the Association as defined in Rule 5(a)

(f) Cup Committee - Consisting of Officers of the Association as defined in Rule 5(a)

Each Committee shall have full powers in its sphere, subject only to the over-riding supervision by the Finance Committee on expenditure and to the approval of the Council of each Committee's minutes with the exception of the Rules Committee who shall have full Plenary powers when reviewing the Rules of Member Leagues.

Each Committee shall appoint its own Chairman, Vice-Chairman annually.

No member shall be Chairman or Vice Chairman of two Committees. Three Members of the Committee shall form a Quorum. Life Vice-Presidents and the Officers of the Association (as defined in Rule5(a) shall be Ex-Officio members of All Committees.

**OTHER COMMITTEES**

1. Disciplinary Panel appointed in accordance with Standard Rule

**FUNDS OF THE ASSOCIATION**

(a) The Chairman, Hon-Secretary and Hon-Treasurer of the Association shall be the authorised signatories of all monies and properties of the Association including Competition Trophies.

(b) All monies received by this Association shall, in the first instance, be lodged in an Account with one of the Joint Stock Banks, or nominated Building Society.

(c) All payments by the Association shall be made in accordance within the Area Association Bank Mandate

(d) So much of the funds of the Association as may not be required for immediate use or to meet the usual accruing liabilities shall be invested with the authority of Council.

(e) The Statement of Accounts of the Association, prepared by the Honorary Treasurer up to the 31st March and duly certified by Auditors or Persons appointed by the Council prior to presentation to the Annual General Meeting. A copy of this Statement of Accounts will be circulated with the notice of the Annual General Meeting.

**17. PUBLICATION OF DECISIONS**

(a) The Association shall be entitled to publish in the public press, or in a manner it shall think fit, reports of its proceedings, acts and resolutions or those of any Committee, Commission, Competition, Person or Body to whom it may delegate its powers, whether the same shall or shall not reflect the character or conduct of any League, Club, Official, Player or Spectator and every League, Club, Official, Player or Spectator shall be deemed to have assented to such publication.

(b) Information regarding Associations, Leagues, Competitions, Clubs and Players etc. shall only be given to recognised Secretaries of Associations, Leagues, Competitions and Clubs by and at the discretion of the Secretary of the Association subject to further application to this Council.

(c) The printed minutes of Council or extracts there from are issued for the information and action upon all matters contained therein and intended as a notification to the recipient of any matter applicable to the Association, Competition, Club or individual named therein, and no further notification will be sent.

**18. POWERS OF COUNCIL**

The Council shall manage the affairs of this Association and their decisions shall be final but subject to the right of appeal to the Football Association of Wales and in particular, but subject as here in provided, the Council shall:-

(a) Hold such Council Meetings as it shall deem appropriate

(b) Appoint such Representatives to other bodies as it seems fit.

(c) Appoint and create such Committees and Commissions either of a permanent or temporary nature as it may consider necessary. In the case of an equality of votes on any matter, the Chairman shall have a second or casting vote.

(d) Have authority to delegate such of its powers as it may decide to any such Committee, Commission.

(e) Have power to make such regulations for the Management of this Association and the administration of the game within the Area of the Association as from time to time may be necessary.

(f) To make such Rules and Regulations with reference to all Cup Competitions promoted by this Association as it may deem expedient.

(g) To make such Regulations, Bye-Laws and decisions deemed necessary to provide for matters arising from or to implement these Rules in so far as the same are not in conflict with any rule of the Football Association of Wales.

 (h) Have power to inspect the books and papers of all Leagues, Competitions and Clubs affiliated to this Association at any time.

(i) All books and vouchers for at least two seasons preceding the current season must be retained and be ready for inspection whenever required by the Council

(j) The officials of any League, Competition or club who may disband shall produce to the Council all Books, Papers, Vouchers and Audited Balance Sheet showing the financial position at the date of disbandment.

(k) Have power to deal with any matter not provided for under these Rules. The North East Wales Football Association is the sole interpreter of these Rules, and from their decision there can be no appeal to any other court or body (in Law or otherwise) save, and except to the Football Association of Wales, whose decision must be accepted by Club's members of this Association as final and binding on all concerned.

**19. PRIVILEGES OF COUNCIL MEMBERS**

 Each officer and council Member shall be furnished with a pass signed by the Secretary of the Association (which shall not be transferable) and all Leagues' competitions and clubs affiliated to this Association shall admit the holder to their grounds and stands upon production of such pass without requiring any other authority.

**20. CO-OPTION OF COUNCIL MEMBERS**

In all Leagues or Competitions recognised and sanctioned by the North East Wales Football Association, the Council shall have the right, as a condition of such recognition or sanction, to co-opt one Member on the Management of such League or Competition.

**21. REPRESENTATION ON COUNCILS AND LEAGUE COMMITTEES**

(a) No Player or registered Referee or any paid official of any Association, League or club shall be allowed to serve on the council of this Association.

(b) No such Players or paid officials of an Association, League or club shall be allowed to serve on the committee of any Football Association or Football League Management in anyway within the jurisdiction of this Association and the Football Association of Wales.

(c) No registered Referee shall be allowed to serve on the Committee of any Football Association within whose area he resides.

(d) What constitutes a paid official of an Association, League or Club within the meaning of this Rule shall be decided by the Council at its absolute discretion.

**22. ALTERATIONS TO RULES OF ASSOCIATION**

The Council shall make such alterations to these rules as might be required from time to time to conform with alterations made from time to time to the Rules and Regulations of The Football Association of Wales.

**23**. Save thereto no alterations to these rules shall be made except at any Annual General Meeting or at an Special General Meeting convened in accordance with these Rules.

**24.** Any proposal for the alteration of any of these Rules or any part thereof must be made, either by Council, or a Member of this Association entitled to be present and to vote at General Meetings of the Association.

**25**. In all cases of proposals from Members for consideration at the next Annual General Meeting written notice of the same which must be submitted to the Secretary of the Association to be in his hands by the 31st January in the year in question. Any such proposals shall be signed by the Chairman, Secretary and Three Members of any League, Competition or Club.

**26**. All such proposals for alterations to Rules to be submitted to the next Annual General Meeting shall be advised by the Secretary to all Members of the Association by no later than the 1st March of that year.

**27**. Any amendments from Members of the Association to the proposals so advised (to be brought before the next Annual General Meeting) must be notified in writing to be in the hands of the Secretary by no later than 1st March in that year.

**28.** The Council is empowered at its April meeting to make such further amendments to its prior proposals and to proposals received from Members.

**29.** Any proposal for an alteration of these Rules, to be considered by a Special General meeting, shall be solely in the form as resolved by Council or as duly proposed and seconded by Members requisitioning such a Special Meeting in accordance with these Rules.

**30.** No alteration to these Rules shall be made unless supported by a Majority of the votes casted at the General Meeting convened to consider the same.

**31**. The Council of the Association is hereby authorised to make Rules, Regulations, Bye-Laws and Orders with reference to and in connection with the Cup Competitions and Officials of the game as to which the Council may seem expedient.

**LEAGUES AND OTHER COMPETITIONS (INC.SMALL-SIDED GAMES)**.

**32.** The Secretary of every League or competition coming within the jurisdiction of the North East Wales Football Association shall send to the Secretary of the Association a Statement of Accounts and Balance Sheet at the Year or Season End, duly audited by persons not connected with a Member, Club or League Committee.

**33.** Any proposals for Rule changes affecting those Leagues and Competitions affiliated to this Association must be approved by the Association BEFORE they are put for approval at any General Meeting of the Members of those Leagues and Competitions. The Secretary of each of those Leagues and Competitions shall send to the Secretary of this Association any such proposed Rule changes at least 28 days before such proposals are presented to the General meeting convened to deal with such matters.

**CLUBS, PLAYERS AND OFFICIALS**

**34**. Clubs and Players shall not compete in any match or competition (including small-sided matches or competitions) the proceeds of which are not devoted to a recognised Football Club, Football Association or some other project approved by this Association.

**35**. No match between unaffiliated Clubs shall be played on grounds which are under the jurisdiction of Clubs who are members of this Association unless permission has been given by this Association.

**36**. The registered Secretary of a Club affiliated to this Association is the ONLY OFFICIAL recognised by this Association for the purpose of ALL correspondence.

**37**. Any Club affiliated to this Association changing its Secretary or any registered Secretary changing his/her address must advise the Secretary of the Association within 7 Business days on the appropriate form. Failure so to do will cause the Club to be charged with MISCONDUCT.

**38**. Each Club being a direct Member of this Association shall be required to send annually to this Association a Statement of Account and Balance Sheet showing the workings of the immediate past season. Such Statement of Account and Balance Sheet shall be sent to the Association not later that 1st August in the year concerned and must be signed by the Chairman and Treasurer or by the Treasurer and Secretary on behalf of each such Club.

**39**. Each Club in default of the provisions of Rule 38 in any way whatsoever shall be liable to be charged with MISCONDUCT.

**40**. Each Club shall keep Minutes giving a true record of all the resolutions adopted by its members and decisions arrived at by the Committee. They shall also keep an Account showing in detail the items of income and Expenditure. Such records shall be at the disposal of the Association for the purpose of inspection at any time upon giving 7 Business days’ notice to the Secretary.

**41**. The North East Wales Football Association shall have first claim to the use of all football grounds within the jurisdiction of that Association providing that the ground in question is not required by the Football Association of Wales.

**42.** Clubs in membership of Sunday Leagues may only play such practice games on a SUNDAY.

**43**. The Regional North East Wales Football Association boundary to comply with F.A.W. Rule 54.1.2 will be as written in Rule 2 of The North East Wales Handbook "Defined Area".

**MISCONDUCT**

**44.** (a) Players, Officials and Spectators are permitted to take part in or to attend matches within the jurisdiction of the North East Wales Football Association and the Football Association of Wales only upon condition that they observe and comply with all Rules, Regulations, Bye-Laws and orders made by those Associations.

(b) Every League and Competition within the jurisdiction of the North East Wales Football Association and the Football Association of Wales is required to observe, comply with and enforce such Rules, Regulations, Bye-Laws and Orders aforesaid. (c) Every Club within the jurisdiction of the North East Wales Football Association and the Football Association of Wales and its Directors, Members and Officials are required to observe, comply with and enforce all such Rules, Regulations, Bye-Laws and Orders aforesaid.

**45.** **NON-PAYMENT OF FINES ETC.**

Clubs/Players who pay Admin Fees after 5 pm on a Friday will not be allowed to play football until 9.00 am on the following Monday.

**46.** **REPRESENTATIVE MATCHES**

(a) Any player selected to attend any Representative Match who refuses to comply with the arrangements of the Council for the playing of such said match or who fails to attend such match without good and sufficient cause, shall be charged with MISCONDUCT. What shall or shall not constitute "good and sufficient cause" in any particular case shall be determined by the Council at its absolute discretion.

(b) Any Club or Official who shall be deemed to have encouraged or instigated or induced or connived at any breach by any player of any provisions of this or any Rule or of any other Order of the Association, shall be guilty of MISCONDUCT.

(c) Any Club or Organisation within the jurisdiction of the North East Wales Football Association shall not select or play player chosen to play for the said Association in any Representative match on any preceding day of the same week of such Representative match unless written consent of this Association shall have first been obtained.